



**CARETAKING
CONTRACT**

2021-2024

INVITATION TO TENDER

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

CONTENTS

1. Invitation to Tender	
2. Appendices	
Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

INVITATION TO TENDER

1. Bishop's Cleeve Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Caretaking 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
Appendix D	Commercial Information
Appendix E	Form of Tender
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 on the Form of Tender 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 needs to be arranged and such meeting will take place during the week commencing 26th January 2021.
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	Form of Tender
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 Thursday 14th January 2021

Tenders received late will not be considered.

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

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

Officer

The Officer will be the Clerk to the Council.

Extent of Work

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.

Site Details

The sites are situated throughout the parish of Bishop's Cleeve. A plan is available on request.

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 Erection / Installation

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 2021 until 31st 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 so costs should take account of any rises in the National Minimum Wage / National Living Wage and / any other appropriate rates.

Payment to Contractor

Payments are made in arrears on receipt of invoices which must be supported with timesheets of contractors or employees with full details of work carried out.

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 Form of Tender 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 included in the Form of Tender are to be the full inclusive value of the work described, including all profit, equipment costs and expenses, and all general risks, liabilities and obligations.
- c) A hourly rate / cost shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) 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.
- f) Invoices presented for payment must include a timesheet record of all work carried out and receipts must be produced for any items that need to be reimbursed.
- g) Contractors are asked to contact the Clerk to the Council if any clarification is required.

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

SPECIFICATION OF WORKS

- 1.1** The contractor shall provide general caretaking duties as detailed, but not limited to that contained in the Schedule of Works in Appendix C.
- 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)
- 1.4** The successful Tenderer 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.
- 1.5** 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. Tendering Contractor to confirm that employees have undertaken the necessary training to carry out the water testing element of the specification.
- 1.6** Successful company to submit training record to Council and Risk Assessments, which are signed by the Company and the employees.

BISHOP'S CLEEVE PARISH COUNCIL**CARETAKING CONTRACT****SCHEDULE OF WORKS****1 Community Building**

Daily	Opening / closing and setting up of rooms as instructed through weekly calendar or e-mail. Usual operational hours are 0730 – 2200 hours
Weekly	Put bins out and bring in after collection. Water flushing of outlets (all taps) – as per instruction given and in accordance with the Council's procedures. Carry out Fire Alarm tests (to include visual inspection of extinguishers) in accordance with the Council's procedures. Litter pick around the building's outer perimeter.
Monthly	Emergency lighting checks as per instructions in accordance with the Council's procedures. Water temperature checks as per instructions in accordance with the Council's procedures.
As required	Setting heating timers around bookings.

2 Parish Office

Weekly	Litter pick the Parish Office outer perimeter to include the Parish Garden. Water flushing of outlets (all taps) – as per instruction given and in accordance with the Council's procedures. Carry out Fire Alarm tests (to include visual inspection of extinguishers) in accordance with the Council's procedures.
Monthly	Emergency lighting checks as per instructions in accordance with the Council's procedures. Water temperature checks as per instructions in accordance with the Council's procedures.
As required	Open / close the building for bookings outside of office hours (9am – 3pm Monday – Friday) and setting up for any bookings / meetings as instructed through weekly calendar or by e-mail.

3 Pavilion / Sports Field

Daily	Open / Close gates as instructed.
Weekly	Water flushing of all outlets (all taps and showers) as per instructions and in accordance with the Council's procedures.
	Carry out Fire alarm tests (to include visual inspection of extinguishers) in accordance with the Council's procedures.
	Litter pick and dog waste check / removal of Sports Field pitches (when matches scheduled), car park and perimeter of building and sweep around the perimeter after football to remove mud twice weekly on Saturdays and Sundays.
	Empty all bins and place in bins in locked area.
Monthly	Emergency lighting checks as per instructions in accordance with the Council's procedures.
	Water temperature checks as per instructions in accordance with the Council's procedures.
Quarterly	Clean all shower heads in accordance with the Council's procedure.
As required	Setting heating / lighting timers as instructed.

4 Astro

Daily	Open / Close the Astro facility, putting lights on prior to booking if instructed by weekly calendar or by e-mail.
	Empty bin as required.
Weekly	Set light timer clock as required.
	Inspect site during off-season.

5 Play Parks

Twice Weekly	Litter pick all Council owned play areas (excluding sports pitches – see 3 above) on Mondays and Thursdays.
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6 Other

Fortnightly (or as directed)	Move Vehicle Activated Signs to new positions as instructed by the Clerk in accordance with Council procedures. (This requires working at height and is a two person task.)
As required	Meet contractors on site to allow access to premises.
	General maintenance as instructed by the Clerk – additional charges will be payable at an agreed rate.
	Litter picking around the War Memorial area.

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

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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A.4 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.

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.1.2 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.

Part 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 On-site Arrangements

D.2.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

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D.3 Quality of work and Supplier conduct

D.3.1 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.4 Sub-Contracting

D.4.1 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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BISHOP'S CLEEVE PARISH COUNCIL**CARETAKING CONTRACT****FORM OF TENDER**

Hourly Rates	2021-2	2022-3	2023-4
Opening / closing gates and buildings	£	£	£
Litter picking / putting out bins	£	£	£
Changing VAS locations	£	£	£
Water Testing / Flushing	£	£	£
Emergency Lighting Testing	£	£	£
Fire Alarm Testing	£	£	£
Shower head cleaning	£	£	£
Meeting contractors	£	£	£
General minor maintenance	£	£	£

I / We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works and Schedule of Works.

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.

I / We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:Name:

Position: Date:

Of:

Address.....

Telephone Contact number:

BISHOP'S CLEEVE PARISH COUNCIL

CARETAKING CONTRACT

Declaration

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

I 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 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.