



## PROCUREMENT NOTICE

This Procurement Notice is issued by the Government of Bermuda (the “Government”) to provide summary information in relation to a specific procurement, as detailed below.

### 1. Subject Matter of Procurement

RFX Title: **Janitorial Cleaning Services for the Bermuda Police Service**

RFX Number: **BPS FM26-001**

Purchase Type: **Service**

The Bermuda Police Service (BPS) is seeking proposals from suitably qualified contractors to provide janitorial cleaning services for BPS-occupied facilities across the Island. The services under this Request for Proposals (RFP) apply to multiple BPS locations, as identified in Appendix D.

Proponents may submit proposals for all locations or for selected locations only, in accordance with the structure outlined in this RFP.

The BPS may make one or more contract awards as a result of this procurement. Awards may be made at the individual location level, by group of locations, or as a single award covering all locations, based on the evaluation of proposals and the operational needs of the BPS.

This RFP seeks a contractor capable of delivering consistent, reliable janitorial services across operational and administrative environments, including facilities with heightened security and public safety considerations.

## 2. How to Obtain Relevant Documents

All relevant documents for this procurement are posted at <https://www.gov.bm/procurement-notice>.

## 3. Procuring Entity's Name

Name of Ministry: **Ministry of National Security**

Name of Department: **Bermuda Police Service**

## 4. Contact Information

Mrs Julie Trott, email [julie.trott@bps.bm](mailto:julie.trott@bps.bm)

## 5. Language of Submissions

Unless otherwise indicated, all submissions shall be in English only.

## 6. Important Dates

Issue Date	Thursday, March 26, 2026
Pre-Bid / Site Meeting	Tuesday, April 07, 2026 Wednesday, April 08, 2026 Thursday, April 09, 2026
Deadline for Questions	Wednesday, April 15, 2026 local time
Deadline for Issuing Addenda	Tuesday, April 21, 2026 local time
Submission Deadline	Friday, May 01, 2026 04:00:00 PM local time
Anticipated Final Ranking	Friday, May 22, 2026
Contract Negotiation Period	14 calendar days
Anticipated Execution of Agreement	Wednesday, July 01, 2026

All times listed are in Bermuda Local Time.

## 7. Location of Submission

Responses to this solicitation shall be submitted to the following location:

Proponents may submit their submissions either electronically via email or by physical delivery, in accordance with the instructions below. Submissions received after the closing date and time will not be considered.

Electronic Submission (Email):

Electronic submissions are accepted by email at: [julie.trott@bps.bm](mailto:julie.trott@bps.bm)

The subject line of the email must clearly state:

RFP No. BPS FM26-001 – Janitorial Cleaning Services

Submissions must be provided in Adobe PDF format. Where file sizes exceed ten (10) MB, documents may be submitted in a compressed (ZIP) file. Proponents are responsible for ensuring the successful delivery of their submission prior to the closing date and time.

Physical Submission (In Person or Courier):

Physical submissions must be delivered in a sealed envelope, clearly marked on the outside with:  
RFP No. BPS FM26-001 – Janitorial Cleaning Services and delivered to:

Police Headquarters

Attention: Mrs Julie Trott

Police Human Resources

Building #0471

Headquarters Hill

Prospect, Devonshire, DV02

The Proponent's name and return address must be clearly indicated on the envelope.

## **8. Site Visit / Pre-Bid Meeting Details**

Mandatory site visits are required for this RFP due to the number and operational nature of the BPS facilities included within the scope of Services.

Attendance at the scheduled site visits is mandatory. Proposals submitted by proponents who do not attend the mandatory site visits in full will be deemed non-compliant and will not be considered for evaluation.

Site visits will be conducted over a three (3) day period as outlined below. Proponents or their authorised representatives must attend the scheduled sessions in accordance with the published schedule. All site visits will take place during regular business hours (9:00 a.m. to 3:00 p.m. AST).

Day 1    April 7, 2026    Southside Police Station and Hamilton Police Station (HPS)

Day 2    April 8, 2026    Police Headquarters Prospect (Headquarters, Training, Administrative Areas and Operations Compound), and Central Hamilton Offices

Day 3    April 9, 2026    Somerset Police Station and Dockyard Office

Proponents must register in advance by emailing **Mr Myron Burchall at mburchall@bps.bm no later than April 1, 2026**, to confirm attendance and the names of attendees. Access to facilities will not be granted without prior registration. Detailed site visit times and meeting locations will be confirmed with registered proponents following the registration deadline.

The purpose of the site visits is to allow proponents to review the facilities, assess site conditions, seek clarification, and ask questions regarding the scope of Services. Proponents are responsible for bringing copies of the RFP documents and making their own notes.

Any clarifications or modifications arising from the site visits will be issued by BPS through a formal written addendum to the RFP.