

WADEBRIDGE TOWN COUNCIL



INVITATION TO TENDER
PUBLIC TOILETS CLEANING CONTRACT
2022-25

Closing date and time for submission of tenders:
17/02/2022, 17:00 hours

CONTENTS	Page
1 – Invitation to Tender	3
2 – Appendices	
Appendix A Standard Conditions of Contract	5
Appendix B Specification of Works	8
Appendix C Schedule of Works	9
Appendix D Commercial Information	10
Appendix E Tender Letter	16
Appendix F Declaration	18

1 INVITATION TO TENDER

1. Wadebridge Town Council ('the Council') hereby invites tenders from companies for the carrying out of Cleaning Services to the Council for its Public Toilets located at The Platt and Egloshayle Playing fields in accordance with the Contract documents attached, which comprise of: -

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Tender Letter
Appendix F	Declaration

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk.
4. The Tender shall be submitted with the Tender Letter attached at **Appendix E**.
5. Tenderers should note that as part of the evaluation process they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting is necessary and such meeting will take place on either the 28 February, 1 or 2 March 2022. Date will be agreed with the tenderer.
6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The Tender should incorporate provision for annual increases in line with National Minimum Wage or National Living Wage if applicable.
8. The successful Tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
9. If having examined the Tender documents, you wish to submit a tender you should:

(a) Fully complete and return the following documents:

Appendix D Commercial Information
Appendix E Tender Letter
Appendix F Declaration

(b) **Return tenders and all related documentation to: -**

Anne Minnis, Town Clerk
Wadebridge Town Council
Town Hall, The Platt
Wadebridge, PL27 7AQ

By 5 pm on Thursday 17 February 2022

Tenders received late will not be considered.

(c) **Please note that the package containing the tender must be clearly marked 'Tender for Public Toilets Cleaning' on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

2 TIMETABLES

2.1 The project stages are detailed below.

Project Stage	DATE
Issue Invitation to Tender	28/01/2022
Deadline for receipt of clarifications	04/02/2022
Target date for responses to clarifications	10/02/2022
Tender Return	17/02/2022 at 17:00
Evaluate Tenders & Consultation	23/02/2022
Interview & Presentations	28/02/22 – 02/03/22
Contract awarded	04/03/2022

STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works including Illustrative Calendar
Appendix D	Commercial Information
Appendix E	Tender Letter
Appendix F	Declaration

Officer

The Officer will be the Town Clerk of Wadebridge Town Council.

Extent of Work

The work will comprise the cleaning of the Town Council's public toilets to a high standard and liaising with the Town Council to report any defects which require remedy in a quick and efficient manner.

Site Details

1. Egloshayle Public Toilets

Egloshayle Road, Wadebridge.

These toilets are located near the play areas in Jubilee Fields.

These need cleaning twice daily on every day of the week except Easter Sunday, Christmas Day, Boxing Day and New Year's Day. Variations to cleaning on other bank holidays will also be considered and discussed.

2. The Platt Public Toilets

The Platt, Wadebridge

These toilets are located in the Town Centre.

These need cleaning twice daily on every day of the week except Easter Sunday, Christmas Day, Boxing Day and New Year's Day. Variations to cleaning on other bank holidays will also be considered and discussed.

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Facilities

The Council could add additional facilities during the period of the Contract, and should this occur then the cost of any additional work should be agreed in advance and added to the contract.

Duration of Contract

Egloshayle Facilities

The duration of the Contract will be from 1 April 2022 until 31 March 2025, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term unless required by law.

The Platt Facilities

The duration of the Contract will be from 1 April 2022 until 30 September 2022, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term unless required by law. This contract is, initially, 6 months in length as a planned refurbishment will commence in October 2022. A revised contract will be discussed and agreed following the refurbishment.

Payment to Contractor

The full contract sum shall be paid monthly, on receipt of a monthly invoice from the Contractor. The invoice and payment will be made in arrears with an agreed payment date to be determined with the successful tenderer.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving **three months notice**.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A

current Certificate of Insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and Regulations in respect of the work comprised in this Contract.

Notes to Tenderers

- a) Attention is drawn to the Tender Letter and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be attached to the Tender Letter are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- d) Invoices presented for payment must reflect the month's cleaning dates and adjusted for any cleans missed as agreed or which have occurred and are unplanned.
- e) Contractors are asked to contact the Town Clerk if any clarification is required.

SPECIFICATION OF WORKS

- i. To open and close both sets of toilets daily.
- ii. Contractor to supply all cleaning equipment, including portable floor washer/ drier / polisher and chemicals as required with Site Manuals to be provided for use of chemicals.
- iii. Cleaning chemicals to be used must be environmentally friendly and approved for use by the Town Council.
- iv. The Town Council will supply toilet rolls and will supply, monitor, and top up the soap in the Wallgate units.
- v. Contractor to empty rubbish bins and dispose of waste.
- vi. The Council will manage sanitary waste containment and disposal.
- vii. Contractor to report vandalism and breakages to the Town Clerk.
- viii. Contractor to provide 3 Deep Cleans per annum (Easter, start of Summer and a further date to be agreed).
- ix. A daily record/checklist of visits will be located in each toilet and must be completed by the Contractor to include attendance time of visit with arrival and departure time. The person or persons attending must also be clearly identifiable.
- x. Consumables should be kept tidy in the cleaner's cupboard and should not create a tripping hazard for anyone who enters the cleaning cupboard.
- xi. The cleaning cupboard should be kept clean and tidy. The Council will have access to this cupboard.
- xii. The immediate external area around all toilets to be swept and litter picked as and when necessary, by the Contractor.
- xiii. The Contractor is responsible for all aspects of their staffing and insurance costs.
- xiv. The Contractor to confirm that appropriate training is given to all employees and that full Risk Assessments are carried out, with a copy signed and submitted annually to the Council and when new employees start.
- xv. Risk Assessment and COSHH manuals to be kept up to date and on site.
- xvi. The Council will meet the costs for water, electricity and annual upkeep such as painting and refurbishment.
- xvii. Periodic independent reviews to be carried out by external bodies and/or the Council unannounced.
- xviii. Any changes to daily practice to be implemented as dictated by National Government Guidelines.
- xix. Bi-annual review of toilet contract by both parties to discuss any areas of concern or to suggest improvements. These reviews can be more frequent if either party wishes to address a matter which remains unresolved.
- xx. Extra cleans for special events out of agreed frequency to be paid to Contractor at extra cost to the Council.
- xxi. The Contractor will be key holders for both sets of Public Toilets and as such will be responsible for the safe keeping of the same.

Appendix C

SCHEDULE OF WORKS

The Platt & Egloshayle Public Toilets

Twice Daily at each clean	<ul style="list-style-type: none">• Brush and mop floors• Clean WC's• Clean urinals• Clean wash basins• Clean mirrors• Clean hand dryers• Clean door handles and all high touch surfaces• Empty waste bins• Wash walls and entry system if needed• Sanitise door handles• Top up toilet paper• Sign check sheets stating time arrived/departed
Weekly	Wash walls
Monthly	Clean internal windows (if applicable)
Three times yearly	Deep clean to an agreed schedule.

COMMERCIAL INFORMATION

Part A

A.1. Company/Organisation identity

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact telephone number and email address:

A.1.5 Company website address:

A.1.6 Company Registered Address if different from above:

A.2 Insurance

A.2.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

A.3 Health & and Safety

- A.3.1 Please supply the name and designation of the person responsible for the implementation of the organisation's Health and Safety Policy.
- A.3.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.
- A.3.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

A4 Environmental Sustainability

- A.4.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

Part B

TECHNICAL CAPABILITY

B.1 Previous Experience

B.1.1 Please provide information of your organisation's technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained.
Max 400 words.

C.1 References – please provide 2 references

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Council will take up two references.

Reference 1

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Reference 2

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Part D

TECHNICAL PROPOSAL

D.1 Service Requirements

D.1.1 Please detail below the format in which your organisation can receive service requests from the Town Council:

D.2 Quality of work and Supplier conduct

D.2.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

D.3 Sub-Contracting

D.3.1 Please detail your organisation's methodology for employing sub-contractors and ensuring that sub-Contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.

TENDER LETTER

The following letter should be included in your tender offer.

WADEBRIDGE TOWN COUNCIL

(FOR THE ATTENTION OF: Anne Minnis, Town Clerk)

Date:

Dear Sirs,

Contract for: Wadebridge Town Council Public Toilet Cleaning Contract

Please find enclosed my / our tender pricing for the above contract.

I / We have read the information provided in your Invitation to Tender and subject to and upon the Terms and Condition contained in paragraph 3 below - Contract Documents, I / we offer to supply the services described in the said Contract documents in such manner as may be required.

1. By submission of this Tender, I / We warrant that:
 - The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
 - Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be disclosed.
 - No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
2. The prices quoted in this Tender are valid for 90 days and I / we confirm that the Terms of Tender will remain binding upon me / us and may be accepted by you at any time before that date.
3. Any Contract which may result from this Invitation to Tender will contain the following documents changed only in accordance with any agreement reached during the post-tender clarification and negotiation:
 - The Specification of Works – Appendix B;
 - The Schedule of Works – Appendix C;

- The prices submitted in the Price Schedule of the Successful Tenderer's Submission.
4. I / We note that the Contract shall be valid upon acceptance and signatures by both parties of the Contract Documents, and that the date of commencement of the provisions of services under the contract shall be **1 April 2022** unless an alternative date has been agreed and inserted in the Contract.
 5. I / We understand that Wadebridge Town Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.
 6. I / We agree that any Contract that may result from this Tender shall be subject to English Law.
 7. I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me / us prior to the award of any Contract.
 8. I / We agree that any other terms or conditions of Contract or any general reservation which may be printed on any correspondence emanating from me / us in connection with this Tender or with any other Contract resulting from this Tender, shall not be applicable to this Tender or to the Contract.

Dated this _____ day of _____ 20_____

Signature:

Printed:

In the capacity of _

(Please state official position, for example, Director, Manager, Secretary, etc.)

being a person duly authorised to sign tenders on behalf of

Tenderer's
name:

Telephone:

DECLARATION

I / we certify that the information supplied is accurate to the best of my knowledge and belief.

I / we understand that Wadebridge Town Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the tender list.

I / we also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Council to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

Signed:

Position held:

For and on behalf of:

Date:

Before returning this application form, please ensure that you have:

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.