

INSTRUCTIONS TO TENDERERS FOR CLEANING THE SUPREME COURT COMPLEX

1.1 Confidentiality

All information provided in this document is the sole property of the Government of Barbados and cannot be reproduced or distributed without the written consent of the Registration Department.

1.2 The Property

The Complex is approximately 15,000 m² (161,460 sq. ft) over 4 levels situated on Whitepark Road, Bridgetown, Barbados. It comprises of:

- Eighteen (18) court rooms with separate facilities for judges
- Five (5) jury rooms
- Holding cells in the basement
- Public and meeting areas
- Offices and meeting rooms for staff
- Registry, probation and document storage
- Restaurant and kitchen with a cafeteria
- Lunchrooms
- Public and staff only washrooms

1.3 Information for Contractors

Contractors should note that the Registration Department, Office of the Attorney General on behalf of the Government of Barbados, does not bind itself to accept the lowest or any bid and reserves the right to accept or reject a bid.

1.4 Commercial Cleaning Services

The contractor shall perform custodial services and remediation services (when requested) in all designated spaces including but not limited to hallways, restrooms, work areas, court rooms, judges' chambers, waiting areas, hallways, restrooms, security areas, entrance way, lobbies, storage areas, elevators and stairways.

Location floor space is as listed (totaling approximately 9,754.82 square meters) comprising of two (2) distinct sides (1. Court side & 2. Registration side).

Each side is made up of:

- Basement
- First Floor
- Second Floor
- Third Floor

Daily cleaning activities shall be scheduled as follows:

- | | |
|----------------|------------------|
| i) Monday | 5pm -12 midnight |
| ii) Tuesday | 5pm -12 midnight |
| iii) Wednesday | 5pm -12 midnight |
| iv) Thursday | 5pm -12 midnight |
| v) Friday | 5pm –12 midnight |

In instances of quarterly and yearly, cleaning activities shall be scheduled on Saturday and Sunday.

1.4.1 Daily General Cleaning Requirements (All Floors)

- Empty all general waste receptacles (wastepaper basket liners to be used)
- Wash and re-line where necessary (instance where food items and/or candy wrappers are found in the waste basket)
- Dust and damp wipe (with appropriate cleaning agent)
 - i. Desks
 - ii. Bookshelves (without moving books)
 - iii. Storage units (exterior)
- Sanitize and clean all telephones.
- Sanitize clean/damp wipe-counters, filing cabinets (outer surface) and/or partitions.
- Tile and Vinyl covering
 - i. Sweep, mop, throughout the facility
 - ii. Scrub areas that show sign of heavy scuffing and/or heavy buildup
 - iii. Burnish shine areas dull in appearance (where applicable)

Floors must be free of dust, mud, sand, footprints, liquid spills and any other debris. When completed, the floors and halls shall be uniform in appearance with no streaks, smears, swirl marks, detergent residue, or any other evidence of dirt, grime or standing water.

- Clean all fixtures and fittings (within arm length)
 - i. Arm length is to be considered heights of 8” or less
- Clean all handrails internal and external
- Clean and polish elevators internal and external
- Twice weekly, vacuum all upholstered chairs using vacuums with high efficiency particulate air (HEPA) filters
- Clean and shine chair bases
- Sanitize and damp wipe all non-upholstered chairs
- Clean inside of windows and clean glass doors
- Damp wipe and remove hand and any other dark marks from walls, doors, around light switches, etc.

Daily Washroom Cleaning Requirements (All Floors)

Thorough cleaning of toilets, bathrooms, mirrors and shower facilities using suitable non-abrasive cleaners and disinfectants. Sanitize and clean all sanitary ware within washrooms including face basin, bowls and other fittings. All surfaces shall be free of grime, soap scum, mould and smudges.

- The client shall refill paper towels, toilet paper and soap in all bathrooms.
- The contractor shall check to ensure the client has replenished the usable items.
- Machine scrub all washroom floors once weekly.

1.4.2 Quarterly Cleaning Requirements (All Floors and Locked Offices on each floor)

To be carried out at the end of every fourth month

- All locked offices will be cleaned on a rotational basis (rotation to be established by administrative officer).
- Floor Surfaces Vinyl
 - i. Stripping of all floor areas
 - ii. Application of polish to all floor areas
 - iii. Buffing and/or burnish of all floor surface areas
 - iv. Chemically clean both sides of all glass areas including all frames and sills.
- All toilets, sinks, drinking systems to be chemically sanitized.
- All duct grill and vent grill to be sanitized and wiped clean
- Shampooing and extracting of all non-bolted upholstered chairs (upholstery cleaner/sanitizing agent combination)
- Cleaning of all blinds.

1.4.3 Half Yearly Cleaning Requirements

- Marble Floor/Natural Stone Surface
 - i. Polishing/Starch removal via industrial diamonds floor pads with grit 400, grit 800 and grit 1500.
 - ii. Polishing/Crystallization/Burnishing of marble areas via 3000 grit chemical reaction paste on the surface of marble.
 - iii. Sealing the polished marble floor with a proper penetrating sealant to prevent water absorption.

1.4.4 Annual Deep Cleaning Requirements

- Shampooing and extracting of all bolted upholstered chairs (upholstery cleaner/sanitizing agent combination)
- Wipe all walls throughout facility (Ceiling to floor)
- Clean all glass throughout facility (Internal and external)
- Strip and seal all floors surfaces throughout the facility (excluding marble floor area)
- Wax/polish all floors throughout facility (excluding marble floor area)
- Polish/Crystalize/Burnish marble floor areas
- Seal marble floor
- Clean and shampoo all chairs throughout facility
- Clean all light fixtures with special attention to diffusers and reflectors

1.5 Notes:

- ***Provide references, in writing, of your company's successful completion of commercial cleaning and mould remediation.***
- *The use of sodium hypochlorite or other chlorine base products is prohibited unless otherwise specified.*
- ***All chemicals used at the facility during the cleaning maintenance programme must be green certified; only chemicals that are deemed environmentally sound/friendly will be approved.***
- *Submission of Safety Data Sheets (SDS) is required when quoting.*
- ***State in table format what product will be used, where the specified product will be used, how often it will be used (see example of table below).***
- ***State the number of staff to commercially clean the Supreme Court Complex in the space provided (see example of table below).***
- *All staff members will be asked to comply with the Safety and Health at Work (SHaW) Act, Cap 356, Laws of Barbados; and all other relevant Acts.*
- *Uniform and Personal Equipment. The contractor's employees shall wear clean, neat and complete uniforms;*
- *All staff must have and wear the necessary PPE (personal protective equipment);*
- *Supervisory or management staff must have a sound knowledge of mould remediation procedures;*
- *Supervisory and/or management staff must provide evidence of a sound knowledge of mould remediation techniques and processes;*
- *The successful quote will be made subject to scheduled bi-weekly inspection and off scheduled surprise property cleaning inspections.*
- *Equipment used for the completion of listed works must:*
 - i. *Be in sound working order*
 - ii. *Free from contaminants from other work sites (Mould, dirt, etc.)*

Please enter the required information in table format as presented below.

No.	Area to be cleaned	Product to be used	Purpose of Use	How often will the product be used in cleaning the area?	Method of cleaning of specified area using product mentioned	SDS included Y=Yes/ N=No
1.						
2.						
3.						
4.						

No. of Staff to clean the Supreme Court Complex

FORM OF TENDER

To: The Chairman
Tenders Committee
Government Procurement Department
Fontabelle
ST. MICHAEL

Re: Tender for the Commercial Cleaning Services at the Supreme Court Complex

Having read and understood the relevant Instructions for Cleaning the Supreme Court Complex, visited the Supreme Court Complex and obtained the Terms of Reference, I/We hereby offer to provide Commercial Cleaning Services at the V.A.T. inclusive price stated.

Item	Description	
1.4.1	Daily Commercial Cleaning Requirements (All Floors) (monthly VAT inclusive)	BDS \$
1.4.2	Quarterly Cleaning Requirements (All Floors) (quarterly VAT inclusive)	BDS \$
1.4.3	<i>Half Yearly Cleaning Requirements</i>	BDS \$
1.4.4	<i>Annual Deep Cleaning Requirements</i>	BDS \$

I/We agree, if my/our tender is accepted, to carry out the Commercial Cleaning Services in accordance with the instructions of the Registrar, Registration Department, and to her satisfaction.

I/We submit the attached information on the materials and equipment I/we propose to use for the duration of the Commercial Cleaning Services Contract.

I/We agree to abide by the Tender for a period of ninety (90) calendar days from the date affixed for receiving the same, and it shall remain binding upon us, and may be accepted at anytime before the expiration of that period.

I/We agree, if my/our tender is accepted, to enter into a contract with the Government of Barbados in respect of this tender and to provide a surety for the due performance of the contract.

I/We understand that unless and until a formal agreement is prepared and executed, this tender together with written notification of award and my/our acceptance thereof shall constitute a binding contract between me/us and the Government of Barbados.

I/We understand that the Government is not bound to accept the lowest or any tender.

Name of Company: _____

Address of Company: _____

Authorized Signature: _____

Date: _____

Telephone No.: _____

Cellular No.: _____

Facsimile No.: _____

E-mail Address: _____