



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: **Mold Remediation Services for the Department of Parks & Judiciary Department**

RFX Number: **2022-001-MPW&MLACR**

Purchase Type: **Service**

The Department of Parks and the Judiciary Department require certified mold remediation of government documents by a suitably qualified firm specializing in secure document handling, cleaning and management services (hereafter referred to as "the Supplier").

The Supreme Court File Cleaning / Parks Department Library book and document cleaning project is a **two (2) part project** being conducted cooperatively by two independent Government departments **under separate Agreements**. The Government **intends to enter into two agreements with only one (1) legal entity**.

1. **Part A: Parks Department - Supplier Agreement** involves a significant volume of Parks Department library books and reports which had been left in a deteriorating environment and as such the documents have become contaminated with dampness and mold (see ANNEX E & ANNEX F for further details).
2. **Part B: Judiciary Department - Supplier Agreement** likewise involves a large number of Supreme Court files and other documents in similarly poor condition also requiring remedial cleaning and restoration.

The successful Respondent will be requested to undertake the following:

1. Erect a remediation chamber/facility suitable for the mold remediation of delicate books, papers, files and other miscellaneous documents for use in both Agreements;
2. Collect, Remediate & Containerize Parks Department Library books and materials with Parks-supplied containers according to the Annex "Record Management Service's Instructions & Guidance Notes" under the Parks - Supplier Agreement;
3. Remediate Supreme Court files, documents and other materials under the Judiciary - Supplier Agreement; and
4. Maintain separation and confidentiality of each Department's documents.

2. How to Obtain Relevant Documents

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

3. Procuring Entity's Name

Name of Ministry: **Ministry of Public Works**

Name of Department: **Department of Parks**

4. Contact Information

Mr. Danny Simmons at dsimmons@gov.bm.

5. Language of Submissions

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

6. Important Dates

Issue Date	Wednesday February 02, 2022
Pre-Bid / Site Meeting	Monday February 07, 2022 10:00 AM local time
Deadline for Questions	Tuesday February 08, 2022 local time
Deadline for Issuing Addenda	Thursday February 10, 2022 local time
Submission Deadline	Monday February 14, 2022 03:00:00 PM local time
Anticipated Final Ranking	
Contract Negotiation Period	0 calendar days
Anticipated Execution of Agreement	Monday February 28, 2022

All times listed are in Atlantic Standard Time (AST).

7. Location of Submission

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

Tender Box at the Ministry of Public Works,
Located on the 3rd Floor, General Post Office Building,
56, Church Street, Hamilton, HM12, Bermuda.
Hardcopy submissions (3 copies) shall be placed in a sealed envelope and marked "MOLD
REMEDICATION SERVICES – ATTENTION MR. DANNY SIMMONS".

E-mail and facsimile submissions are not accepted. However, copies of your proposal may be sent in MS Word or Adobe PDF format via a USB drive or CD with your hard copy submittal.

8. Site Visit / Pre-Bid Meeting Details

Two Mandatory site visits will be held on the 7th February 2022 at the following locations and times:

(1) The Old Parks HQ Building at the Botanical Gardens, 169 South Road, Paget DV04 at 10am;
AND

(2) The Old Bishop Spencer School at #5 The Glebe Road, Pembroke HM 15 at 12 noon.

Location 1 above will be the initial meeting point then the tour will move to Location 2.

The site visits will be conducted during the regular business hours of 9:00 am to 3:00 pm in order to become familiar with conditions that may affect the proposed work.

All Respondents or their official representative(s) are required to attend each site in order to be fully acquainted with existing conditions and limitations.

The Respondents or their official representative must sign in with the RFQ Contact, Mr. Danny Simmons, at the start stating the name of the company they represent, their email address, and phone number.

The purpose of the meeting will be to visually review the site conditions, clarify issues and to answer questions on any matter that may be raised.

Respondents are responsible to have a copy of the RFQ documents and for making their own notations during the site visits.

Any modification of the RFQ documents that may become necessary as a result of the site visits will be issued by an Addendum.

ADDITIONAL INFORMATION:

Due to current COVID-19 safety restrictions, public attendance at the tender opening is not possible.

[END OF PROCUREMENT NOTICE]