

REQUEST FOR PROPOSALS

TO PROVIDE JANITORIAL/CUSTODIAL SERVICES AT UNIVERSITY OF THE BAHAMAS

Background

University of The Bahamas is the national institution of tertiary general education in The Commonwealth of The Bahamas. The institution grants certificates, diplomas, associate, bachelor and master's degrees to approximately 5,000 students. It has extensive links with tertiary institutions in the Caribbean and globally. More than 200 colleges and universities around the world accept the university's academic credits. University of The Bahamas endeavors to deliver high quality, industry standard cleaning services to all of its constituents (internal and external stakeholders).

The major objective of this Request for Proposals (RFP) is to consistently keep all of the university's buildings/facilities cleaned to the highest industry standards. Hence, the University is seeking a qualified janitorial company to provide cleaning services for the Franklyn R. Wilson Graduate Centre located at the Oakes Field Campus in New Providence, The Bahamas.

Scope of Works

INTRODUCTION

The Franklyn R. Wilson Graduate Centre consists of the following: -

- **Two (2) floors consisting of offices, classrooms, board rooms, lounge and lecture theatre (14,338 sq. ft)**
- 5 classrooms, 2 boardrooms, 10 faculty offices, student lounge, faculty lounge, reception area and lecture theater

The scope of works for this contract defines the janitorial requirements for cleaning the **Franklyn R. Wilson Graduate Centre** for University of The Bahamas (UB) in accordance with the following: -

EXPECTED CLEANING REQUIREMENTS

1. **Routine Cleaning** – Required to clean all offices, cubicles, classrooms, boardrooms, lounges, lecture theatre inclusive of kitchenette, two (2) private restrooms and four (4) public restrooms.
2. **Space Cleaning** – Required to clean all hallways, stairwells, porches, janitorial rooms, elevators, porches, glass doors and windows.
3. **Floor Maintenance** – Required to clean and buff floors weekly and pressure clean exterior walkways on a quarterly basis.

CONTRACT TERMS AND CONDITIONS

1. **Restocking Dispensers** – Required to restock toilet tissue, hand towel and hand soap into the restroom dispensers and to liaise with the university's representative when supplies are nearing low par levels
2. **Shift Requirements** - The contractor is expected to **commence cleaning at 9pm nightly.**
3. **Staff Supervision** - The contractor is responsible for supervising its staff and the expected cleaning tasks.
However, a designated university representative will administer occasional spot checks.
4. **Supplies & Equipment Requirements** - To also provide all labor, supervision, transportation and needed equipment to carry out the necessary works, in addition, to provide all green cleaning materials **exclusive of garbage bags, toilet tissue, hand towel, and hand soap.** All cleaning supplies and chemicals must be deemed safe to people and the environment. Please provide a Material Safety Data Sheets (MSDS) of the cleaning products that your company will be using.
5. **Damages** - The Contractor must agree to repair any damages to the building or personal property while carrying out cleaning duties.

6. All requests and notifications from the contractor should be directed to: Director (242) 302-4325 or Assistant Director of Janitorial Services (242) 302-4502 or (242) 302-4507 in the Physical Plant Office.

Instructions to Bidders:

- A. Breakdown of service costing
- B. Current business license
- C. Documentation that the company is current with National Insurance payments for its employees.
- D. Liability Insurance
- E. In instances where your firm has non-Bahamian employees provide proof of granted work permits.
- F. Proof that your company has qualified/certified technicians and the quantity required to execute the works.
- G. The company is to provide at least three (3) references with contact information from institutions and clients who are comparable in size.
- H. A pre-proposal conference and walk through for companies receiving this Request for Proposal will be held **Thursday 28th July 2022** promptly at **10am** (Venue for Meeting – Physical Plant Dept.)

Respondent Information:

The respondent should provide the following information:

- A. Name of firm
- B. Complete company address
- C. Contact person
- D. Telephone number
- E. Fax number
- F. Internet address
- G. Email address
- H. TIN number
- I. Copy of Current Business License
- J. Employee's police record
- K. Where applicable employee's Employment permit
- L. Qualification

Proposal Submission Deadline:

Proposals are due by **Thursday 4th August 2022 before 4pm**

Proposals are to be addressed in a sealed envelope and placed in the drop box located at the main security booth on University Drive behind the waterfall. The following should be included on the envelope:

**Vice President, Operations
University of The Bahamas
Oakes Field Campus
University Drive (entrance near waterfall)
Nassau, NP, The Bahamas**

RFP University The Bahamas Janitorial Custodial Services

The sealed envelope containing each submission should also include the name and address of the applicant and shall be clearly marked.

All proposals received will be placed in a secure box until the time of opening. Proposals may be sent by courier. Proposals **may not** be submitted by fax or e-mail. Please ensure, if a third-party carrier is used, that they are properly instructed to deliver proposals directly to the security booth, as listed above. The University is not responsible for securing proposals delivered to any other office location.

UB ROUTINE CLEANING INSPECTION CHECKLIST

This checklist outlines the tasks for routine facilities cleaning at UB.

Date:_____Inspector:_____

Employee's Name:_____Company:_____

CLASSROOMS

Empty garbage bins	<input type="checkbox"/>	Change soiled garbage bags	<input type="checkbox"/>
Wash garbage bins	<input type="checkbox"/>	Wipe clean whiteboards	<input type="checkbox"/>
Sweep floors	<input type="checkbox"/>	Vacuum carpeted floors	<input type="checkbox"/>
Wipe & polish all desks & chairs	<input type="checkbox"/>	Align all desks after cleaning	<input type="checkbox"/>
Wipe window sills	<input type="checkbox"/>	Wipe blinds	<input type="checkbox"/>
Disinfect all doorknobs & handles	<input type="checkbox"/>	Wipe all doors & baseboards	<input type="checkbox"/>
Wipe all glass doors	<input type="checkbox"/>	Mop floors	<input type="checkbox"/>

OFFICES, EXECUTIVE BOARDROOM, STAIRS, HALLWAYS AND PORCHES

Empty garbage bins	<input type="checkbox"/>	Change soiled garbage bags	<input type="checkbox"/>
Wash garbage bins	<input type="checkbox"/>	Wipe copying machine	<input type="checkbox"/>
Sweep floors	<input type="checkbox"/>	Vacuum carpeted floors	<input type="checkbox"/>
Empty shredders	<input type="checkbox"/>	Wipe printers	<input type="checkbox"/>
Vacuum carpeted floors		Vacuum Exec. Boardroom	
Wipe & polish desk & table	<input type="checkbox"/>	Neatly place items on desk	<input type="checkbox"/>
Disinfect telephone (s)	<input type="checkbox"/>	Wipe window sills	<input type="checkbox"/>
Wipe blinds	<input type="checkbox"/>	Disinfect doors & handles	<input type="checkbox"/>
Wipe baseboards	<input type="checkbox"/>	Wipe all glass doors	<input type="checkbox"/>
Mop floors	<input type="checkbox"/>	Clean hallways, stairways, & porches	<input type="checkbox"/>

RESTROOMS

Empty garbage bins	<input type="checkbox"/>	Change soiled garbage bags	<input type="checkbox"/>
Wash garbage bins	<input type="checkbox"/>	Sweep floors	<input type="checkbox"/>
Polish mirrors, chrome/stainless	<input type="checkbox"/>	Clean & sanitize sinks	<input type="checkbox"/>
Clean & sanitize toilets bowls	<input type="checkbox"/>	Clean & sanitize urinals	<input type="checkbox"/>
Wipe window sills	<input type="checkbox"/>	Disinfect all door knobs	<input type="checkbox"/>
Wipe all doors & baseboards	<input type="checkbox"/>	Re-stock all dispensers	<input type="checkbox"/>
Order dispenser supplies	<input type="checkbox"/>	Mop floors	<input type="checkbox"/>