

December 2022



## INVITATION TO QUOTE

**Didcot Town Council invite you to quote for cleaning services for the Town Council Offices and Didcot Civic Hall, Britwell Road, Didcot, Oxon, OX11 7HN.**

Didcot Civic Hall is an important public building owned by the local community. It also houses the Didcot Town Council offices. It was originally built in 1979 and was opened by Sir Ashley Ponsonby, a former Lieutenant of Oxfordshire. In 2011 the building was fully refurbished, with an investment of £1.3M, creating a simple and contemporary design solution for this iconic building in the heart of Didcot.

Didcot Civic Hall can be used for a variety of community, social and commercial activities, including but not restricted to meetings, conferences, classes, clubs, arts and crafts, sports activities, dance classes, engagement parties, weddings, christenings and much more. The building has six rooms available for hire as well as a licenced bar, café area, kitchens, garden space and a large car park.

- **MAIN HALL – 275m<sup>2</sup>**

The main hall is used for a variety of functions including weddings, band nights, conferences, birthday parties, large meetings, exercise groups.

- **ALL SAINTS ROOM – 66m<sup>2</sup>**

The All Saints room is used for workshops, break out room, courses such as first aid or work course, Pilates group.

- **PARK ROOM – 24m<sup>2</sup>**

The Park room is used for workshops, break out room, therapy, one on one sessions.

- **LADYGROVE ROOM – 115m<sup>2</sup>**

The Ladygrove room is used for workshops, soft play, small parties, meetings, and exercise classes.

- **NORTHBOURNE ROOM – 71m<sup>2</sup>**

The Northbourne room is used for workshops, soft play, small parties, meetings, and exercise classes.

- **BACKSTAGE ROOMS & ORCHARD ROOM (6m<sup>2</sup>)**

The Backstage and Orchard rooms are used for one-on-one sessions such as therapy or counselling.

The Civic Hall also has a reception area, a large kitchen, bar area and public toilets on both levels.

The Town Council Offices will be included in the contract.

## **QUOTATIONS REQUIRED FOR THE FOLLOWING:**

1. **2 x Cleaners working 15 hours per week, each. Hours would be Monday – Saturday 5am-7am and 5am-8am on a Sunday. Cover would need to be guaranteed in the event of sickness/absence. Must be able to effectively and efficiently communicate with Council staff and members of the public**
2. **Three-year contract to commence 1<sup>st</sup> April 2023**
3. **The work would include all that is listed in the ‘Cleaning Schedule’ document attached**
4. **TUPE provision to be negotiated**

## **THINGS TO INCLUDE IN THE SUBMISSION**

1. **Confirmation that a site visit has already been carried out**
2. **Details of any/all ECO benefits the company has to offer**
3. **Equipment the company will provide**
4. **A list of equipment required**
5. **A copy of the company’s Insurance Certificates (min £10 million cover)**
6. **Risk Assessments**
7. **A copy of your Health and Safety Management systems and whether this is certified by a third party, including the Health and Safety policy**
8. **The company’s Environmental Policy**
9. **A list of what training employees will carry out for using chemicals and current qualifications/experience of staff that would be on site**
10. **Key Performance Indicators (audit template etc. The Council would require a copy of the company’s audit process and a sample of what the audit would include) – within the first 3 months, you will be required to submit monthly audits and attend a review meeting. After that you will be required to submit quarterly audits and attend quarterly reviews, unless standards are deemed unsatisfactory**
11. **Two references from previous/current customers**
12. **Details of any enforcement agency actions**
13. **Details of any prosecutions or civil claims**
14. **A copy of your Accident Procedures and your past Accident/Incident history**
15. **Proposed pay rate of staff**
16. **Availability to start**

## **17. Proposed charge rate for additional cleaning/services**

### **Terms and Conditions**

1. Please note that payment will be actioned 30 days from the invoice
2. A reduced payment will be made if services are deemed below satisfaction
3. The Town Council will be closed for the Christmas period – dates to be confirmed (week between Christmas and New Year)
4. The Civic Hall may be closed on some bank holidays – dates of which will be communicated to the successful tender
5. If the awarded company receive three written warnings regarding cleaning standards, the Town Council can give 3 months written notice to terminate the contract at any time regardless of the anniversary date of the contract

Responses to be received by **12pm on 23<sup>rd</sup> January 2023** for review by the Property and Facilities Committee on Wednesday 1<sup>st</sup> February 2023.

Please send the tender responses to **Mr Stuart Mundy (Projects and Services Officer)** and/or **Mrs Lucy Blake (Planning and Environment Officer)** – [smundy@didcot.gov.uk](mailto:smundy@didcot.gov.uk) and [lblake@didcot.gov.uk](mailto:lblake@didcot.gov.uk) along with a password for emailed tenders.

**All tenders will be opened at 12.30pm on Monday 23<sup>rd</sup> January 2023 for review by the P&F Committee.**

If you have any questions, please contact Stuart Mundy in the first instance on 01235 750038 direct dial, or 01235 812637 main number.

### **Didcot Town Council**

**Mrs Janet Wheeler**  
**Town Clerk & Responsible Finance Officer**