



**CLEANING  
CONTRACT**

**2020-2024**

**INVITATION TO TENDER**

## **BISHOP'S CLEEVE PARISH COUNCIL**

### **CLEANING CONTRACT**

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## BISHOP'S CLEEVE PARISH COUNCIL

### CLEANING CONTRACT

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#### INVITATION TO TENDER

1. Bishop's Cleeve Parish Council ("the Council") hereby invites tenders from companies for the carrying out of Cleaning Services to the Council for its buildings and facilities in accordance with the Contract documents attached, which comprise of: -

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works including Illustrative Calendar
Appendix D	Commercial Information
Appendix E	Tender Letter
Appendix F	Declaration

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their Tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk to the Council by no later than one week before the closing date.
4. The Tender shall be submitted with the Tender Letter attached at **Appendix E**.
5. Tenderers should note that as part of the evaluation process they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting is necessary and such meeting will take place during the week commencing 3<sup>rd</sup> February 2020.
6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful Tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
8. If having examined the Tender documents you wish to submit a tender you should: -
  - (a) Fully complete and return the following documents:

Appendix D	Commercial Information
Appendix E	Tender Letter
Appendix F	Declaration
  - (b) **Return tenders and all related documentation to: -**  
Amanda Winstone  
Clerk to the Council  
Bishop's Cleeve Parish Council  
Parish Office  
Church Road

Bishop's Cleeve  
Cheltenham  
GL52 8LR

**By 3 pm on Monday 27<sup>th</sup> January 2020**

**Tenders received late will not be considered.**

- (c) **Please note that the package containing the tender must be clearly marked "Tender for Cleaning Services" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

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**STANDARD CONDITIONS OF CONTRACT**

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**Contract Documents**

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works including Illustrative Calendar
Appendix D	Commercial Information
Appendix E	Tender Letter
Appendix F	Declaration

**Officer**

The Officer will be the Clerk to the Council.

**Extent of Work**

Generally, 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**

1. The sites are situated throughout the parish of Bishop's Cleeve and are:
2. 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 0730 and 2200 hours Mondays to Sundays inclusive so therefore the cleaning needs to work around the bookings. An illustrative calendar showing a typical week's bookings is attached in Appendix A.
3. The Parish Office, Church Road, Bishop's Cleeve. This building needs twice weekly cleaning, on Tuesday and Friday, unless otherwise agreed.
4. The Pavilion, Cheltenham Road, Bishop's Cleeve. This is currently used primarily in association with the Sports Field and as a daily pre-school nursery. Cleaning is required of the meeting room on a weekly basis, on a Friday or weekend, 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 between 5.30pm on Sunday and 7.30am on Monday.

Before tendering the Contractor is advised, at his own discretion, to visit the sites to satisfy himself as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

**Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

**Additional Facilities**

The Council could add additional facilities during the period of the Contract, and should this occur then the cost of any additional work should be agreed in advance and added to the contract.

**Duration of Contract**

The duration of the Contract will be from 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 2024, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term unless required by law.

**Payment to Contractor**

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

**Termination of Contract**

Either party may, without reason, terminate the Contract, in writing, giving three months notice.

**Insurance**

The Contractor is required to have 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. The Contractor shall 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. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

**Health and Safety**

The Contractor shall accept 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.

**Notes to Tenderers**

- a) Attention is drawn to the Tender Letter and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be attached to the Tender Letter are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- d) Invoices presented for payment must include a schedule of the works completed in that month including the dates and duration of the work.
- e) Contractors are asked to contact the Clerk to the Council if any clarification is required.

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**SPECIFICATION OF WORKS**

The Tendering Contractor is to supply all cleaning equipment, including potable floor washer / drier / polisher and chemicals as required with Site Manuals to be provided for use of chemicals.

Tendering 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.

Successful company to submit training record to Council - COSHH and Risk Assessments, which are signed by the Company and the employees.

Daily / weekly schedule is subject to change depending on the requirements elsewhere and seasonal requests and time allocated. A weekly report is to be completed by Tendering Contractor.

Tasks organised and timetabled on a weekly basis with the Council and notified by e-mailed calendar.

The Tender should incorporate provision for annual increases in line with National Minimum Wage or National Living Wage if applicable.

The successful Tenderer will be key holders for all of the Council's buildings / facilities and as such will be responsible for the safe keeping of the same.

**BISHOP'S CLEEVE PARISH COUNCIL****CLEANING CONTRACT****SCHEDULE OF WORKS AND ILLUSTRATIVE CALENDAR****1 Community Building**

<b>Daily</b>	Cleaning – to include vacuuming, dusting surfaces and skirting boards and removing cobwebs, clean kitchen work surfaces, wash floors, clean toilets and sinks, empty internal bins after sessions as required and at least once daily. Provide toilet rolls, hand towels, soap etc as necessary.
<b>Weekly</b>	Polish floors.
<b>Monthly</b>	Clean internal windows.
<b>Annually</b>	Deep clean to an agreed schedule.

**2 Parish Office**

<b>Twice weekly (Tuesday and Friday)</b>	Cleaning – to include vacuuming, dusting – surfaces, skirting boards and removing any cobwebs, clean kitchen work surfaces, wash floors, clean toilets and sinks, empty internal bins and remove rubbish to the Community Building external bins. Clean glass and internal windows as necessary. Provide toilet rolls, hand towels, soap etc as necessary.
<b>Annually</b>	Deep Clean to an agreed schedule.

**3 Pavilion / Sports Field**

<b>Weekly</b>	Clean Meeting Room - to include vacuuming, dusting 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. Outside – sweep perimeter of building following football, clean mud from external walls and routinely clean the football boot brush bars. Provide toilet rolls, hand towels, soap etc as necessary.
	Clean Pavilion entrance area and toilets on Sunday evening after 5.30pm during the football season.
<b>As required</b>	Cleaning of changing rooms and meeting room.
<b>Annually</b>	Deep Clean to an agreed schedule.



**ILLUSTRATIVE CALENDAR**  
**SPORTS PAVILION BOOKINGS**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	<p style="text-align: center;">From April 2019</p> <p style="text-align: center;"><b>Preschool in the Meeting Room 8am – 4.30pm</b> <i>They will have access to main corridor, meeting room, female toilets &amp; x1 ref room.</i></p>						
9am						<b>Cleeve Colts Training</b> on the field <b>9am-11.30am</b> <b>Access to main corridor &amp; toilets</b>	<b>Cleeve Colts Youth Matches. 9.45am-12.15pm.</b> <i>Access to main corridor &amp; toilets.</i>
10am						<b>*Adult football matches. 10am – 12.45pm</b> <i>Access to x2 changing rooms, main corridor, all toilets &amp; x1 ref rooms</i>	
11am						<b>TO BE CLEANED PRIOR TO AFTERNOON MATCH</b>	
12noon							
1pm						<p style="text-align: center;"><b>**Adult football matches. 1.30pm-5pm</b> <i>Access to x4 changing rooms, main corridor, all toilets &amp; x2 ref rooms</i></p>	<b>Cleeve Colts Youth Matches. 1.15pm-4pm.</b> <i>Access to main corridor, toilets &amp; x1 set of changing rooms.</i>
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
<b>** Some weeks there is only 1 adult match so only x2 changing rooms &amp; x1 ref room is used.</b>							

HALL	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	Breakfast Club - 7.00 - 8.30						
9am	Cleaning of all rooms after Breakfast Club						
10am	Pilates 9.05-10.25	Pilates 9.20 - 10.40	Pilates 9.25-11.45		superstrikers	dance works 9.15-3pm	
11am					9.45 - 11.45		
12 noon				Alzheimer's 10.30 - 1.1pm twice monthly			
1pm	superstrikers 12.45 - 2.45						
2pm					superstrikers 12.45 - 1.45		
3pm	Afterschool Club 3.00 - 6.00						
4pm							
5pm							
6pm	GKR Karate 6.15 -7.30	-			Boxng Club 6.15 - 9.30		
7pm		Boot Camp 7pm - 8pm		Circit Training 6.45 - 8pm			
8pm							
		-					
9pm							
10pm							
11pm							

**Room 2 is Carpeted**

ROOM 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	pre school phonics 9.30 - 10.30	Monkey Music 9.00-12.15					
10am			Caterpillar Music 9.45 - 12.30		Whizzy knitters 9.30-12.30	Danceworks 9.00 - 12.45	
11am							
12 noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

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**COMMERCIAL INFORMATION**

**Part A**

**Commercial Information**

**A.1. Company/Organisation identity –**

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact telephone number:

A.1.5 Contact e-mail address:

A.1.6 Company website address:

A.1.7 Company Registered Address if different from above:

## **A.2 Insurance**

A.2.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

### **A.3 Health and Safety**

A.3.1 Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy.

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A.3.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

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A.3.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

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### **A4 Environmental Sustainability**

A.4.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

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## **Part B**

### **TECHNICAL CAPABILITY**

#### **B.1 Previous Experience**

- B.1.1 Please provide information of your organisations technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

- B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained. Max 400 words.

### **C.1 References – please provide 2 references**

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Authority will take up two references.

#### **Reference 1**

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

#### **Reference 2**

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

## **Part D**

### **TECHNICAL PROPOSAL**

#### **D.1 Service Requirements**

D.1.1 Please detail below the format in which your organisation can receive Service Requests

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#### **D.2 Quality of work and Supplier conduct**

D.2.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

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#### **D.3 Sub-Contracting**

D.3.1 Please detail your organisations methodology for employing sub-contractors and ensuring that sub-Contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.

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**TENDER LETTER**

**The following letter should be included in your tender offer.**

**BISHOP'S CLEEVE PARISH COUNCIL**

**(FOR THE ATTENTION OF: Amanda Winstone, Clerk to the Council)**

**Date:**

Dear Sirs,

**Contract for: Bishop's Cleeve Parish Council Cleaning Contract**

Please find enclosed my / our tender pricing for the above contract.

I / We have read the information provided in your Invitation to Tender and subject to and upon the Terms and Condition contained in paragraph 3 below - Contract Documents, I / we offer to supply the services described in the said Contract documents in such manner as may be required.

1. By submission of this Tender, I / We warrant that:
  - The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
  - Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be disclosed.
  - No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
2. The prices quoted in this Tender are valid for 90 days and I / we confirm that the Terms of Tender will remain binding upon me / us and may be accepted by you at any time before that date.
3. Any Contract which may result from this Invitation to Tender will contain the following documents changed only in accordance with any agreement reached during the post-tender clarification and negotiation:
  - The Specification of Works – Appendix B;
  - The Schedule of Works – Appendix C;

- The prices submitted in the Price Schedule of the Successful Tenderer's Submission.
4. I / We note that the Contract shall be valid upon acceptance and signatures by both parties of the Contract Documents, and that the date of commencement of the provisions of services under the contract shall be **1<sup>st</sup> April 2020** unless an alternative date has been agreed and inserted in the Contract.
  5. I / We understand that Bishop's Cleeve Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.
  6. I / We agree that any Contract that may result from this Tender shall be subject to English Law.
  7. I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me / us prior to the award of any Contract.
  8. I / We agree that any other terms or conditions of Contract or any general reservation which may be printed on any correspondence emanating from me / us in connection with this Tender or with any other Contract resulting from this Tender, shall not be applicable to this Tender or to the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Signature** \_\_\_\_\_

Printed: \_\_\_\_\_

In the capacity of \_\_\_\_\_  
(Please state official position, for example, Director, Manager, Secretary, etc.)

being a person duly authorised to sign tenders on behalf of

Tenderer's  
name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**DECLARATION**

Declaration

I / we certify that the information supplied is accurate to the best of my knowledge and belief.

I / we understand that Bishop's Cleeve Parish Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I / we also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Authorities to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

Signed \_\_\_\_\_

Position held \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Before returning this application form, please ensure that you have: -

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.