

Fleet Air Arm Museum (Museum Cleaning Provision) – PIN

1.0 Overview

1.1 - The Fleet Air Arm Museum (FAAM) is located 7 miles north of Yeovil, on the perimeter of Royal Naval Air Service (RNAS) Yeovilton airfield, HMS Heron, the largest active naval airbase in UK. The Museum opened in 1964 with just three aircraft housed in a single hangar beside RNAS Yeovilton. The museum grew incrementally with the addition of steel portal-framed buildings around the original hangar and is now one of the largest naval aviation museums in Europe. FAAM is one of the top three tourist attractions in Somerset, attracting around 100,000 visitors annually.

1.2 - The Museum is looking to appoint a contractor to undertake regular daily invasive cleaning of the Museum's toilet and washroom accommodation, as well as perform basic daily housekeeping such as emptying both internal and external bins.

1.3 – The Museum is typically open Wed – Sun only from 10am – 4.30pm, with the site open 8am – 6pm weekdays, 8am – 5pm weekends. Cleaning is required on each open day, which also includes Monday's and Tuesday's during school holiday periods and most bank holidays.

1.4 - The Fleet Air Arm Museum is located at the following address: Fleet Air Arm Museum, RNAS Yeovilton, Ilchester, Somerset, BA22 8HT.

2.0 Scope of Work

2.1 - Cleaning Schedule to be carried out listed in terms of MINIMUM standard. Museum Specifics (site open 8.00am until 6pm), opening to the public at 10am and closing at 4.30pm).

2.2 - Daily (inc. weekends and bank holidays), Clean the Toilets (M, F, Disabled - before opening at 10am) in all locations: -

- Hall Two
- Carrier (Hall Three)
- Hall Four

2.3 - All toilet accommodation –

- Clean basin, taps and mirrors.
- Clean tiled splash backs and unit surfaces.
- Remove marks from doors and soap dispensers.
- Damp dust all pipes, cisterns, hand dryer bodies and ledges to a height of 5ft 6".
- Clean and disinfect urinals.
- Clean and disinfect toilet bowls.
- Sweep then mop wash the floor area.
- Clean, disinfect both sides of the toilet seat and dry polish.
- Empty waste bins and replace bin liner.
- Replenish as required the toilet rolls and hand soap cartridges.
- Clean the baby changing unit where fitted.
- Ensure all cubicle toilet brushes and holders are clean.

2.4 - Daily (inc. weekends and bank holidays), inside

- Empty the internal waste bins.
- Replace bin liner where necessary.

2.5 – Daily (inc. weekends and bank holidays), external

- Empty the external waste bins.
- Replace bin liner where necessary.

2.6 - Rolling Deep Clean Programme (4-week cyclical programme, one hall a week)

Galleries (Hall One - inc. 1st Floor, Hall Two – inc. Skua WRNs and Merlin, Carrier – inc. Island, Hall 4 – inc. Future Carrier): -

- The cleaning of galleries and corridors / stairwells.
- Remove / Clear cobwebs.
- Wiping interactives / touchscreens.
- Sweeping and mopping floor surfaces / lifts.
- Report anything in need of repair or replacement to the Operations Manager.
- Glasswork (auto doors and display cases).

2.7 – TUPE - The Museum is subject to an existing contract which is serviced by 17.5 hours a week as standard. The existing contractor has three operatives working 12.5 hours, 3.75 hours and 1.25 hours respectively to service this provision. Tenderers will be aware of the issues surrounding the application of the Transfer of Undertakings (Protection of Employment) Regulations 1981 ("TUPE") and the European Acquired Rights Directive 77/187 ("the Directive"), to the competitive tendering process. Having made careful consideration of the potential contract in question, the National Museum's view is that TUPE and the Directive will apply to this contract.

2.8 - These requirements may change in scope so this is currently indicative of at the time of writing.

3.0 Tender Process

3.1 Once the PIN period has ended the NMRN will post an Invitation to Tender (ITT), this will contain final specification and details on the full tender process. This will be published in such places as 'Contracts Finder' but will also be notified to any contractor declaring interest as part of this PIN.

3.2 An indicative timeline can be seen as below: -

Completion date:	Milestone
w/c 11/03/2024	Issue Prior Information Notice
w/c 15/04/2024	ITT issued
w/c 27/05/2024	Contractor Appointed.
w/c 03/06/2024	Contractor Mobilise to Site.

3.3 It is absolutely imperative that a site visit is arranged as part of the PIN or ITT process.

3.4 In compliance with CDM regulations, The Tenderer will act as Lead Designer and Principle Contractor for the project.

4.0 How to Apply?

4.1 Suppliers interested in participating should register their interest by **Midday of 12th April 2024**, during this time we can engage in dialogue with interested suppliers. Experience working in Historic/Heritage settings would be preferred for suppliers applying.

4.2 Please send an email expressing your interest to marc.farrance@nmrn.org.uk, copying in tenders@nmrn.org.uk.

5.0 Supporting Information Available on Request

Fleet Air Arm Museum – Floorplan.