



HAYLE TOWN COUNCIL

Tender for the Cleaning and Operational Management of Public Toilets in Hayle

General Information

Hayle Town Council has responsibility for the four public conveniences in Hayle. We wish to ensure that the public conveniences provided are clean, safe and fully operational throughout the agreed opening times. The successful tenderer will be offered the contract for a period of 4 ½ years, commencing 1 October 2018. However, the terms will be reviewed annually.

In submitting a tender, the tenderer shall be deemed to have offered to undertake the service and any variations thereto in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and any other current legislation covering such works.

Payment will be made upon receipt of an invoice which should be submitted at each month end to the Town Council.

Locations and Opening Times

Public Toilet Block	Season	Leasehold or Freehold	Daily Opening Times (min)	Number of Daily Cleans (min)
Commercial Road Car Park	All Year	Leasehold	8am -7pm	1 April – 30 Sept: - 2 1October – 31 March:- 1
Foundry Square Car Park	All Year	Leasehold	8am -7pm	1 April – 30 Sept: - 2 1October – 31 March:- 1
Recreation Ground	All Year	Freehold	8am -7pm	1 April – 30Sept: - 2 1October – 31 March:- 1
Hayle Towans	Good Friday – 30 Sept Inc.	Leasehold	8am -7pm	2

NB First clean to be carried out by 10am daily. If a second clean is due to be carried out this should be done between 1pm and 3pm.

Tenders are invited for the following:

- 1. Daily unlock, (by 8am) and lock up (not before 7pm) of the toilets**
- 2. Daily cleaning of toilets**
Daily cleaning of toilets as per specification listed on Page 3 and additional visits to clean the toilets if necessary.
- 3. Weekly cleaning and regular deep cleaning**
As per specification listed on Page 3.
- 4. Sanitary and sharps disposal**
- 5. Provision of all consumables and soap dispensers and toilet roll holders in the Ladies, Gents and Unisex toilets**
- 6. Out of hours repairs as required to a single item limit of £250 with a full report to the Town Clerk at the earliest opportunity**
- 7. Monthly legionella testing**

Cleaning Specification

Cleaning should be carried out to a systematic sequence. This will avoid areas which were previously cleaned becoming wet and soiled again before the cleaning process is completed.

Daily Cleaning Checklist:

- a) Erect signage to advise users of cleaning in progress and of potentially wet floors. Check all lights, hand driers, door locks, baby changing equipment are working properly.
- b) Replace all consumable supplies, ie toilet rolls, soap, etc.
- c) Pick up litter and sweep internal floor, entrance areas and external pathways. Be aware of needles, sharp or potential hazards and dispose of appropriately using specific Personal Protective Equipment.
- d) Clean and sanitize toilets and urinals.
- e) Clean and sanitize basins.
- f) Clean mirrors and polish all bright work, ie door handles, taps, flush handles, push plates, pull handles etc.
- g) Spot clean walls, ledges, vents, partitions, doors and signs (including externally) where specific soiling is visible.
- h) Wet mop floors.
- i) Inspect work and correct errors.
- j) Remove any signage once cleaning is complete and facilities are ready for safe use.

Report any damage, faults or defects to Hayle Town Council on 01736 755005

If any faults or issues are found which potentially affect the safe use of the toilets the affected area must be locked and signed 'out of order' and then reported to the Town Council immediately.

Weekly Cleaning Checklist:

- a) Clean external doors and signage
- b) Clean internal walls and fittings

In addition to the above, regular deep cleaning should be scheduled quarterly to address usage and soiling. Exact cleaning methods and frequency to be agreed.

All tenderers must provide:-

- Details of appropriate insurances
- Company Health and Safety Policy
- Method statements for cleaning operations and disposal of clinical waste
- Risk assessments for all functions associated with the contract and a lone working policy if required.
- Emergency Action Plan
- Proof of CoSHH training of all staff employed who attend the sites
- CoSHH assessments for all materials used on the sites

Return completed Tender Form (pages 5 - 8) and requested documentation (see above) in the envelope provided, to:

Town Clerk
Hayle Town Council
Hayle Community Centre
58 Queensway
Hayle
TR27 4NX

Tender Evaluation

Please note the Council is not bound to accept the lowest or any tender. The tender will be evaluated based on a pass/fail basis for certain aspects and a scoring mechanism on other parts. The scoring is designed to assist the Council in determining the most appropriate contractor to instruct but the scoring result will not be binding on the Council. The Council does not wish to award the contract based solely on who can best complete a tender document. The Council will wish to ensure that the work is carried out in a suitable manner, both in terms of carrying out the work on the ground and also interaction and communication between the contractor and the Council. As such the Council reserves the right to award the tender to a party who has not scored the highest on the marking schedule but who is deemed able to provide the best overall service to the Council.

The deadline for the receipt of tender applications is noon on Wednesday 29 August 2018.



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TENDER RETURN

Please complete all information in BLOCK capitals and BLACK INK. Thank you.

Company Name & Address of Tenderer

Telephone Number(s):

Email Address:

Representative contact name:

Please state value of PUBLIC LIABILITY INSURANCE and name of Insurer:

This tender must be returned in the envelope provided by no later than noon on Wednesday 29 August 2018.

Tenders will not be accepted after the closing date and must be delivered or posted to the office of the Town Clerk at tenderer's risk, sealed in the provided enveloped only. All tenders will be opened together by two officers of the Council with an independent witness present. All tender prices will then be presented to Full Council for resolution of successful contractor.

Fixed Price Tender £ (VAT exclusive)

The following will comprise the fixed price tender for the contract to undertake the cleaning and associated services relating to the four public toilets in Hayle and submission to Hayle Town Council will be deemed as acceptance of the specifications. If you wish to supply additional information please use the space on Page 8 of this pack. Please also ensure that all requested documentation is supplied.

Public Toilet Block	2018/19 (6 mths) Price for unlocking and first clean	2018/19 (6 mths) Price for locking up	2018/19 (6 mths) Total cost per toilet block as per spec. ie 1 clean low season, 2 cleans high season	2018/19 (6 mths) Price for additional clean (if required)
Commercial Road Car Park				
Foundry Square Car Park				
Recreation Ground				
Hayle Towans	NB Closed between 01/10 -			
TOTAL (for all toilet blocks)				

Public Toilet Block	2019/20 Total cost per toilet block as per spec. inc. seasonal changes	2020/21 Total cost per toilet block as per spec. inc. seasonal changes	2021/22 Total cost per toilet block as per spec. inc. seasonal changes	2022/23 Total cost per toilet block as per spec. inc. seasonal changes
Commercial Road Car Park				
Foundry Square Car Park				
Recreation Ground				
Hayle Towans				
TOTAL (for all toilet blocks)				

References

Please provide reference details of two contracts that you have recently been awarded, carried out or are continuing to carry out (within the last 3 years) for the provision of services similar to those required by Hayle Town Council.

Reference Company Name		
Address		
Contact Name		
Telephone Number		
Email Address		
Contract Reference		
Description of goods/works/services undertaken		
Date contract awarded		
Length of contract		
Type of contract		
Annual value of contract (£)		
Details of relevant qualifications, skills, memberships of professional bodies, etc, used in support of delivery of the contract		
Details of known risks involved with delivery of this type of work and suggested mitigations		

This fixed-price tender is signed and dated by an authorized representative of the contractor and shall be binding.

SIGNED: _____

PRINTED: _____

DATE: _____

FOR ADDITIONAL INFORMATION (IF REQUIRED).