



GOVERNMENT OF BERMUDA

Ministry of Health, Seniors and Environment

Department of Health

The Provision of Cleaning Services for:

Four Regional Health Clinics and Hamilton Health Centre (HHC)

INSTRUCTIONS TO BIDDERS

PUBLIC ACCESS TO INFORMATION: Any information collected or used by or on behalf of the Government of Bermuda under this solicitation document is subject to the Public Access to Information Act 2010 ("Act"). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

Part 1 General Information

(1) Time: Submission Return date: **4:30 PM. –Tuesday July 28th 2015**

(2) Eligibility and Qualifications Requirements

This Request for Proposals is only open to Bidders who meet the criteria described herein.

- a. Bidder must meet certain requirements, specified herein, in order to be considered as eligible bidders. A bidder, who fails to meet with the requirements specified herein as to qualifications, will not qualify for final evaluation, and their submission will not be accepted.
- b. The bidder shall submit their completed submission all appropriate documentation in order to demonstrate the necessary experience and expertise this shall include descriptions of relevant and similar past projects, details of their team, the key personnel, equipment to be assigned to this service.
- c. The bidder must demonstrate that the company and the team leader/senior manager of their staff has the following:-
 - **Minimum of 3 years of experience current or recent, in successfully operating in the Cleaning industry and experience cleaning in a health care setting of similar size and complexity.**
 - The bidder shall submit a listing of cleaning equipment/vehicles available for use.
- d. Bidders must include, with their bid, a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company at the date of proposal. Failure to provide the certificate of incorporation will render their bid void.
- e. The bidder shall provide employee data to show the proportion of full-time and part-time Bermudians employed, and their commitment to training of all employees.
- f. The bidder shall submit their health and safety records for the last 2 years of reporting
- g. The bidder shall include description of relevant or similar past/present contracts.



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- h. The bidder shall demonstrate that they have no outstanding payments to be made to the Government of Bermuda.
- i. Provide evidence of environmental impact of cleaning materials that would be used. E.g. Product and Material Safety data sheets (PSDS and MSDS).

(3) Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Proposal and the Government of Bermuda, (**Department of Health - DoH**) will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

(4) Submission of Proposals

(a) Proposals shall be delivered to the Stores Office at the Hamilton Health Centre, 67 Victoria Street, Hamilton no later than 4:30 P.M. on Tuesday July 28th, 2015. Tenders received later than this time will ***not*** be considered.

(b) Tenders shall be submitted on the forms furnished and returned in a sealed envelope that has been clearly marked "RFP for Provision of Cleaning Services at DoH Regional Health Clinics and Hamilton Health Centre".

(5) Rejection of Proposal

The Government reserves the right to reject any or all Proposals and is not bound to accept the lowest tender. The Government also reserves the right to waive any informality or irregularity in any Tender received.

(6) Documents and Site Conditions

Each Bidder, by making his/her proposal, represents that he/her has read and understands the request for proposal (RFP) Documents, and that he/her has visited the site and is familiar with the conditions under which the work is to be performed.

(7) Alterations

No alterations are to be made in the Form of Tender except in filling in the blanks as indicated. If any such alterations have been made, or if these instructions are not fully complied with, the Tender may be rejected.

(8) Bid Validity

The Bidder shall abide by this Tender for a period of **90** calendar days from the deadline for receipt of Tenders.

(9) Safety

All works must be carried out in strict accordance with the Bermuda Occupational Safety & Health Act Regulations of 2009. The Government of Bermuda Health and Safety policy includes the provision that no alcohol or prohibited drugs may be consumed on the site or in any vehicle related to the works or service provided. Also, no employee of the Contractor or sub-contractor shall be under the influence of alcohol or drugs whilst at work.



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“The successful Contractor must comply with all legal requirements of all levels of government and verification of drug testing of their staff. All workplace injuries, accidents, or other incidents must be reported to the Department of Health (DoH) by the successful Contractor within twenty-four (24) hours. “

Please provide evidence that your company does regular drug screening of your staff, inclusive of evidence that at contracting time all prospective cleaners have passed a drug test, at minimum, the screening shall include testing of urine samples for marijuana, amphetamines, methamphetamines cocaine and opiates.”

Security Vetting will be carried out on your designated staff to promote clients and staff protection.

(10) **Insurance**

The Bidder shall submit evidence with his Tender, such as a copy of a certificate or a letter from his insurers, confirming Third Party Insurance has been retained for the amount shown in the Schedule of Rates to the Agreement and for the duration of the Works.

(11) Evaluation Review Process:

Responsiveness (Pass/Fail):

- Required documentation: Proposals will be reviewed to determine if all required documentation was included with RFP submittal as described.
- Proposals that fail to contain the required documents with their technical and cost proposals will be disqualified from further consideration.

Review and Evaluation (Phase 1)

- The tender will be evaluated against the general criteria and weighted scores will be applied as described in **Evaluation Criteria stated below and the attached matrix**
- The Department may seek written clarification from any or all prospective contractors in order to better understand and evaluate the proposed solution. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original tender.

Cost Proposal - After the technical evaluations review, the financial offers will be evaluated.

The final award recommendation will be based on the highest scoring proposal as determined by total points and rank using criteria as stated above.

(12) General Evaluation Criteria:

The evaluation criteria will be based on:

1. The Bidder's technical knowledge and understanding of the tender requirements;
2. The amount of projects that the Bidder shows as evidence of experience with projects of a similar technical level and size or scope.
3. The amount of projects that the Bidder shows as evidence of experience with completing projects within timescales and budgets;
4. The ability of the Bidder to complete the work within the required timescales;
5. The Bidder's availability of sufficient, suitably experienced resources;
6. The Bidder's past performance in recording Health and Safety accidents;



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7. The amount of positive references submitted by the Bidder;
8. The Bidder's tender price;
9. The Bidder's financial position;
10. The Bidder's standing with the Tax Commissioner's Office, the Department of Social Insurance, and the Accountant General's Office;
11. The percentage of Bermudian workforce employed at the Bidder's company;
12. The Bidder's evidence of providing apprenticeships/training positions or the willingness to offer them;
13. The extent of the Bidder's environmental policy and products used for this service;
14. The degree of skills training participated by those carrying out the service;
15. Prospective bidders is required to provide (3) references from business/government departments where they have provided similar service.
16. The Certification Confirmation of Non Collusion form must be signed and returned with the Bidder's submission.

Please see attached Evaluation Matrix with scoring weights

Part 2 Proposal Documents and Awarding

2.1 Content of the Proposal Documents

2.1.1 The set of Proposal documents issued for the purpose of bidding includes the documents stated below, together with any Addenda thereto issued in accordance with sub-clause 2.3

- Letter of Invitation
- Instruction to Bidders;
- Description of Services/Specifications
- Bid Forms;
- Sample Standard Service agreement/Contract;

2.1.2 The Bidder is expected to examine carefully all instructions, conditions, forms, terms, in the RFP documents. Failure to comply with the requirements of the RFP submission will be at the Bidder's own risk.

2.1.3 The RFP package can be picked up from the Stores Officer at the Hamilton Health Centre, #67 Victoria Street, Hamilton HM 12.

2.2 Clarification of Proposal Documents

2.2.1 A prospective Bidder requiring any clarification of the RFP documents may notify in writing, by email: Gavon Simons, glsimons@gov.bm and copied to Gaynell Hayward-Caesar, gdhayward@gov.bm They will respond in writing by email to any request for clarification which they receive earlier than prior to the deadline for the submission.



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- 2.2.2 Written copies of the response, where necessary (including a description of the inquiry but without identifying its source), will be sent to all prospective Bidders who have provided contact details.
- 2.2.3 Submission of written queries shall be sent to the following email address glsimons@gov.bm and copied to gdhayward@gov.bm

2.3 Amendment of Proposal Documents

At any time prior to the deadline for submission of bids, The Department of Health (hereafter abbreviated as **DoH**), may for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the RFP documents by the issuance of an Addendum.

- 2.3.1 The Addendum will be sent in writing by email to all prospective bidders who have received the RFP documents from the designated distributor authorized by the DoH and will be binding upon them.
- 2.3.2 In order to afford prospective Bidders reasonable time in which to take an Addendum into account in preparing their bids, the DoH may, at their discretion, extend the deadline for the submission.

2.4 Proposal Submission

When submitting your proposal bid, please do so as listed below. **Failure to follow these instructions will have your submission rejected:**

- 1) Response must be in the forms provided, the financial proposal to be in the format of Bid Forms 1 & 2 of this document.
- 2) "Company Information" is to include your company profile, proof of bond and insurance, proof of payment of Social Insurance and Payroll taxes for all employees and three (3) references where you currently are or have previously completed work of a similar nature and any other information you might wish known to us.
- 3) Items 1 and 2 are to be placed into a sealed envelope that is clearly addressed as follows:

**RFP for Provision of Cleaning Services for
DoH – Four Regional Clinics and Hamilton Health Centre.
(DO NOT OPEN until July 28, 2015 at 4:30 p.m.)
Attention: Stores Officer**

- 4) The sealed response submission may be hand delivered to the Stores Officer, #67 Victoria Street, Hamilton HM 12.



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- 5) **Fax or email responses will not be accepted.** Responses not following the above instructions **will not** be opened and will be eliminated from the evaluation process.
- 6) Responses arriving after 4:30 PM on Tuesday, July 28, 2015 **will not** be opened and returned to the sender without exception.

2.5 Late submissions - Late submission will not be considered or accepted.

2.6 Award of contract

2.6.1 Award Criteria

The Department of Health (DoH) will award the Contract to the Bidder whose proposal has been determined to be substantially responsive to the RFP documents and who, in the opinion of the DoH has offered the best proposal taking into consideration the price, the bidder's capability and available resources to carry out the Contract effectively and the bidder's schedule. This may not be the lowest proposal received.

2.6.2 Right to accept any proposal and to reject any or all proposals

- a) DoH does not bind himself to accept the lowest or any Proposal and reserves the right to reject any proposal and, and to annul the bidding process and reject all Proposals, at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder, or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the DoH decision.
- b) DoH may declare the Bidding process void when it is evident that there is a lack of competition or there has been collusion. All Proposals may be rejected if substantially higher than the budget.

2.6.3 Notification of Award

- a) Prior to the expiration of the period of Bid Validity prescribed by the DoH, the DoH will notify the successful Bidder by email, confirmed in writing by registered letter, that their proposal has been accepted and the written contract document will be forthcoming.
- b) The DoH will promptly notify the unsuccessful Bidders once the contract has been signed by the successful contractor.

2.7 Confidentiality

- 2.7.1 The DoH requires financial and other information from the bidder including a detailed corporate profile to assist in the evaluation and selection process. DoH recognizes this information is confidential and will therefore not disclose details of any submission to any other prospective contractor. Information will remain confidential whether a contractor is requested to submit a proposal or not.



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Description of Service/Specifications

1. Overview:

The Bidder is advised to visit and inspect all sites and surrounding areas where the Cleaning services will be provided.

The Bidder shall be deemed to have satisfied themselves as to the form and nature of the sites, the quantities and nature of the service requirements and materials necessary for the completion of the services, and in general to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or affect their bid.

Bidders shall make their own assessment of existing facilities, conditions and difficulties which will attend the execution of the services called for by the proposed contract; including local conditions, constraints due to working in an occupied building within restricted hours, working conditions, access/security challenges and all other reasonable contingencies.

Bidders shall satisfy themselves by personal examination of the sites of the proposed services and by such other means as they choose as to actual conditions and requirements, and as to the staff and equipment, products quantities required.

2. Duration of Contract Award:

The Cleaning services contract will be for **two year tenure** with an option to renew for a **one additional year**.

3. Primary General Daily Cleaning Tasks for Regional Clinics

General services to be provided, but not restricted to, at location and time frame listed as follows:

- a) All Cleaning staff must be trained and adhere to standard infection control guidelines and follow health care related guidelines as directed by managerial, medical and professional personnel.
- b) Cleaners will daily clean and sanitize all public and private bathrooms – toilets, sinks, mirrors and shower areas, flat surfaces, walls and floors daily.
- c) All public areas including lobby, corridors, and lounges are cleaned on a daily basis, removing trash, vacuuming, sweeping and mopping floors, dusting, wiping down furniture and fixtures as per checklist, remove marks from walls; generally maintain the appearance and cleanliness of public areas.
- d) Administration offices, clinical and staff areas to be cleaned and trash removed daily at a time most convenient to the HHC staff.
- e) Deep clean/scrub all public space floors as required
- f) All accessible interior and exterior windows, doors and external spaces used by staff, residents or visitors will be cleaned and maintained on a regular basis.



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- g) Stairwells, basement/back of house general cleaning, sweeping, moping, floor scrubbing, carpet treatment, furniture and wheel chair cleaning will be carried out as scheduled or as needed.
- h) Additional special duties may be required as needed within the facility.

Note: Regional Clinics requires specified cleaning services Monday - Friday (see chart 4 below)

3.1.1. Additionally cleaning requests will be carried out by the on-site cleaners anytime between 6:30 am -2:30 pm when time and workload permits at no additional costs.

3.1.2. Cleaning staff may be required to remain onsite during times of emergency such as hurricanes, when requested by the Stores Officer, Chief Nursing Officer or designated DoH manager. Any hours outside of normal work hours/numbers of staff will be paid at the agreed upon rates.

3.2 Cleaning service material

Successful contractor will provide all cleaning material and equipment to complete the tasks outlined in section 3 and as outlined in Appendix A and Appendix B. These include hard surface cleaner, toilet bowl cleaner, furniture cleaner, glass cleaner, vinyl floor cleaner, and carpet cleaner. DoH will be responsible for supplying all other cleaning supplies, plastic, paper products, and trash bags.

Successful contractor/cleaning staff will monitor and fill/refill dispensers, replace toilet paper etc. and request supplies in advance to prevent outages/shortages.

End of Instructions to Bidders



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4. CLEANING SERVICES STAFF HOURLY REQUIREMENTS

#	Staff Designation	Daily work times	Daily unpaid Meal break included	Total daily # paid work hours	Weekly # of Hours	Annual Number of regular hours (44 x 52)	Monthly average Hours 2,288 Divided by 12
1	Supervisor / Cleaner Mon-Fri excluding weekends and Public Holidays)	6:30 am – 2:30 pm	1 hour	7hrs @5 days	35	X 52 weeks =1,820	
1	Supervisor / Cleaner Somerset Clinic	After 5pm		1 hr @4 days	4	X 52 weeks =208	
1	Supervisor/Cleaner Warwick Clinic	After 5pm		1 hr @2days	2	X 52 weeks = 104	
1	Supervisor / Cleaner Prospect Clinic	After 5pm		1hr @2 days	2	X 52 weeks =104	
1	Supervisor/Cleaner Devonshire	After 5pm		1hr @1 day	1	X 52 weeks =52	
Total 1 Staff daily				11 Hours daily	44 Hours weekly	2,288 Hours annually	190.66 Average hours monthly

End of Description of Services and Specifications



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FORM OF TENDER

1. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax and Public Works (formerly Works & Engineering) fees.
2. We confirm that we have submitted a bona fide Tender, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
3. Having examined the Site. Acknowledgment Addendums Nos. _____ inclusive for the execution of the Cleaning Services, we, the undersigned, offer to provide the Cleaning Services in accordance with the **Instructions to Bidders, and all enclosed documents** (herein called the *RFP Documents*).
4. We undertake, if our Tender is accepted, to commence the Services as soon as is reasonably possible after the receipt of written notice to commence, and to provide the Services comprised in the *Contract Documents* for the duration.
5. We confirm that our Tender shall remain open for acceptance by the Government of Bermuda, the Department of Health for a period of **90 calendar days** from the date of this undertaking and we shall not withdraw this Tender during this period.
6. Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We understand that the Government of Bermuda is not bound to accept the lowest or any tender that may be received.
8. I/We consent to the collection and use of the information I/we give to the Government of Bermuda in response to the solicitation document and agree to waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2014

(Name) _____

(Signature) _____

Duly authorized to sign tenders for and on behalf of:
(Firm) _____

(Address) _____



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FORM OF TENDER- COMPANY INFORMATION

Organizational Company Data/Financial References

Name of bidder: _____

Head Office Address: _____

Local Office Address: _____

Duly Authorized Official:
Representative for the Purposes: _____

Hereof, Email, Telephone Number _____

Description of Proponent: (fill in where applicable (a, b, c or d)

(a) Incorporated Company (Name) _____

(Please ensure copy of Incorporation of Company is included with response)

Date and Place of Incorporation _____

Names of Principal Officers

President _____

Vice-President _____

Secretary _____

Treasurer _____

Names of Principal Shareholders:



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FORM OF TENDER- COMPANY INFORMATION cont'd

Company Name: _____

Partnership or affiliate (Name) _____

Date and Place Established _____

General or Limited Partnership _____

Principal Partners, Country of Residence _____

Sole Proprietorship (Name) _____

Date and Place Established _____

Name and Address of Proprietor _____

Other (Please provide adequate details if none of the above)

If the bidder is a subsidiary of, affiliated with or associated with other organizations, please provide details:

Insurance details:

Workers Compensation Insurance carried: BD\$ _____

Professional Indemnity Insurance carried: BD\$ _____

Commercial Grade Liability Insurance carried: BD\$ _____

Company Payroll Tax No.: _____

Company Social Insurance No.: _____



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FORM OF TENDER- COMPANY REFERENCES

Company Name: _____

(i) Client and References: Please note the persons listed below may be contacted to verify the information.

1. The following Cleaning Service contracts are held **currently or have been satisfactorily completed in the last two (2) years** for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed Services
(a)				
(b)				
(c)				

2. The following person may be contacted for information concerning the contract work listed above (list a reference for each contract named):

	Name	position /Title	Email address	2 Telephone #
(a)				
(b)				
(c)				

3. The following Cleaning Service contracts are **no longer current** but have been satisfactorily completed in the last four (4) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				



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FORM OF TENDER- COMPANY FINANCIAL INFORMATION

Company Name: _____

(j) Financial Stability

Yes, we confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions and Payroll Tax.

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Company)

DATED:



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LIST OF EQUIPMENT AND PRODUCTS

The following equipment will be provided and used by the Contractor to perform the Cleaning Services outlined in this tender.

Please list any of the following: Vacuum cleaners, general cleaning equipment, floor steamers, scrubbers, polishers, suction equipment, vans, trucks, and any other specialized cleaning equipment to be used to carry out work on site at four Regional Clinics and Hamilton Health Centre.

Type/name of Item	What is its purpose?	How many available for use at HHC?	<u>Comments</u>

SIGNED:
(Signature) _____

(Block letters) _____

ON BEHALF OF:
(Company) _____

DATED: _____



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BID FORM 1

SCHEDULE OF RATES

All rates and prices (in Bermuda dollars) in the schedule are to be **inclusive of materials and related accessories, products, placement, overhead and profit**. These rates shall be used for determining additions and deletions from the contract sum.

Using the information provided on chart found in the Description and Services specifications sections 3 and 4, **please complete the Table A. below** to show your hourly rate, and then use your hourly rate to calculate the weekly, annual and monthly rates you bid.

<p>A) Your standard hourly rate per person</p> <p>\$ _____</p>	<p>B) Your total standard daily rate for 1 staff (based on 44 hours)</p> <p>\$ _____</p>	<p>C) Your standard annual tender bid: b) x 355 days (does not include any public holidays or weekends)</p> <p>\$ _____</p>	<p>D) Your average monthly rate based on: c) divided by 12 (months)</p> <p>\$ _____</p>
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NB. There are 10 Public Holidays annually which the clinic does not open for service.

Having examined the tender documents for the above work, we the undersigned confirm our offer to undertake the whole of the said works for the sums stated in Table A. above. We agree to abide by this tender for 90 calendar days from the date fixed for receipt of bids, and understand that you may accept/reject any bid you may receive. **We undertake to commence the works no later than ONE calendar day after September 30, 2015.**

<p>IN WORDS: AVERAGE MONTHLY BID (D above)</p>
<p>IN WORDS: TOTAL ANNUAL BID (C above)</p>

SIGNED:
(Signature) _____

(Block letters)
ON BEHALF OF: _____
(Company) _____

DATED: _____



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BID FORM 2

**HOURLY PRICE SCHEDULE FOR UNSCHEDULED OR EMERGENCY WORK
("EXTRA WORK/ADDITIONAL HOURS") PER PERSON or PER CREW.**

Complete **Table B.** to reflect you unscheduled and additional hourly rates:

Item No.	Title/designation	Description	Hourly rate
B1	Supervisor or cleaner	After hours/overnight standby cleaning and general assistance throughout the facility to maintain operations and safeguard residents, staff and protect property, e.g., during hurricanes.	\$
B2	Cleaning crew	Deep cleaning Scrubbing floors, steam-cleaning carpets, water removal after a major flood/leak etc. (outside of what is already included in contract.)	\$

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Company)

DATED:



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Certificate of Confirmation of Non-Collusion

Notes for the tenderer/bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process. If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Status _____ Date _____

(2) _____ Status _____ Date _____

for and on behalf of _____



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To: Bidders

Attached is the Draft Sample Standard Service Contract

ACKNOWLEDGEMENT OF RECEIPT OF A DRAFT SAMPLE STANDARD SERVICE CONTRACT FOR THE RFP DESCRIBED ABOVE:

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Firm)

(Address)

DATE:



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FORM OF TENDER

We confirm having received and completed all parts of the required forms and have complied /enclosed them for submission as follows:

Submitted by Company	Confirmed on behalf of DoH
Bid Forms 1 and 2 duly completed and signed	
All Forms of Tender- Organization data of Company/Financial/References, list of Equipment and Products etc, duly completed and signed ;	
Certificate of Confirmation of Non Collusion, duly completed and signed ;	
Acknowledgment of receipt/ receipt of the draft Sample of Standard Service Contract form, duly completed and signed .	
We confirm attendance at required site meeting/tour on April _____ and information was given/questions answered by DoH representative.	

SIGNED:

(Signature)

(Block letters)

ON BEHALF OF:

(Firm)

(Address)

DATE:

ITEM	CRITERIA	WEIGHTING	SCORES - please see notes & scoring tab						Weighted scores					
			Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 1	Vendor 2	Vendor 3	Vendor 4		
1	Experience & Capability:													
1.1	Does the bidder's technical knowledge and understanding of the tender requirement		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.2	Did the bidder offer evidence of experience with projects of a similar technical level?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.3	Did the bidder offer sufficient evidence of experience with completing projects within timescales and budgets?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.4	Is the bidder able to complete the work within the required timescales?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.5	Does the bidder state that they have sufficient, suitably experienced resources available?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.6	Does the bidder have a good track record in Health & Safety?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1.7	Were the bidders referees positive about their experience of working with the contractor/supplier, and would they use them again?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1T	Total Score - Section 1	35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Financial Analysis													
2.1	Tender price (include all costs)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
2.2	The bidder is in a stable financial position.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
2.3	The bidder has no outstanding Government debt		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
2T	Total Score - Section 2	45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Social, Environmental & Economic criteria		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3.1	Percentage of workforce that are Bermudian		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3.2	Does the bidder offer evidence of providing apprenticeships/training positions or being willing to offer them?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3.3	Does the bidder have an environmental policy in place?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3.6	Has the Certification confirmation of Non collusion form signed and returned with the bidder's submission.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3T	Total Score - Section 3	20%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

100%

Fully weighted scores

0.00 0.00 0.00 0.00