

## REQUEST FOR PROPOSALS

### TO PROVIDE JANITORIAL/CUSTODIAL SERVICES AT UNIVERSITY OF THE BAHAMAS

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#### 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 Portia M. Smith Building located on Poinciana Drive in New Providence, The Bahamas.

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#### Scope of Works

#### **INTRODUCTION**

The Portia M. Smith Building consists of the following: -

- **Three (3) floors consisting of offices, meeting rooms and conference rooms (30,000 sq. ft)**

**Ground floor** - Records Department east and west wings; southern section - Business Office/Accounts Receivable

**2nd Floor** - Admissions Department east and west wings; southern section - VP Administrative Services  
Athletics Department and Risk Assessment Office

**3rd Floor** - East wing- Student Affairs; west wing - Financial Aid; Front Section – Bursary Office;  
Southern Section - Records and Records filing store rooms

The scope of works for this contract defines the janitorial requirements for cleaning the **Portia M. Smith Building** for University of The Bahamas (UB) in accordance with the following: -

#### **EXPECTED CLEANING REQUIREMENTS**

1. **Routine Cleaning** – Required to clean all offices, cubicles, meeting rooms inclusive of kitchenette, approximately three (3) private restrooms, twelve (12) public restrooms, foyer and cashiers cage.
2. **Space Cleaning** – Required to clean all hallways, stairwells, porches, janitorial rooms, elevators, glass doors and windows.
3. **Floor Maintenance** – Required to buff and seal floors weekly and to scrub (strip) and seal floors every four (4) months.

#### **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 7pm nightly.**
3. **Staff Supervision** - The contractor is responsible for supervising its staff and the expected cleaning tasks.  
**However, occasional spot checks will be administered by a designated university representative.**
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 Proposals will be held **Thursday 28<sup>th</sup> 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 4<sup>th</sup> 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  
Main Security Booth  
University of The Bahamas  
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, COPY CENTER & CASHIERS'S CAGE

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"/>