

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>Regular Maintenance Cleaning Contract:</p> <p>Broadstairs & St. Peter's Town Council</p> <p>Pierremont Hall, Pierremont Avenue, Broadstairs, CT10 1JX</p> <p>Contract Period: 1 January 2023 to 31st December 2025</p>
<p>Tender Period open:</p> <p>18 November 2022 - 16th December 2022</p> <p>Tender to be returned no later than 12:00 noon Friday 16th December 2022</p>	

GENERAL TERMS OF REGULAR MAINTENANCE CLEANING CONTRACT

1. The Contract is for the internal cleaning of the communal areas, toilets, kitchens and bookable event spaces, Pierremont Hall, Pierremont Avenue, Broadstairs, CT10 1JX. See plan at annex 1: relevant areas highlighted in pink.
2. Cleaning areas to include:
Ground Floor- Kitchen, communal hallway and staircase, Council Chamber, two unisex toilets and one accessible toilet. Meeting suite comprising one accessible toilet, kitchenette, two meeting rooms.
First Floor- Hallway and stairs, kitchenette, ladies' toilets- three cubicles, men's toilets- one cubicle and one urinal, Mayors Parlour meeting room.
Second Floor- Hall, landing and one unisex toilet.
3. Daily duties: polishing and dusting of hard surface ledges, skirting and hardwood floors, pictures and light switches dusted, bins emptied and removed to outdoor bin storage, internal glass spot cleaned. Toilets and sanitary wear cleaned, fittings washed and buffed, mirrors polished, hand dryers and areas beneath cleaned. Kitchen surfaces and sink cleaned, oven general wipe internally and externally. Soap and toilet roll replaced as and when required.
4. Weekly duties: toilet cubicles washed and service pipes washed, microwaves cleaned.
5. Monthly duties: Clean internal windows of communal areas, descale taps and plug holes. Deep clean of kitchen: oven, sink, dishwasher and floor.
6. All internal doors to have door wedges removed & doors to be closed after cleaning completed.

7. A cleaning cupboard will be provided to the contractor. The contractor to provide their own cleaning solutions and equipment, including vacuum cleaner, cloths and mops etc. but hand soap and toilet rolls will be provided.
8. Parking is available during the period of cleaning. The times of daily cleaning can be flexible, but the Council Chamber, downstairs kitchen and Mayor's Parlour meeting room must be cleaned before 10am each day.
9. The contractor shall be liable for and shall indemnify the Council against loss, liability, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of any negligence, omission or default of the Contractor, his servants or agents or of any Sub-Contractor employed by him. A certificate of public liability insurance should be submitted with the tender bid.
10. Following award, the successful Tenderer shall not sub-contract or sub-let all or any part of the contract without the consent of the Council. The Successful Tenderer shall remain wholly responsible for the contract.
11. Tenderers must ensure that all information provided within their tender submission is accurate. The inclusion of information which is found to be false or misleading will result in the tender being rejected. Furthermore, in the event that false or misleading information comes to light after the award of the contract, this may result in termination of the contract.
12. The Council is subject to the terms of the Freedom of Information Act 2000. Tenderers should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by tenderers will be accepted "in confidence" and the Council will accept no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act
13. The tenderer shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations (NI) Order 1997, Sex Discrimination (NI) Order 1976 (as amended), Fair Employment and Treatment (NI) Order 1998 and the Disability Discrimination Act 1995 and shall take all reasonable steps to ensure that all servants, employees or agents of the tenderer and all sub-contractors employed in the execution of the contract do not unlawfully discriminate.
14. The Council requires that all organisations who submit tenders comply in full with the requirements of the Bribery Act 2010.

CONTRACT TERMS

1. All cleaning must be cleaned to the satisfaction of the Town Clerk or a person nominated by him/her.
2. Payment will be made via bank transfer within 14 days of receipt of a monthly invoice and in accordance with the contract.
3. The Contractor has a statutory duty to comply with the Health and Safety related legislation as follows:
 - Health and Safety at Work Order
 - The Management of Health and Safety at Work Regulations
 - Control of Substances Hazardous to Health.
4. A Method Statement and Risk Assessment will be requested from the successful tenderer along with a copy of their Public Liability Insurance.
5. Broadstairs & St. Peter's Council reserves the right to terminate the Contract with the Contractor should the Town Clerk not be satisfied with the performance of the Contractor.

INSTRUCTIONS FOR TENDERERS

Tenders are invited on a sealed bid basis by 12 noon on Friday 16th December 2022, they will then be opened by the Town Clerk and individually witnessed by a Councillor. Contracts will be announced as soon as possible after this date.

The Town Council is not obliged to accept the lowest or any tender.

Prospective contractors, companies or sole traders are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

All bids should be provided on the Tender Form and sent in a sealed envelope, marked 'Private and Confidential- Cleaning Tender' and returned to:

Kirsty Holroyd - Town Clerk
Broadstairs & St. Peter's Town Council,
Pierremont Hall,
Broadstairs,
CT10 1JX

If you require further information, please contact the Town Clerk between 9:30am - 2:30pm Monday to Friday. Tel: 01843 868718 or Email: bsptc@broadstairs.gov.uk