

BISHOP'S CLEEVE PARISH COUNCIL



INVITATION TO TENDER

For the provision of Cleaning and Caretaking of
facilities owned by Bishop's Cleeve Parish Council,
within
Bishop's Cleeve, Cheltenham

Closing date and time for submission of tenders:

13/11/2023, 15:00 hours

Bishop's Cleeve Parish Council
Caretaking and Cleaning - September 2023

REQUEST FOR TENDER

Tender for	For the provision of Cleaning and Caretaking of facilities owned by Bishop's Cleeve Parish Council	Our Ref	C&C/T
Contract Location	Bishop's Cleeve, Cheltenham,	Tender submission deadline	3pm, Monday 13th November 2023

Introduction to The Council

The Council is the parish council for Bishop's Cleeve, which is situated north of Cheltenham in Gloucestershire. There are over 17,000 residents in the parish, and that number is still growing following a large amount of new development over the last decade.

Brief Description of Services

You are invited to tender for the provision of Caretaking and Cleaning services to the Parish Council in respect of its current and future facilities.

Extent of Work

Caretaking

Generally, the work will comprise of caretaking duties including the opening and closing of various buildings, water temperature testing, water flushing, emergency lighting testing, fire alarm testing, litter picking, general minor maintenance at Parish Council owned facilities within the parish of Bishop's Cleeve.

Cleaning

The work will comprise of the cleaning to a high standard of the Council's buildings around bookings in accordance with a weekly calendar that will be provided.

Site Details

The sites are situated throughout the parish of Bishop's Cleeve and are listed below and shown on the plan in Appendix B.

The sites are situated throughout the parish of Bishop's Cleeve and are:

1. The Community Building, situated in Tobyfield Road, Bishop's Cleeve. This is a mixed-use building serving the local community and requires cleaning. The Community Building is available for bookings between 0700 and 2200 hours Mondays to Sundays inclusive so therefore the cleaning needs to work around the bookings.
2. The Parish Office, Church Road, Bishop's Cleeve. This building needs thrice weekly cleaning, on Monday, Wednesday and Friday, unless otherwise agreed.
3. The Pavilion, Cheltenham Road, Bishop's Cleeve. This is currently used primarily in association with the Sports Field. Cleaning is required of the meeting room, as instructed following bookings, and the changing rooms require cleaning in accordance with bookings, details of which will be provided

on a weekly basis. The toilets in the Pavilion also need to be cleaned in accordance with bookings as instructed on the weekly calendar.

4. Homelands Community Building, situated in Gotherington Lane, Bishop's Cleeve. This is a mixed-use building serving the local community and requires cleaning. The Community Building is available for bookings between 0700 and 2200 hours Mondays to Sundays inclusive so therefore the cleaning needs to work around the bookings. There may be occasional bookings beyond these hours which could change the requirements for cleaning to include an early morning.
5. Cleevelands Community Building. This has not been built yet, but will be a mixed-use building serving the local community and will include changing rooms (x2 with x1 official's room). The Contractor must be able to service the requirements of this building in line with the other community buildings / changing rooms. The Community Building is scheduled to be completed by summer 2025.
6. Toilets – The Council plans to construct some externally accessible toilets at the Sports Field during late 2024 / early 2025 which will require cleaning. The ability to service this requirement (which may replace some of the requirement to clean the Pavilion toilets), needs to be considered.

No claims will be accepted from the Contractor for his failure to satisfy himself of the full extent of the Contract Specification.

Workmanship and Equipment

The Contractor undertakes that the workmanship will be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. The contractor will own or lease equipment suitable for the specified tasks and have this available at all times during the term of the contract where it is not supplied by the Council.

Additional Facility / Pitches

The Council could add additional facilities during the period of the Contract and the contractors should be able to provide the required services should the number of venues increase.

Duration of Contract

The duration of the Contract will be from 1st April 2024 for a period of three years, with an option to extend for a maximum of a further two year period if agreed by both parties by no later than the 30th September 2026. There will be no opportunity to alter the rates tendered during the original term other than if evidence of exceptional circumstances is submitted to the Council to consider. Any decision of the Council in this respect will be final.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from the Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving six months' written notice, and the Council may terminate the contract with one months' written notice where a breach of contract has occurred and attempts to resolve the issue(s) have failed.

Insurance

The Contractor undertakes to maintain a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Clerk to the Council prior to commencement of the Contract and annually thereafter on renewal for the duration of this contract. The Contractor agrees to 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.

Health and Safety

The Contractor accepts 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.

General Information

Please check this document together with all accompanying documents, particularly the Specification, and if any pages are missing, duplicated or the text is indistinct, please notify the Council, as we will accept no liability for such errors or omissions in the future.

All items in the Pricing Schedule should be priced.

For the proper comparison of Tenders, it is important that no unauthorised alterations have been made to the Tender documents. Tenders containing unauthorised alterations or qualifications may be rejected. If you consider that changes are necessary, your proposals for such changes must be submitted to the Council for consideration and if the Council approves them, they will be circulated to all other potential suppliers.

Any attachments / additions that are not identified or are general sales material maybe excluded at no liability to the Council. You are therefore asked not to enclose any documents, brochures or other materials unless you are specifically requested to do so. You must retain the sequence of the questions and the numbering in your response.

Bids shall remain open for acceptance for a minimum of 90 days from the date that the Tender closes. The Council expects to decide the award of contract within 40 days of the closing date for submission of Tenders.

The Council is not bound to accept a Tender or make an award from this Invitation to Tender. The contract will be awarded on the basis of the Most Economically Advantageous Tender, based on the award criteria as set out below subject to satisfying the Council's requirements set out in Part A (Suitability Assessment Questions). Acceptance of the Tender by the Council shall be in writing and on the Council's terms and conditions which are supplied as part of our Tender requirements.

Exclusion

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Part A.

If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.

The Council may exclude a bidder from this procurement if the Council establishes that it is unable to answer "No" in respect of any of the discretionary exclusion criteria set out below.

DISCRETIONARY EXCLUSION CRITERIA	
Bona fide (Genuine / in good faith) Tender	
Any Tender submitted must be bona fide and without canvassing or soliciting any member or employee of Bishop's Cleeve Parish Council or fixing the rates with another supplier. By submitting a Tender, you are agreeing this is a Bona fide Tender.	
Do you have any reason or basis to consider that your tender is not a Bona fide Tender?	Yes / No
You should also declare if anyone in your company has a family member or close friend who works for the Council or is a Member of the Council. You must advise their role and if they have any connections to this Tender. The Council will undertake its legal obligation to mitigate and manage any conflict of interest to enable your tender to proceed.	
Do you have family or close friends who either work for the Council, or are Members of the Council? If Yes , please detail their names and roles below and how you would manage that conflict of interest.	Yes / No

Tender Timelines

Below is an indication of this Tender timeline which may change, and Bishop's Cleeve Parish Council will not be liable for any changes.

ACTIVITY	DATE
Last date for receiving questions on Intend system	3pm 13 th October 2023
Deadline for receipt of Tenders	3pm Monday 13 th November 2023
BCPC to evaluate tender responses.	Thursday 16 th November 2023
Presentation	Thursday 30 th November 2023
Award of Contract	Friday 14 th December 2023
Contract commencement date or delivery date	1 st April 2024

Return of Tender

Completed Tenders and attachments should be submitted in hard copy in an envelope clearly marked "**Cleaning and Caretaking Tender**" that does not identify the sender, and either hand delivered or posted to The Clerk, Bishop's Cleeve Parish Council, Parish Office, Church Road, Bishop's Cleeve, Cheltenham, GL52 8LR, to be received by 3pm on Monday 13th November 2023. Tenders submitted electronically, by email will not be considered.

Your Tender must be received in hard copy by no later than **3pm on Monday 13th November 2023**. Tenders received after that time will be excluded.

Bishop's Cleeve Parish Council
Caretaking and Cleaning - September 2023

How Your Tender is Assessed

This tender document is split into two parts: Part A and Part B.

The three tenders who scored the highest in their tender submission will be invited to an interview to be held on Thursday 30th November 2023.

Your organisation is assessed on the 'Suitability Assessment' questions contained in Part A.

The 'Suitability Assessment' questions are to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded.

Bidders must pass Part A in order to be considered for award.

A 'Pass' will be achieved providing the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested. The Council has set minimum standards and requirements which are relevant and proportionate to the subject matter of the Contract. The aim is to achieve an appropriate balance between fair competition and safeguarding public money.

If the Council requires a reference to demonstrate experience, the reference given will need to demonstrate sufficient capability to perform the Contract. In particular, the Council will have regard to the degree to which your experience is relevant to the subject matter of the Contract and demonstration of the relevant ability, skills and resource required to perform the Contract.

If you are unable to meet any minimum standards or requirements, the Council may reject your tender at its absolute discretion. The Council may, but has no obligation to do so, consider alternative means of demonstrating suitability in the event that you are unable to meet any minimum standards or requirements. The Council's decision is final in all respects.

The Council reserves its right not to award a contract to any bidder which does not pass basic credit checks or if, for any other reason, the Council considers any bidder's financial standing is a material risk to the delivery of the services.

After passing Part A, your response to Part B will be assessed.

Part B contains the 'Award criteria' to determine the 'Most Economically Advantageous Tender' (MEAT) for the award of the contract.

Your tender is assessed in accordance with the following award criteria:

Resources / Quality = 60% Costs = 20% Presentation = 20%

Presentation

The project team, following evaluation of both Part A and Part B of the tender submissions, will invite the top three highest scoring suppliers through to 'Interview Stage'.

The date for this is expected to be Thursday 30th November 2023.

Once at the meeting for the Presentation, the project team will expect:

- 10-15-minute presentation on the supplier's ability to complete the project.
- A question and answer session.

Evaluation will be based upon content and delivery and scored in accordance with the methodology stated below:

Weighting and Scoring

The marks available for the Quality aspect of your submission will be split into a range of individual elements and weighted according to their importance. Evaluation will be a measure of the extent to which you have met the requirements of the service specification. The evidence you provide in terms of the Quality information you submit will be assessed and scored accordingly. Each member of the evaluation team will assess every submission individually and consequently, a collective score will then be awarded.

Questions in this section are linked to the subject matter of this contract and Key Performance Indicators (KPI's) as detailed in the specification. Your answers should reflect this.

If there is an **(R)** after the 'weighting score', it indicates that there is also a 'minimum' threshold to that question and suppliers will be rejected if they do not meet a minimum requirement threshold. The minimum threshold is 30% and if, for example, the total number of points available is 30 and a score of 8 or below is awarded, this will lead to the rejection of your tender in its entirety.

Award Criteria – Scoring Methodology

Score	Criteria to Award Score – Quality Questions	Criteria to Award Score – Technical & Professional Ability
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements and exceeds those requirements.	Satisfies the requirement with significant and relevant evidence and experience at or above the contract value or other considerable public sector experience. Considerable, comparable and relevant private sector experience at or above the contract value may also suffice. Experience is very clearly centred on the subject matter of the Services.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all of the stated requirement(s).	Satisfies the requirement with recognisable evidence and experience. Very good level of public sector experience demonstrated at or near the contract value. Very good, comparable and relevant private sector experience at or near the contract value may also suffice.

3	<p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirement(s).</p>	<p>Satisfies the requirement. A reasonable level of public sector experience demonstrated perhaps mixed with some private sector experience near the contract value. Public sector experience demonstrated and some relevant and comparable private sector experience demonstrated. The majority of all experience demonstrated is relevant to the subject matter of the Services.</p>
2	<p>The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify limited evidence that the response given will partially deliver the requirement(s). The response may have raised significant concern(s).</p>	<p>Satisfies the requirement with minor reservations. Some relevant public sector experience demonstrated but lacking in depth or scope and perhaps mixed with some private sector experience some of which is demonstrates experience of the subject matter of the Services. Some experience is perhaps materially below the Contract value.</p>
1	<p>The Potential Provider's response does not enable the evaluator to have a clear understanding of how the requirement(s) will be met. The evaluator cannot clearly identify that the response given will deliver the stated requirement(s) due to insufficient evidence, the Potential Provider's limited understanding and / or omissions.</p>	<p>Major reservations. Very little public sector experience or comparable private sector experience demonstrated and difficult to glean how the Applicant could provide the Services. Much of the experience demonstrated is limited in terms of relevance to the subject matter of the Services.</p>
0	<p>The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.</p>	<p>Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that the Applicant has the ability, understanding or experience.</p>

Costs

The tender with the lowest cost (that has met all Quality thresholds) will gain full marks available for the price element of the evaluation. All other tenders over and above the lowest price tender will score a suitable proportion of the marks.

Help and Support

The Council will provide as much support and information as it can in order to help guide you through the Tender process. Questions asked together with the Council's response will be made available to all tenderers to ensure a fair and consistent approach to all.

If there is anything you are not sure of or need clarification on, please contact the Clerk by emailing clerk@bishopsclieveparishcouncil.gov.uk

'Reject' Questions

If there is an **(R)** after the weighting score, it indicates that there is also a minimum threshold to that particular question and, at the Council's absolute discretion, tenderers may be rejected if they do not meet a minimum requirement threshold in line with the scoring methodology above. The minimum threshold is set at 30%.

If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.

Please complete the following Quality Information and the Pricing Schedule attached in order that your Quotation may be assessed.

Specification of Works, Supplies and Services

This specification is for the provision of Caretaking and Cleaning of premises owned by the Council, as detailed below.

- 1.1 The Contractor shall provide general cleaning and caretaking duties as detailed, but not limited to that contained in the Schedule of Works in Appendix A.
- 1.2 The Contractor shall provide all equipment and is expected to have a reasonable range of equipment available for general maintenance.
- 1.3 The contractor is expected to have suitably qualified staff to carry out the water flushing and temperature testing. (Legionellosis.) (Certificates will be required from at least two members of staff.)
- 1.4 The Contractor will be a key holder for all of the Council's buildings / facilities and as such will be responsible for the safe keeping of the same. All keys will be signed for and the keys must not be cut without the written consent of Council.
- 1.5 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 and when new employees start. The Contractor to confirm that employees have undertaken the necessary training to carry out the water testing element of the specification.
- 1.6 The Contractor is to supply all cleaning equipment and chemicals as required with Site Manuals to be provided for use of chemicals. A floor washer / drier / polisher will be provided by the Council which should be used by the Contractor only at Council premises to assist contracted duties.
- 1.7 The Contractor agrees to submit training records to the Council – including COSHH and Risk Assessments, which are signed by the Company and the employees.
- 1.8 Daily / weekly schedule is subject to change depending on the bookings and requirements elsewhere, seasonal requests and time allocated. A monthly report will be completed by the Contractor.
- 1.9 The Contractor agrees that tasks will be organised and timetabled on a weekly basis with the Council following notification by e-mailed calendar.
- 1.10 The Contractor must provide the Council with their Safeguarding Policy.
- 1.11 Any failure by the Contractor to fulfil the requirements of instructions given either by weekly calendar or email which renders the facility unsuitable or unavailable for the intended hired use will result in the cost of the lost income to the Council being deducted from the next payable invoice.

- 1.12** The Contractor must notify any issues noted to the Council by way of an email to the Parish Office in a timely manner.

Services and works:

The Tender must include detailed information as requested within the Quality questions.

Full detail of costs must be submitted within the pricing schedule.

Key Performance Indicators (KPI's) applicable to our Specification – These must be measurable			
What performance will be measured	Who By?	Frequency of Measurement	Expected Outcomes / Targets
Pre-start meeting	Contractor and BCPC officers	Prior to commencement of contract.	To be provided with overview of contract with dates of commencement and proposed schedule where applicable.
Start Date	Contractor and BCPC officers	Prior and on day of commencement.	To commence contract.
Quarterly meetings	Contractor and BCPC officers	Quarterly.	Update and feedback

1.	BASIC DETAILS OF YOUR ORGANISATION
1.1	Name of the organisation in whose name the Tender would be submitted:
1.2	Contact name for enquiries about this bid:
1.3	Contact position (Job Title):
1.4	Address:
1.5	Telephone number:
1.6	E-mail address:
1.7	Website address (if any):
1.8	Company Registration number (if this applies):
1.9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:
1.10	Date of Registration:

1.11	Registered address if different from the above (including post code):	
1.12	VAT Registration number:	
1.13	Is your organisation: (Please indicate one)	i) a public limited company? Yes / No
		ii) a limited company? Yes / No
		iii) a partnership Yes / No
		iv) a sole trader Yes / No
		v) other (please specify) Yes / No
1.154	Name of (ultimate) parent company (if this applies):	
1.15	Companies House Registration number of parent company (if this applies):	

PART A (suitability assessment questions)

2. Question	Response
<p>2.1 Financial - The Council requires your organisation's turnover to be at least twice the estimated annual value of the Contract and evidenced by your organisation's last 2 years accounts which should be attached to your tender response.</p> <p>If your organisation has been established for less than two years, please provide a business plan for the whole organisation, including the profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.</p>	<p>Is your turnover at least twice the annual value of the Contract? Yes / No</p>
<p>(a) A statement of the turnover, Profit and Loss Account / Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p>	Yes / No
<p>(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p>	Yes / No
<p>(c) Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and / or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	Yes / No
<p>2.2 Financial - Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?</p>	Yes / No
<p>3. Professional and Technical Ability - Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Bishop's Cleeve Parish Council's requirement. Details should include the following: The organisation's name & contact details, including email, for a Reference. Details of the contract, explaining why the contract is relevant to Bishop's Cleeve Parish Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved. Please also confirm the contract value.</p>	
3.1 Contract 1 (R) (Weighting = 2)	
3.2 Contract 2 (R) (Weighting = 2)	
3.3 Contract 3	
4.	Yes / No

Insurance - Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance = £ 5,000,000.00

Public Liability Insurance = £ 10,000,000.00

Professional Indemnity Insurance = £ 5,000,000

*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

PART B (AWARD CRITERIA)**Quality Questions in relation to you achieving our specification**

QUALITY QUESTIONS	
1. (Weighting = 50) (R)	Method Statement - Please confirm you can achieve our specification? If not, what part can you not meet? Provide detailed information on your proposed method for meeting the criteria for all services / work as identified in the specification (e.g. the split between caretaking and cleaning and how late closing will be managed), Health and Safety procedures, site safety and accreditations.
Response:	
2. (Weighting = 25)	Resources - Detail the resources and your technical ability (inclusive of sub-contractors) to carry out the service. Provide Information on: <ul style="list-style-type: none"> • The workforce • The service and level of experience • The level of resources to be used e.g., equipment, time.
Response:	
3. (Weighting = 15)	Communication - Provide information on how you will effectively communicate with the Council and your procedure for responding to a complaint. Please include names, position and contact details.
Response:	
5. (Weighting = 10)	Monitoring - Provide information on monitoring of the contract and how you will ensure our required outcomes are met.
Response:	

Preamble to the Pricing Schedule

Please see below 'Request for Tender Pricing table' and complete accordingly.

This preamble forms part of the Pricing Schedule. The Supplier where applicable should visit the area to satisfy themselves as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the ground of lack of knowledge will be entertained.

- (a) The Supplier is to read the preambles in conjunction with the Pricing Schedules and all other Contract documents.
- (b) The Supplier is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Supplier will be entertained by the Council for any mistakes in the information given.
- (c) The Supplier shall price all items. No other costs will be accepted other than those in the pricing schedule. Prices should exclude VAT – see (k)
- (d) The rates to be inserted in the Pricing Schedule for works are to be the full inclusive costs. Labour rates must include all overheads, supervisory and administrative costs, together with an element of profit. No additions to these rates will be allowed other than in accordance with the method of review detailed in the Conditions of Contract.
- (e) The prices and / or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the Works, Supplies or Services.
- (f) The price invoiced will be benchmarked against the original Tender and recorded throughout the life of the agreement as a KPI (Key Performance Indicator). This will be part of our annual efficiency contract review.
- (g) All administration costs including overheads, printing, posting, copyright etc. are included within the prices tendered below.
- (h) The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council's authorised officer.
- (i) All sums payable by or to the Council or the Supplier are exclusive of Value Added Tax ("VAT"). Where VAT is chargeable on such sums, the payer shall pay, upon production of a valid VAT invoice by the payee, such VAT in addition to such sum.

Pricing Schedule PART 2A – Caretaking

DESCRIPTION Please use a line for each item as identified in the specification	COST FOR 2024-25 £	COST FOR 2025-26 £	COST FOR 2026-27 £
Caretaking tasks - for approximately 100 hours per month			
Hourly rate / supplemental charge for late caretaking (e.g., locking of Community Building after 10pm)			
Costs to provide out of hours emergency call outs. Please state hourly rate and any minimum charge.			

Pricing Schedule PART 2B – Cleaning

Cleaning tasks - for approximately 90 hours per month			
Hourly rate / supplemental charge for cleaning after 9.30pm where necessary			

TENDER COMPLETED BY (an authorised employee of your company)			
Company:			Name:
Position (Job Title):			
Date:		Address:	
Telephone number:		Email Address:	

SPECIAL TERMS

Clarifications about the Contents of the Tenders

The Council reserves the right (but shall not be obliged) to seek clarification of any unclear or ambiguous aspect of a supplier's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Suppliers are asked to respond to such requests promptly. For the avoidance of any doubt, the Council will not provide opportunity to submit revised bids or improved submissions.

Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the Supplier has received this ITT) is kept confidential by the Supplier and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Suppliers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Suppliers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

Suppliers Conduct and Conflicts of Interest

Any attempt by Suppliers or their advisors to influence the contract award process in any way may result in the Supplier being disqualified. Specifically, Suppliers shall not directly or indirectly at any time:

- Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Tender or offer to pay any sum of money or valuable

consideration to any person to effect changes to the form or content of any other Tender.

- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
- Canvass the Council or any members, employees or agents of the Council in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Supplier or Tender.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisers, and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

Council's Rights

The Council reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Supplier's submission.
- Disqualify any Supplier that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Supplier that is guilty of serious misrepresentation in relation to its Tender, expression of interest or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

Bid costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

Council's Values

The Council expects its suppliers to deliver works, services or goods with due regard to environmental protection, health and safety and equalities legislation and the Council's contract reflects these values.

Branding

Bishop's Cleeve Parish Council branding should where possible be incorporated on all publicity materials and letters to the public produced on our behalf by contractors, after approval.

APPENDIX A

Caretaking Tasks

Allotment Tasks

	Task	Frequency	Instruction
1.	Test all taps following winter turn off.	1 st March	Turn the water main stop tap on. Take a water meter reading. Flush all taps for a minimum of 3 minutes. Report any fault with the taps to the office. Turn stop tap off.
2.	Turn water on for Summer	1 st April	Turn the water main stop tap on, take a meter reading, and flush all taps for a minimum of 3 minutes. Report any fault with the taps to the office.
3.	Turn water off for the winter	31 st October	Turn the water main stop tap off, run all taps to drain any water from the pipes and lag taps and pipes as instructed by the office. Take a water meter reading.
4.	Take a water meter reading	1 st Friday of every month May – October	Take a water meter reading.
5.	Ad hoc contractor visits	When instructed by the office.	Attend to open the facility and allow access to the areas required.
6.	Ad hoc maintenance	As required.	Investigate / repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported.
Legionella Control			
7.	Water flushing	Weekly (April – Oct)	All taps to be run for a minimum of 3 minutes each week and recorded in the water flushing log – signed and dated.

Astro / MUGA Tasks

	Task	Frequency	Instruction
1.	Perimeter check of the facility	Daily	When in the area carry out a visual check of the facility to ensure that it is safe and secure. Any issues should be addressed or reported to the office.
2.	Litter-picking	Daily	Litter-pick the Astro and MUGA facilities each day after use and ensure that the waste bins emptied and disposed of in the Pavilion building waste bins on a Tuesday and Friday. Any lost property to be taken to the office.
3.	Set the flood light timer	Weekly	Set the light timer in accordance with the bookings and daylight hours.
4.	Check signage	Weekly	Check 'do not climb' signage is intact.

5.	Equipment	Weekly	Check the goal hooks and nets when opening up Astro for hirers and placing equipment on MUGA when hired.
6.	Clear drop down bolt holes	Fortnightly	Clear debris from the gate drop-down bolt holes to ensure that the facility can be locked securely.
7.	Open / Lock the facility.	When instructed on the calendar.	Unlock / lock for all bookings. Be available and responsive during hired sessions out of office hours to be able to respond to calls from the hirer.
8.	Ad hoc contractor visits	When instructed by the office.	Attend to open the facility and allow access to the areas required.
9.	Ad hoc maintenance	As required.	Investigate / repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported.

Community Building Tasks

	Task	Frequency	Instruction
1.	Perimeter check of the building	Daily	When in the area carry out a visual check of the building to ensure that it is safe and secure. Any issues should be addressed or reported to the office.
2.	Open / Lock the main entrance door and deactivate / activate the alarm.	When instructed on the calendar.	<p>Unlock door and deactivate the alarm for bookings – mainly evenings and weekends during term-time. Some daytimes during school holiday periods.</p> <p>Run through basic housekeeping and H & S info with new hirers – fire alarm, emergency exits etc.</p> <p>Ensure all windows are shut when locking up and that the heating & radiator thermostats are set to the correct temperature during winter months (18 – 20°).</p> <p>Be available and responsive during hired sessions out of office hours to be able to respond to calls from the hirer.</p> <p>Any breakages, maintenance requirements, or issues identified must be reported to the office asap.</p>
3.	Litter-picking	Twice Weekly	Litter-pick the entire perimeter of the building and remove any large weeds from the entrance area.
4.	Waste & recycling bins to be put out for collection	Weekly on a Thursday evening, <i>except following a bank holiday when the day will usually change to a Friday</i>	Food waste bins are emptied on a weekly basis with the general waste and general recycling bins being emptied on a fortnightly rotation. Waste bins to be moved to the pathway on Tobyfield Road. All bins in the bin store must be chained together and secured with the padlock at all times.

5.	Waste & recycling bins to be brought back in following waste collection	Weekly on a Friday, <i>except following a bank holiday when the day will usually change to a Saturday.</i>	Waste bins to be returned to the rear gated area at the Community Building and all bins secured with a chain and padlock to prevent the bins being moved.
6.	Ad hoc contractor visits	When instructed by the office.	Attend to open the building and allow access to the areas required and secure the site after.
7.	Setting heating timer	Weekly in accordance with the bookings during winter months	The heating needs to be set weekly during the winter months to provide sufficient heating for the bookings. There are 2 different timeclocks to operate the 3 heating zones in the building. Main Hall, Room 2, entrance foyer and main toilets and room 3. The timer on the right hand side is for room 3 only. The timer on the left hand side is for rooms 1 & 2. The timer for rooms 1 & 2 controls both zones by utilising the HW & CH functions. HW operates room 1 heating and CH operates room 2 and the entrance foyer. The timeclocks allow for 3 different time settings on each day of the week. Check the heating controls weekly to ensure they are set and working correctly.
8.	Ad hoc maintenance	As required.	Investigate/repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported. Requests will be made via email on a job sheet with a specified timeframe for completion. Completed tasks must be confirmed with the office via email and the job reference number quoted.
9.	Replenish consumables if requested.	Ad hoc	Restock handwash, hand sanitiser, toilet roll etc as necessary.

Fire Safety			
10.	Fire Alarm & call points	Weekly	Test a minimum of x2 call points weekly, on a rotational basis to ensure that over the course of time, all are routinely checked. Site manual must be fully completed, signed and dated to evidence this. Any faults to be documented and reported to the office ASAP.
11.	Fire extinguishers	Weekly	Visual check to ensure that all fire extinguishers are in the correct location and that the pressure gauge (if applicable) is within the correct range and that the safety tags have not been broken. Any faults should be documented and reported to the office.
12.	Emergency Lights	Monthly	Ensure that all emergency lights are working correctly when turned off with the testing key. Site manual must be fully completed, signed and dated to evidence this. Any faults should be documented and reported to the office ASAP.

Legionella Control			
13.	Water Flushing	Weekly	All water outlets (taps) should be run for a minimum of 3 minutes each week to flush the outlet and pipes. Site manual must be fully completed, signed and dated to evidence this.
14.	Water Temperature testing	Monthly	Temperature readings must be taken monthly from the sentinel taps – as detailed on the flushing record sheet. On a rotational basis, an additional x2 taps per month should be temperature checked and recorded so that all taps are checked periodically. Any temperatures recorded outside of the acceptable range should be documented and reported to the office ASAP. Site manual must be signed and dated to evidence this. <i>(Details regarding form completion included)</i>
15.	Check hot water boiler settings	Weekly	The hot water temperature must be maintained to comply with legionella control. The hot water heaters in the disabled toilet and Room 3 are accessible to the users so need to be checked to make sure that they have not been adjusted.

Homelands Community Building Tasks

	Task	Frequency	Instruction
1.	Perimeter check of the building	Daily	When in the area carry out a visual check of the building to ensure that it is safe and secure. Any issues should be addressed or reported to the office.
2.	Open / Lock the main entrance door and deactivate / activate the alarm.	When instructed on the calendar.	<p>Unlock door and deactivate the alarm for bookings – mainly evenings and weekends during term-time. Some daytimes during school holiday periods.</p> <p>Run through basic housekeeping and H & S info with new hirers – fire alarm, emergency exits etc.</p> <p>Ensure all windows are shut when locking up and that the heating & radiator thermostats are set to the correct temperature during winter months (18 – 20°).</p> <p>Be available and responsive during hired sessions out of office hours to be able to respond to calls from the hirer.</p> <p>Any breakages, maintenance, requirements or issues identified must be reported to the office asap.</p>
3.	Litter-picking	Twice Weekly	Litter-pick the perimeter of the building and grounds.
4.	Waste & recycling bins to be put out for collection	Weekly on a Thursday evening, <i>except following a bank</i>	Food waste bins are emptied on a weekly basis with the general waste and general recycling bins being emptied on a fortnightly

		<i>holiday when the day will usually change to a Friday</i>	rotation. All bins in the bin store must be chained together and secured with the padlock at all times.
5.	Waste & recycling bins to be brought back in following waste collection	Weekly on a Friday, <i>except following a bank holiday when the day will usually change to a Saturday.</i>	Waste bins to be returned to the bin store and secured with a chain and padlock to prevent the bins being moved.
6.	Setting heating timer	Weekly in accordance with the bookings during winter months	The heating needs to be set weekly during the winter months to provide sufficient heating for the bookings. Check the heating controls weekly to ensure they are set and working correctly.
7.	Ad hoc contractor visits	When instructed by the office.	Attend to open the building and allow access to the areas required and secure the site after.
8.	Ad hoc maintenance	As required.	Investigate/repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported. Requests will be made via email on a job sheet with a specified timeframe for completion. Completed tasks must be confirmed with the office via email and the job reference number quoted.
9.	Replenish consumables if requested.	Ad hoc	Restock handwash, hand sanitiser, toilet roll etc as necessary.

Fire Safety			
10.	Fire Alarm & call points	Weekly	Test a minimum of x2 call points weekly, on a rotational basis to ensure that over the course of time, all are routinely checked. Site manual must be fully completed, signed and dated to evidence this. Any faults to be documented and reported to the office ASAP.
11.	Fire extinguishers	Weekly	Visual check to ensure that all fire extinguishers are in the correct location and that the pressure gauge (if applicable) is within the correct range and that the safety tags have not been broken. Any faults should be documented and reported to the office.
12.	Emergency Lights	Monthly	Ensure that all emergency lights are working correctly when turned off with the testing key. Site manual must be fully completed, signed and dated to evidence this. Any faults should be documented and reported to the office ASAP.
Legionella Control			
13.	Water Flushing	Weekly	All water outlets (taps) should be run for a minimum of 3 minutes each week to flush the outlet and pipes. Site manual must be fully completed, signed and dated to evidence this.
14.	Water Temperature testing	Monthly	Temperature readings must be taken monthly from the sentinel taps – as detailed on the

			flushing record sheet. On a rotational basis, an additional x2 taps per month should be temperature checked and recorded so that all taps are checked periodically. Any temperatures recorded outside of the acceptable range should be documented and reported to the office ASAP. Site manual must be signed and dated to evidence this.
15.	Check hot water boiler settings	Weekly	The hot water temperature must be maintained to comply with legionella control. Caretaker to check the stored water temperature.

Parish Office Tasks

	Task	Frequency	Instruction
1.	Perimeter check of the building	Daily	When in the area carry out a visual check of the building to ensure that it is safe and secure. Any issues should be addressed or reported to the office.
2.	Open / Lock the main entrance door and deactivate / activate the alarm.	When instructed on the calendar.	<p>Unlock door and deactivate the alarm for bookings outside of office opening hours. Ensure all windows are shut when locking up. Run through basic housekeeping and H & S info with new hirers – fire alarm, emergency exits etc.</p> <p>Be available and responsive during hired sessions out of office hours to be able to respond to calls from the hirer.</p> <p>Any breakages, maintenance requirements or issues identified must be reported to the office asap.</p>
3.	Litter-picking	Twice Weekly	<p>Litter-pick the Parish Garden and down the side of the building (including behind the locked gate).</p> <p>Remove any large weeds from the entrance area.</p>
4.	Ad hoc contractor visits	When instructed by the office.	Attend to open the building and allow access to the areas required and secure the site after.
5.	Flagpole changes	As requested on the calendar	Higher, lower and change the flag on the flagpole in the Parish Garden when requested.
6.	Ad hoc maintenance	As required.	Investigate / repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported. Requests will be made via email on a job sheet with a specified timeframe for completion. Completed tasks must be confirmed with the office via email and the job reference number quoted.
7.	Ad hoc tasks	When requested	Move bulky items and assist with event set up, when requested.

8.	VAS sign	Fortnightly	Move the x2 VAS signs as per the schedule provided by the Planning Officer. Ensure batteries are returned to the office for charging. x2 person task.
9.	Litter picking	Twice weekly	Litter pick all Council owned play areas and Trash screens x2.
10.	On-call out of office hours	Times to be agreed	Act as the point of contact for emergencies relating to all Council owned facilities outside of office hours and respond as required.

Fire Safety			
11.	Fire Alarm & call points	Weekly	Test a minimum of x2 call points weekly, on a rotational basis to ensure that over the course of time, all are routinely checked. Site manual must be fully completed, signed and dated to evidence this. Any faults to be documented and reported to the office ASAP.
12.	Fire extinguishers	Weekly	Visual check to ensure that all fire extinguishers are in the correct location and that the pressure gauge (if applicable) is within the correct range and that the safety tags have not been broken. Any faults should be documented and reported to the office ASAP.
13.	Emergency Lights	Monthly	Ensure that all emergency lights are working correctly when turned off with the testing key. Site manual must be fully completed, signed and dated to evidence this. Any faults should be documented and reported to the office ASAP.
Legionella Control			
14.	Water Flushing	Weekly	All water outlets (taps) should be run for a minimum of 3 minutes each week to flush the outlet and pipes. Site manual must be fully completed, signed and dated to evidence this ASAP.
15.	Water Temperature testing	Monthly	Temperature readings must be taken monthly from the sentinel taps – as detailed on the flushing record sheet. On a rotational basis, an additional x2 taps per month should be temperature checked and recorded so that all taps are checked periodically. Site manual must be signed and dated to evidence this. Any temperatures recorded outside of the acceptable range should be documented and reported to the office ASAP.

Sports Pavilion Tasks

	Task	Frequency	Instruction
1.	Open / Lock the carpark gates	Daily	Caretaker is responsible for opening / locking the gates and securing the drop down bollards as instructed by the office on the calendar.
2.	Open / Lock the building and deactivate / activate the alarm.	When instructed on the calendar.	Any breakages, maintenance requirements or issues identified must be reported to the office asap. Run through basic housekeeping and H & S info with new hirers – fire alarm, emergency exits etc. Be available and responsive during hired sessions out of office hours to be able to respond to calls from the hirer.
3.	Perimeter check of the building	Daily	When attending to open / lock the gates, caretaker should carry out a perimeter check of the pavilion building to check all is safe and secure. Any issues should be addressed or reported to the office.
4.	Pitch bookings	Weekends / occasional mid-week evenings	In line with instructions on the calendar - Attend to open the gates and building, deactivate the alarm, unlock changing room doors and padlocks to allow access control to function. Ensure that the hot water is functioning correctly & pitches booked are free of litter. Return to secure the building post-match, checking toilets, taps & showers.
5.	Sweep perimeter pathway	Weekends / occasional mid-week evenings	Sweep the mud off the pathway immediately after football bookings to prevent any mud from making the pathway slippery.
6.	Litter-picking	Twice weekly & prior to pitch bookings.	Litter-pick the field, play area and car park area.
7.	Setting heating timer	Weekly in accordance with the bookings	The heating functions to be set weekly to provide sufficient heating for the bookings. As the heating is underfloor heating, the system must never be completely turned off. Weekly check that the heating controls are set and working correctly.
8.	Alternate boiler heating pumps	Every 6 months	Every 6 months the heating pumps need to be alternated from pump 1 to 2 and vice versa so that use is equally distributed.
9.	External lights timer	Periodic adjustments in accordance with daylight hours.	Time clocks to be set to come on in the evenings and in the morning during the winter months. Periodic adjustments will need to be made in line with the decrease in daylight hours in the autumn.
10.	Mosquito Alarm time clock	Periodic adjustments in accordance with bookings.	Time clock needs to be set to come on in the evenings when the building & pitches are not hired.
11.	Ad hoc contractor visits	When instructed by the office.	Attend to open the gates / building and allow access to the areas required and secure the

			site after.
12.	Ad hoc maintenance	As required.	Investigate / repair reported maintenance issues as and when advised – respond in a timely manner in relation to the urgency of the issue reported.
13.	Replenish consumables if requested.	Ad hoc	Restock handwash, hand sanitiser, toilet roll etc as necessary.

Fire Safety			
14.	Fire Alarm & call points	Weekly	Test a minimum of x2 call points weekly, on a rotational basis to ensure that over the course of time, all are routinely checked. Site manual must be signed and dated to evidence this. Any faults to be documented and reported to the office.
15.	Fire extinguishers	Weekly	Visual check to ensure that all fire extinguishers are in the correct location and that the pressure gauge (if applicable) is within the correct range and that the safety tags have not been broken. Site manual must be signed and dated to evidence this. Any faults should be documented and reported to the office.
16.	Emergency Lights	Monthly	Ensure that all emergency lights are working correctly when turned off with the testing key. Site manual must be signed and dated to evidence this. Any faults should be documented and reported to the office.
Legionella Control			
17.	Water Flushing	Weekly	All water outlets (taps / showers) should be run for a minimum of 3 minutes each week to flush the outlet and pipes. Site manual must be signed and dated to evidence this.
18.	Water Temperature testing	Monthly	Temperature readings must be taken monthly from the sentinel taps – as detailed on the flushing record sheet. On a rotational basis, an additional x2 taps per month should be temperature checked and recorded so that all taps are checked periodically. Site manual must be signed and dated to evidence this. Any temperatures recorded outside of the acceptable range should be documented and reported to the office.
19.	Showerhead cleaning	Quarterly	All showerheads to be removed and soaked / cleaned thoroughly before being replaced on the showers. Site manual must be signed and dated to evidence this.

APPENDIX A**Cleaning Tasks**
SCHEDULE OF WORKS**1 Community Building**

Daily	Cleaning – to include vacuuming, dusting ALL surfaces (windowsills) and skirting boards and removing cobwebs, clean kitchen work surfaces, wash floors, clean toilets / toilet seats and sinks, empty internal bins after sessions as required and at least once daily. Replenish toilet rolls, hand towels, soap etc as necessary and inform Parish Office when supplies are running low.
Weekly	Wash and polish floors with the Council owned scrubber / dryer.
Monthly	Clean internal and external windows. Remove any limescale from taps.
x3 annually during school holidays	Deep clean to an agreed schedule.

2 Homelands Community Building

Daily	Cleaning – to include vacuuming, dusting ALL surfaces (windowsills) and skirting boards and removing cobwebs, clean kitchen work surfaces, wash floors, clean toilets / toilet seats and sinks, empty internal bins after sessions as required and at least once daily. Replenish toilet rolls, hand towels, soap etc as necessary and inform Parish Office when supplies are running low.
Weekly	Wash and polish floors with the Council owned scrubber / dryer.
Monthly	Clean internal windows. Remove any limescale from taps.
x3 annually during school holidays	Deep clean (including ovens) to an agreed schedule.

3 Parish Office






Thrice weekly (Monday, Wednesday and Friday)	Cleaning – to include vacuuming, dusting ALL surfaces – desks & equipment, skirting boards and removing any cobwebs, clean kitchen work surfaces, wash floors, clean toilets / toilet seats and sinks, empty internal bins and remove rubbish to the Community Building external bins. Clean glass and internal windows as necessary. Remove any limescale from taps, including hot water dispenser. Fill / empty dishwasher if required. Replenish toilet rolls, hand towels, soap etc as necessary and inform Parish Office when supplies are running low.
Annually x2 per year	Deep Clean to an agreed schedule.

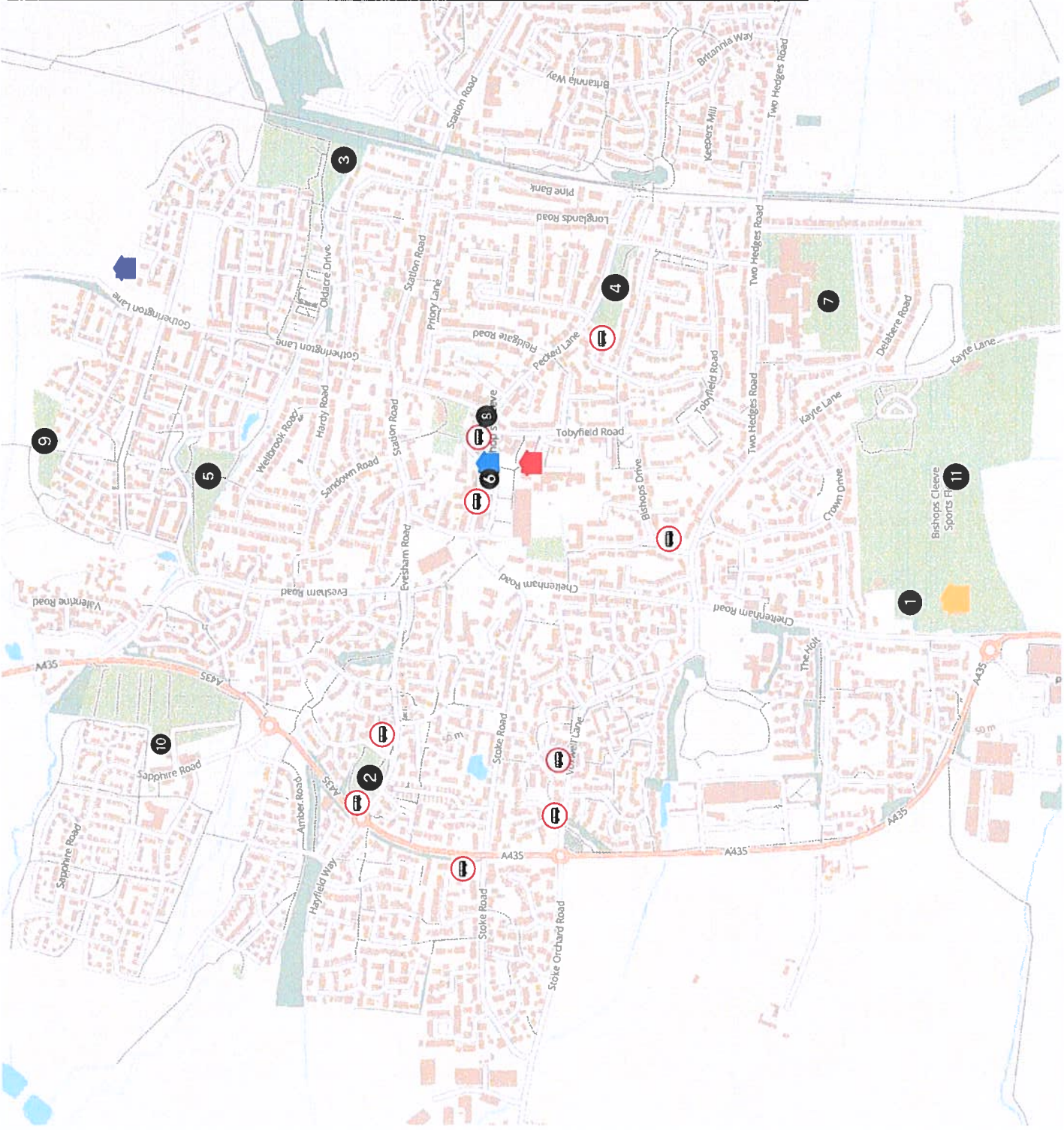
4 Pavilion / Sports Field

Weekly in accordance with calendar	Clean - to include vacuuming, dusting ALL surfaces and skirting boards and removing cobwebs, clean kitchen work surfaces, wash floors, sinks and empty bins for external collection, clean internal and external glass doors and wash the corridor floor. Include vacuuming of stairs and upper landing. Replenish toilet rolls, hand towels, soap etc as necessary and inform Parish Office when supplies are running low.
	Clean Pavilion entrance area and toilets / toilet seats / urinals.
Monthly	Remove any limescale from taps.
As required	Cleaning of changing rooms and meeting room.
Annually x2 per year	Deep Clean to an agreed schedule. (To include raising all shutters to clean external windows.)

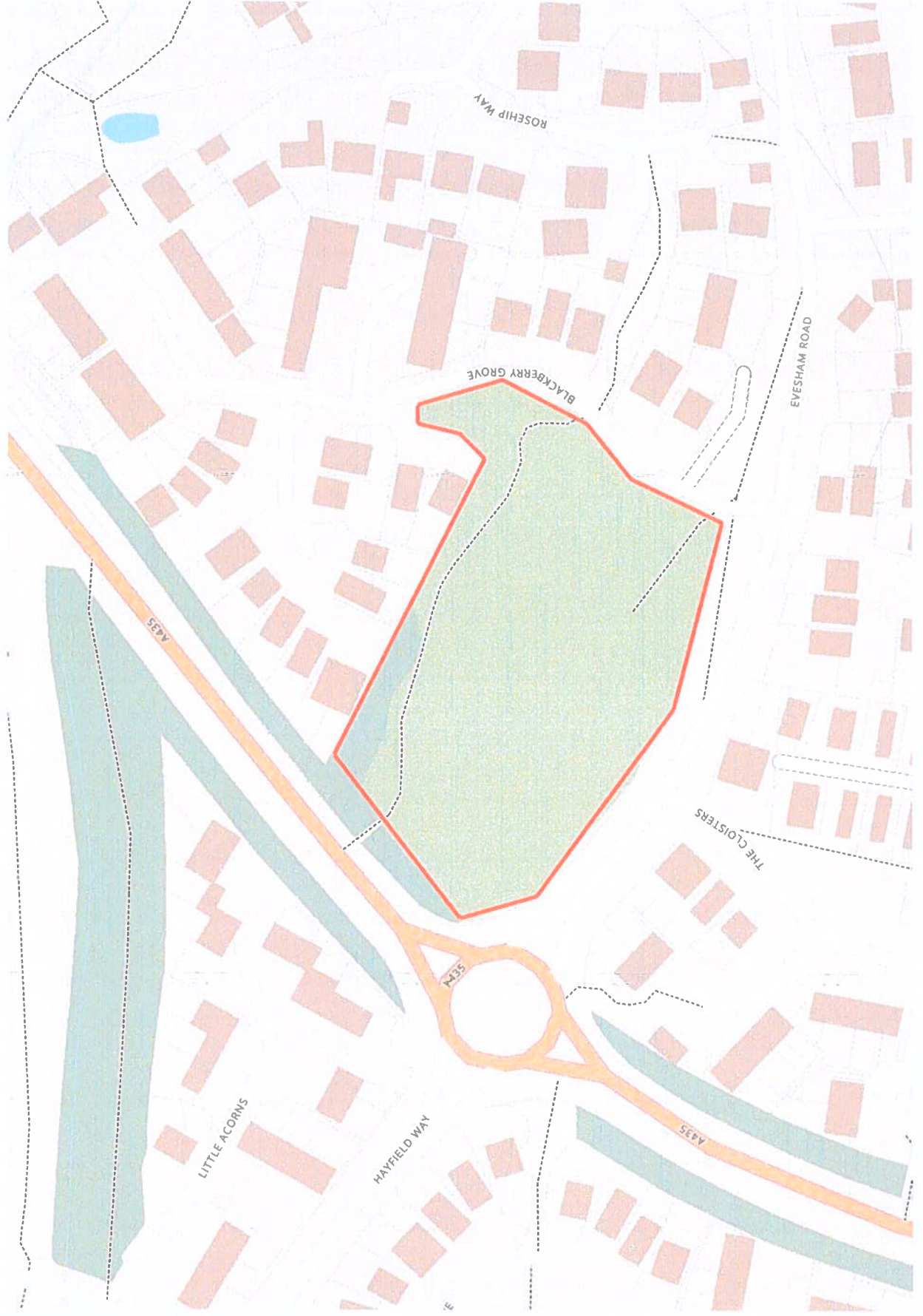
APPENDIX B

MAPS

Key	
1	South Park with Skate Park and BMX, GL52 8LZ
2	Finlay Way Play Area , GL52 8WL
3	Millham Road Play Area, GL52 8BB
4	Pecked Lane Play Area, GL52 8JE
5	Sunrise Avenue Play Area, GL52 8EW
6	Parish Garden, GL52 8LR
7	Cutbridge Meadow, GL52 8AT
8	War Memorial, GL52 8LP
9	Homelands Allotments, GL52 8HU
10	Cleevelands Allotments, GL52 7YU
11	Astro Facility, GL52 8LZ
	Homelands Community Building, GL52 8FS
	Parish Council Offices, GL52 8LR
	Community Building, GL52 8NN
	Sports Pavilion, GL52 8LZ
	Bus Stop Locations 1x Stoke Road by-pass 2x Finlay Way 1x Church Road 1x Pecked Lane 1x Linworth Road 1x Bishops Drive 2x Voxwell Lane



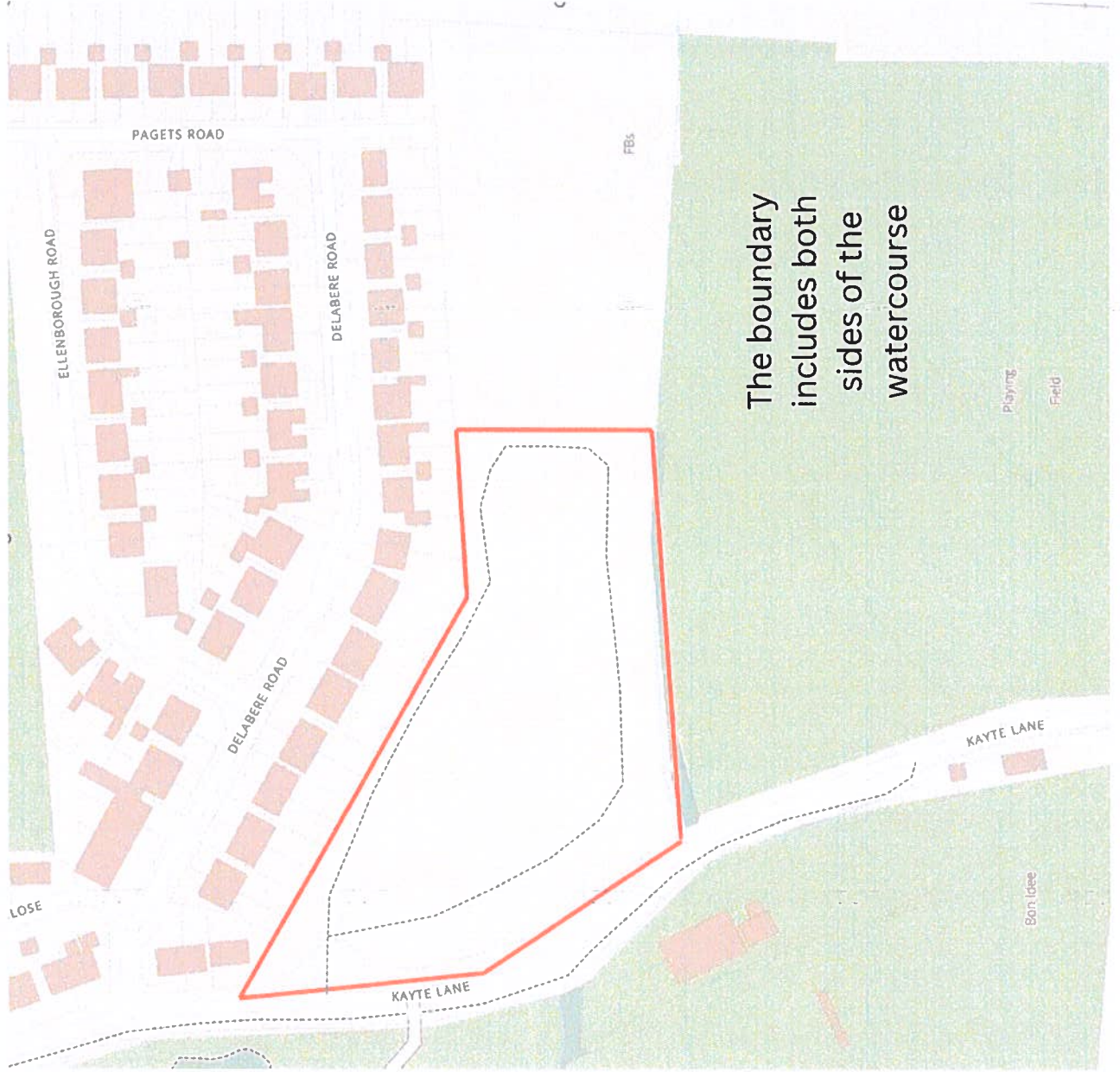
Finlay Way



The boundary includes the field side of the watercourse

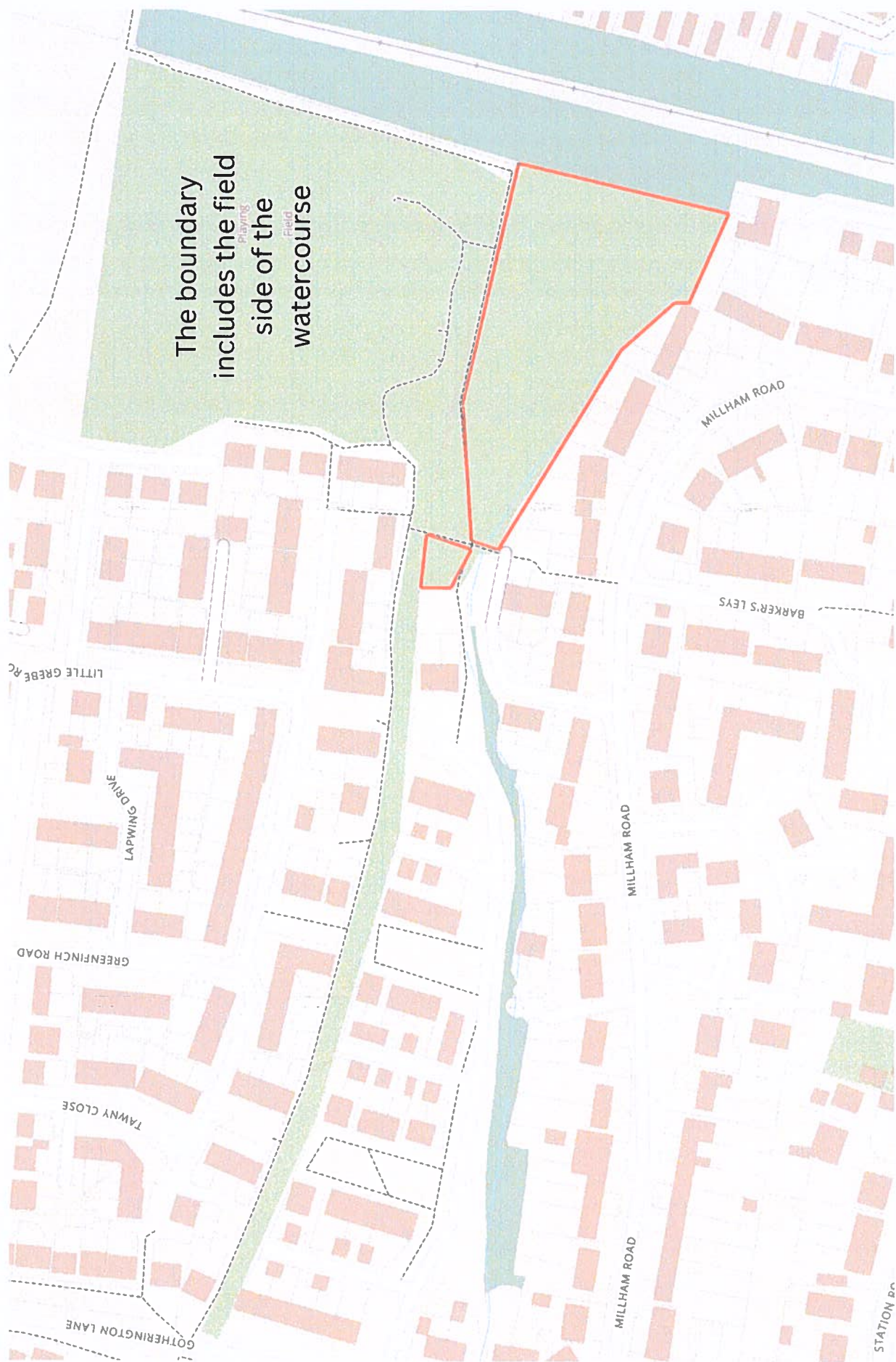
The boundary
includes the field
side of the
watercourse

Cutbridge Meadow



The boundary
includes both
sides of the
watercourse

Millham Road

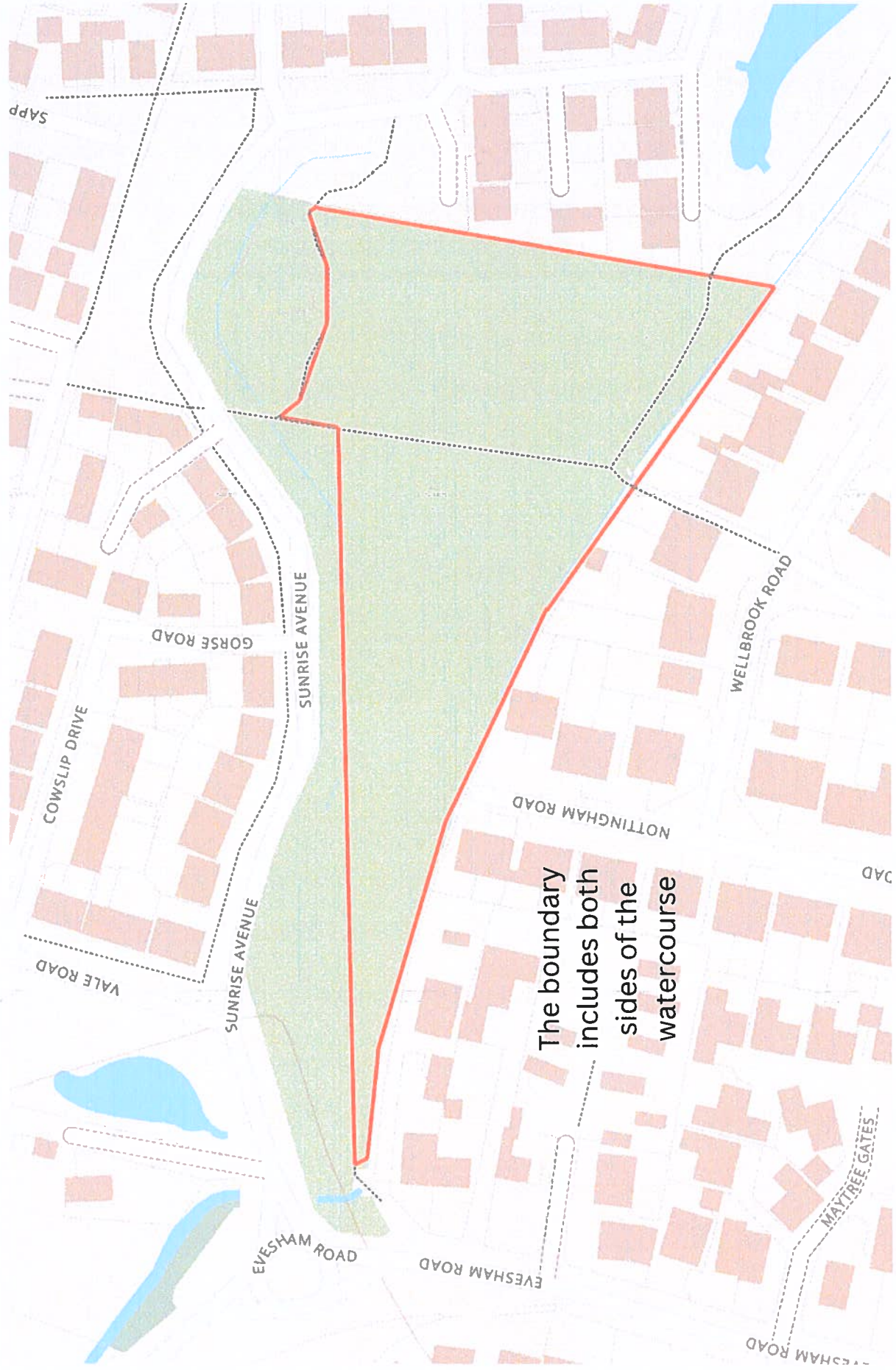


Pecked Lane



The boundary includes the field side of the watercourse

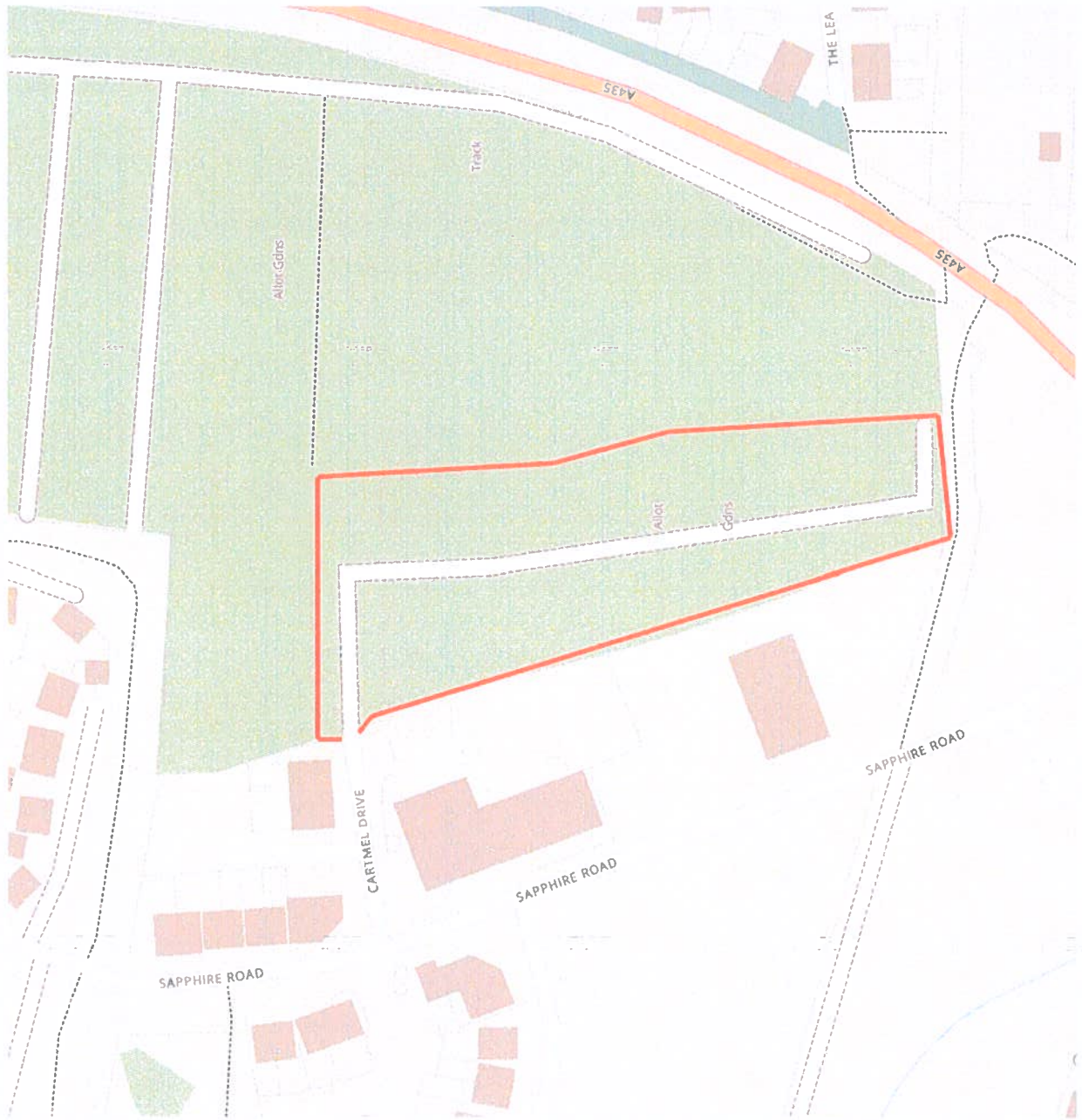
Sunrise Avenue



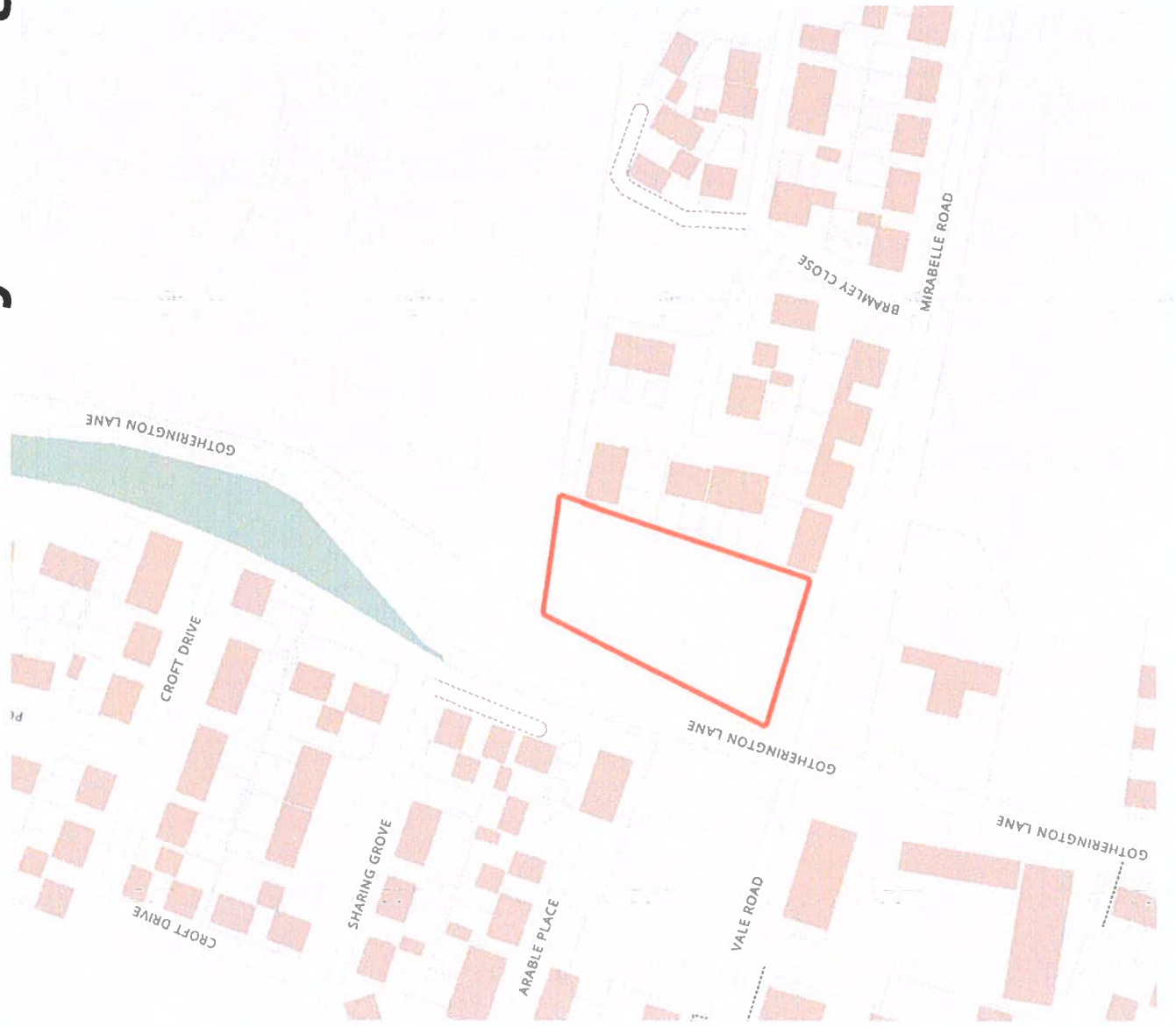
Homelands Allotments



Cleevelands Allotments



Homelands Community Building



Parish Garden



	Mon 11/9	Tue 12/9	Wed 13/9	Thu 14/9	Fri 15/9	Sat 16/9	Sun 17/9
08:00	CT to Open Adhoc C/T task to allow 08:00 - 09:00	CT to Open Adhoc C/T task to allow 08:00 - 09:00	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field
09:00						CB Rm 1/3/ Dan cework s 08: 08: 45 - 12: 30 Astr o/ Got heri ng on 09: 00 - 13: 00 Colt s Gra ss and Toile ts/ Pic hes Min i 1	
10:00	CT All Areas Litter Pick 10:00 - 12:00						
11:00							
12:00							
13:00					CT Task - Flushing and alarm testing 12:30 - 14:30	CB Cleaning 12:30 - 14:30	Colts Toilets and Grass/ E1, C, DB, F and G 13:00 - 16:00
14:00				CT All Areas Litter Pick 14:30 - 16:30	Bins at CB		
15:00							
16:00							
17:00	PO Cleaning 16:30 - 17:30		PO Cleaning 16:30 - 17:30		PO Cleaning 16:30 - 17:30		Pavillion Toilet Clean 16:00 - 17:00
18:00	Open Astro/ Fletch 17:30 Lock CB1/ GKR Karate play 18:15 - 20:30	Open Astro/ Fletch 17:30 CT Task - Astro/ Prestbury Phantoms 18:30 - 19:30 CB Cleaning 18:00 - 20:00	CANC ELLED Colts/ Grass Pitch mini 1 and Toilets 18:00 - 21:00 CB Cleaning 18:00 - 20:00 Astro/ Local User 3 18:00 - 19:00	CB Cleaning 18:00 - 20:00 Astro/ Local User 2 20:00 - 21:30	Open and Close Astro 17:30 - 18:00 CB Cleaning 18:00 - 20:00		
19:00							
20:00		CB Cleaning 19:30 - 21:30					
21:00					Caretaker Task - CT Task - Empty Astro	Caretaker Task - CT Task - Empty Astro	
	CT to Close Sports Field	Caretaker Task - CT to Close Sports Field	Caretaker Task - CT to Close Sports Field	Bins @ CB Caretaker	CT to Close Sports Field	Caretaker Task - CT to Close Sports Field	CT to Close Sports Field

	Mon 14/8	Tue 15/8	Wed 16/8	Thu 17/8	Fri 18/8	Sat 19/8	Sun 20/8
08:00	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field	CT to Open Sports Field
09:00							
10:00	CT All Areas Litter Pick 10:00 - 12:00					Astro/Local User 2 10:00 - 11:30	
11:00							
12:00							
13:00		CB Cleaning 13:15 - 15:15			Full Test - Water Temp /Flushing/ Fire Alarm Testing & Emergency Lights in All Buildings 12:00 - 16:00		Open and Close Sports Pavilion for Colls: Grass Pitch E1 & F 13:00 - 17:00
14:00				CT All Areas Litter Pick 14:30 - 16:30	Bins at OB		
15:00							
16:00							
17:00	PO Cleaning 16:30 - 17:30		PO Cleaning 16:30 - 17:30		PO Cleaning 16:30 - 17:30		Pavillion Toilet Clean 17:30 - 18:30
18:00	Open Astro/ Fletcher 17:30						
19:00	Close Astro after/ Power play 18:30 - 21:30		Astro/ Local User 3 18:00 - 19:30				
20:00				Astro/ Local User 2 20:00 - 21:30			
21:00				Caretaker CT Task - Bins @ OB		Caretaker Task - CT to Close Sports Field	CT to Close Sports Field

