

BRIDGNORTH TOWN COUNCIL

Tender Document



Provision of Cleaning and Routine Maintenance of Public Toilets

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INSTRUCTIONS FOR TENDERING

Invitation to Tender

1. Bridgnorth Town Council (the “Council”) invites tenders to provide for the cleaning and general maintenance of its 3 public toilets located at:
 - **Listley Street, WV16 4AW**
 - **Fox Corner, WV15 6BP**
 - **Innage Lane WV15 6BP.**
2. Tenders must be submitted for the whole of the Goods. Tenders for part only of the Service will be rejected.
3. However, Bridgnorth Town Council is minded to consider reducing the number of public toilets (subject to public demand) and wishes to consider tenders that take into account providing all or some of the public toilets buildings i.e:
 - All 3 locations (Listley Street, Fox Corner and Innage Lane)
 - 2 x Locations (Listley Street and Fox Corner)
 - 2 x Locations (Listley Street and Innage Lane)
 - 1 x location (Listley Street only)

Tenders should therefore offer 4 costs.

- 3 Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their tenders are accepted, including the Council’s Standing Orders, a copy of which may be seen by arrangement.
- 4 Should any prospective tenderer be in doubt as to the interpretation of any part of the contract documents, the Town Clerk or nominated officer shall endeavour to answer written enquiries prior to tenders being submitted.
- 5 The contract is a fixed price contract.
- 6 The prices quoted shall remain valid for acceptance for a minimum of 3 months from the tender return date.

Preparation of Tender

- 7 It is the responsibility of the prospective tenderers to obtain for themselves at their own expense any additional information necessary for the preparation of their tenders.
- 8 The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an “in confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.
- 9 The attached documents are and shall remain the property of the Council and shall be returned with the tender and, if no tenders are submitted, on demand.
- 10 Tenderers will be required to demonstrate their ability to provide the Goods.

- 11 The tender shall be submitted on the Form of Tender incorporated herein. The Form shall be signed by the tenderer and submitted in the manner and by the date and time stated below together with the following documents unless already provided:
 - 12.1 A statement of the names and home addresses of the partners if the tenderer is a partnership, or a statement of the names and home addresses of the directors and secretary if the tenderer is a company.
 - 12.2 A description of the tenderers corporate and management structure and methods by which they will provide the Goods.
 - 12.3 The names of the tenderer's bankers and two other trade and credit referees.
 - 12.4 A statement setting out the tenderer's status as a subsidiary company or otherwise within the meaning of Section 736 of the Companies Act 1985 and if appropriate, the name and registered address of the ultimate holding company.
- 12 All documents requiring a signature shall be signed:
 - 13.1 Where the tenderer is an individual, by that individual.
 - 13.2 Where the tenderer is a partnership by two duly authorised partners.
 - 13.3 Where the tenderer is a company by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.
- 13 It is the contractor's responsibility to obtain plans to identify, locate and comply with all statutory and other provisions to be observed and performed in connection with the **Services** and shall indemnify the "Council" against any claims made as a result of any failure in compliance.
- 14 Tenderers shall be deemed to have full knowledge of the site and site conditions and to have satisfied themselves before tendering as to the correctness of Contract rates. Tenderers are expected to inspect the site before tendering. **Site visits are strongly advised and can be arranged by calling the council office on 01746 762231.**
- 15 The Council is not bound to accept the lowest or any tender.
- 16 The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract Documents and where there is any discrepancy or difference between the tender and the (other) Contract Documents the latter shall prevail.
- 17 ALTERATIONS AND QUALIFICATIONS to the tender documents must not be made without the written consent of the Authorised Officer. Tenders containing such alterations or qualifications may be rejected.

Tender Submission

18 The tender and all accompanying documents shall be carefully sealed an envelope and marked "Public Toilets Tender' and be delivered to:

**The Town Clerk, Bridgnorth Town Council, College House,
St Leonard's Close, Bridgnorth, Shropshire, WV16 4EJ**

To arrive no later than noon on Monday 24th May 2021

Tenders received after **noon** on that date will NOT be considered.

FORM OF TENDER

To: **Bridgnorth Town Council**

I/We

Print Names

Registered Address

.....

Telephone:

Email:

Hereby tender and undertake to execute and provide the Goods required in accordance with the Contract Conditions, Specification and prices contained therein and any other document listed in the Schedule for the following sum:

Section A –

Overall costs all 3 toilet blocks.

	Net Cost.	Vat @ 20%	Total Cost.
<u>Listley Street</u>			
<u>Innage Lane</u>			
<u>Fox Corner</u>			
Discounts			
TOTAL			

Overall costs 2 toilet blocks.

	Net Cost.	Vat @ 20%	Total Cost.
<u>Listley Street</u>			
<u>Innage Lane</u>			
Discounts			
TOTAL			

Overall costs 2 toilet blocks.

	Net Cost.	Vat @ 20%	Total Cost.
<u>Listley Street</u>			
<u>Fox Corner</u>			
Discounts			
TOTAL			

Overall costs 1 toilet block.

	Net Cost.	Vat @ 20%	Total Cost.
<u>Listley Street</u>			
Discounts			
TOTAL			

Section B – Breakdown of costs (real or estimates) where appropriate (include in here any elements of the overall costs that might demonstrate the level of the overall costs; e.g. labour, supplies,

insurance, equipment, waste (e.g. sanitary/nappy) disposal, licences, separate costs for NAYAX system support at 1, 2 or 3 toilets, contingency for repairs to fixtures and fittings etc).

Assume here that the contract will be for all 3 toilet blocks

	Net Cost.	Vat @ 20%	Total Cost.
Staffing Costs			
Consumable supplies (e.g. toilet roll)			
Consumable supplies (cleaning equipment)			
Waste disposal			
Insurances			
Licenses			
Contingency (for repairs associated with acts of vandalism – see paragraph 6.5 of the draft SLA).	£1,500	£300	£1,800

ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
 - a. Communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
 - b. Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted;
 - c. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work, any act or thing of the sort described at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been , or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Dated.....

Signed.....

Print Name.....

Dully authorised to sign tenders for and on behalf of.....

.....

CONTRACTORS COMPETANCE QUESTIONNAIRE

Bridgnorth Town Council has an obligation to ensure that the contractor engaged to undertake the works is competent to do so. Bridgnorth Town Council fulfils this obligation by seeking evidence that contractors have undertaken works of a similar nature in the past and have an appropriate safety management system. Each tenderer is required to complete the following simple questionnaire which is to be returned with tenders and will form part of the evaluation of the tender.

1. Please provide evidence that you have successfully supervised and administered contracts of this nature, value and scale in the last 3 years.
Please provide 3 examples

Client & Project/ Contract	Dates	Contract Value
1.		
2.		
3.		

2. Please confirm you have the necessary resources to undertake and manage the works and would able to undertake the works on an ongoing basis.

3. Provide details of any works which you propose to (if any) sub contract, with company details and summarise how your organisation assesses potential sub-contractors to check their Health & Safety performance.

4. Provide evidence of your Health & Safety Policy.

5. Provide Evidence and copies of your public liability insurance cover.

ENVIRONMENTAL PROTECTION ACT 1990

The Contractor's attention is drawn to the requirements of the environmental Protection Act 1990 (EPA), the Control of pollution (Amended Act) 1989, (COPA) and the Environmental Permitting (England and Wales) Regulations 2007.

Anyone who Produces, imports, transports, stores, treats or disposes of controlled waste has a duty to ensure that the waste is handled safely and within the law, to this end it is the contractor's responsibility to take all reasonable steps to fulfil the requirements of the legislation when handling controlled waste.

It is also the contractor's responsibility to ensure that the necessary permits are in place, should they wish to import any controlled waste to the site as part of these works e.g. hard-core. The relevant permits should be submitted to the Council prior to the import of the waste occurring.

Failure to comply with these requirements will automatically invalidate the tender submission.

The above shall indemnify the Council against any claims or legal action taken as a result of failure to comply with the above legislation.

The Contractor is to complete the following at tender stage:-

1. Details of the intended licensed or exempt waste facility:

.....
.....

2. Details of the intended waste carrier(s) . Please also include a copy of the waste carriers registration certificate.

Name:

Postal Address:

.....

Registration Number:

3. Copies of the relevant waste transfer notes must be provided to the Council when disposal occurs.

SPECIFICATION

Scope of the Contract

Daily cleaning of 3 x toilet blocks.
 Daily opening and closing of 3 x toilet blocks.
 Sanitary and sharps disposal
 Supply of all consumables
 Minor maintenance of fixtures and fittings
 Weekly maintenance inspections
 Maintenance of payment and access machinery

A more detailed list of the works and associated obligations required is outlined in the draft Service Level Agreement **attached**.

Summary of the Works

To open and close Listley street toilet block daily by 8 am and close them at 7pm on a daily basis to: carry out a daily clean; top up consumables; identify, report and take steps to rectify any faults.

To visit the Fox Lane toilet block on a daily basis to: carry out a daily clean: top up consumables; identify, report and take steps to rectify any faults.

To visit the Innage Lane toilet block on a daily basis to: carry out a daily clean; top up consumables; identify, report and take steps to rectify any faults.

Support to and maintenance of onsite equipment that facilitates online logging/payment and access system. The current online management system and card access is provided through a company called NAYAX (however, the Listley Street toilet block is currently free of charge and the paddle gates disabled on a trial basis).

Summary of Facilities in each toilet block (contractors are advised to visit the sites to confirm before submitting tender).

Listley street	Fox corner	Innage lane
1 entrance hall 1 desk	Unisex: 1 Wash basin 1 Toilet 1 Automatic Soap Dispenser with dryer	Unisex toilet: 1 toilet 1 sink 1 Automatic soap dispenser with dryer 1 Intergraded bin 1 Changing station
Ladies: 4 Toilets 3 Soap dispensers 3 Sinks 2 Hand Dryers	Unisex / Disabled: 1 Wash basin 1 toilet 1 Automatic soap dispenser	
Baby Changing: 1 Toilet 1 Soap dispenser 1 Changing Station		
Men's : 4 Urinals 3 Toilets 3 Sinks 3 Hand dispensers 2 hand Dryers		
Disabled : 1 Toilet 1 Sink 1 Dryer 1 Soap dispenser		