



GOVERNMENT OF BERMUDA
The Ministry of Public Works

Department of Parks

Monday August 21st, 2017

Dear Bidders,

INVITATION TO TENDER: Provision of Cleaning Services to Parks Department Buildings

The Department of Parks is seeking bids from established cleaning service firms to provide cleaning services at selected Department of Parks Buildings. Cleaning services are presently required for a one (1) year period, within the following Parks Department buildings:

- **The Botanical Gardens Horticultural Hall & Bathrooms, 169 South Road, Paget**
- **The Botanical Gardens Visitor's Centre & Bathrooms, 169 South Road, Paget**
- **Department of Parks Maintenance Facility, 4 Marsh Folly Road, Pembroke**
- **Tulo Valley Plant Nursery Staff Areas & Bathrooms, 12 St. John's Road Pembroke Parish**

The overall scope of services required within each section includes general cleaning, sweeping, dusting, mopping, sanitizing, as well as securing all buildings and other related tasks as outlined in Annex E – Parks Department Cleaning Specifications, 2017 edition.

Bids must be submitted for all of the above noted buildings. All work must comply with best industry standards of practice, in addition to local occupational safety and health standards of practice. These include the enclosed Department of Parks Cleaning Specifications, the Occupational Safety & Health Act 1982, its Approved Code of Practice Notice (1997), and its Regulations (2009).

Interested bidders are required to attend a mandatory site meeting at the Visitor's Centre of the Botanical Gardens, Paget, on Friday, the 25th of August, 2017 at 9:30am, as well as visit the other building sites noted above during the regular business hours of 9:00am to 3:00pm in order to become familiar with conditions that may affect the proposed work.

Questions may be fielded at the site meeting. Further questions must be forwarded in writing to the Assistant Park Planner during the bid period, with final questions forwarded **no later than two (2) working days** prior to the Bid submission date noted below.

Completed bids must be returned in writing using the enclosed Form of Tender. All fields in the Form of Tender shall be completed including requisite signatures where indicated. Completed bids must be returned in a sealed envelope clearly marked "TENDER FOR PARKS BUILDING CLEANING" to the **Reception Desk of the Ministry of Public Works, 3rd Floor General Post Office Building, 56 Church Street, Hamilton HM 12, Bermuda**

(to the attention of the PARKS DEPARTMENT) by 3:00 pm on the 31st of August, 2017. All bids will be placed in a secure Tender deposit box as directed by Ministry reception. Submittals will NOT be accepted by email or any other electronic form. Non-conformance to the above-mentioned requirements may render the bid submission null and void. All bids will be opened in a formal Tender meeting by appointed committee of the Ministry, scheduled immediately after the close of the bid deadline. Bidders and the public are welcome to attend this meeting.

It is anticipated that the bid evaluation and contractor notification will take place forthwith. Tender award criteria include a properly completed & returned bid submission, prior work experience of a similar nature, demonstrated ability and capacity to provide the requested service, supportive references, and a competitively priced bid. Unsuccessful bidders will be advised by letters of regret.

Following contract award there will be a mandatory pre-startup meeting. The contracted services shall be positioned for immediate start thereafter.

Regards

Marcus Wade (e: mwade@gov.bm)
Secondment Assistant Park Planner (for)
The Park Planner