



WROUGHTON PARISH COUNCIL

Cleaning Contract ITT

01 November 2023 - 31 October 2026

Opening Date: 24 July 2023

End Date: 1 September 2023

Contents

- 1 Invitation to Tender**
- 2 Tender Process**
- 3 Contract Conditions**
- 4 Specification of Work**
- 5 Wharf Road Public Convenience Schedule of Work**
- 6 Weir Field Pavilion Schedule of Work**
- 7 Total Quote**
- 8 Contractor Details and Declaration**

1 Invitation to Tender

Wroughton Parish Council is committed to providing a high standard when cleaning public facilities. Further to your expression of interest please find the relevant details in the form. Photographs of the sites have been included for your reference but you are advised to arrange a site visit prior to submitting your quote.

Within the document is the specification for each of the three sites. Please provide the costs (Ex VAT) associated with required items.

Depending on quotes received the final contract offer may be amended.

The Parish Council is not obliged to accept the lowest offer. For full details on the council procedure please refer to section 2 of the document (Tender Process).

Please ensure the completed form is sent to the below address by **5pm** on the **1 September 2023**. Ensure the envelope clearly states "Tender for cleaning contract" so all tenders can be opened after the closing date.

Clerk

**Wroughton Parish Council
Ellendune Community Centre
Barrett Way
Wroughton
Swindon
SN4 9LW**

If you have any questions or would like to arrange a site visit with a member of staff then please contact deputyclerk@wroughton.gov.co.uk

2 Tender Process

Wroughton Parish Council Financial Controls and Procurement. WPC Standing Orders (Page 17 – 19)

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective Contractors contacting councillors or staff to encourage or support their tender outside the prescribed process. The Clerk must ensure that Articles 109 to 114 of the Public Contracts Regulations 2015 are complied with;
 - iii. the invitation to tender shall be advertised on the Government Contract Finders website and in any other manner that is appropriate unless Paragraph 110 (5)(b) of the Public Contracts Regulations are invoked, in which case the reason for not advertising will be contained in the body of the resolution of the Council;
 - iv. tenders are to be submitted in writing addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015/102 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

3 Contract Conditions

Extent of Work - Cleaning of two public sites; Weir Field sports pavilion and Wharf Road public convenience. Daily cleaning at the public convenience (Mon-Sat), weekly cleaning of the sports pavilion. In addition to bi-annual deep cleans of each of the premises.

Equipment – The contractor must provide a high standard when cleaning the areas and will need to provide all the necessary equipment and cleaning products to achieve this. All equipment and chemicals must meet relevant standards and be used by trained and competent persons. No equipment or chemicals can be stored at any site.

Additional Installations/Removals - The council may any time add or remove installations at the sites. Unless there is a significant alteration to the cleaning schedule the contract price will not change.

Contract Duration - The contract is for **THREE YEARS** commencing on **01 NOVEMBER 2023** and will be subject to a review if performance is not acceptable.

Termination – Either party may, without reason, terminate the contract giving a minimum of three months' notice.

Insurance - The Contractor is required to have and evidence a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced and the supporting policy wording, to the Officer prior to commencement of the contract and annually thereafter. 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. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the Contractor.

Payment Terms - The Contractor will issue an invoice before the 10th of the following month which will be paid on/or around the 25th of the month. Bank details must be provided on invoice. Invoices submitted late will be paid in the subsequent month.

Health & Safety – The Contractor must be compliant with all relevant Health & Safety and ensure the employees are sufficiently trained and competent. Risk Assessments and CoSHH forms will need to be submitted before the commencement of the contract.

Key holder – Keys will be issued to the contractor for site access. The keys will be signed out at WPC offices when the contract commences and will be signed in at the end of the contract. If a replacement key is required during the contract, then the Contractor will be responsible for covering any associated costs.

Notes

- The prices to be included in the Tender are to be the full inclusive value of the work described and must be **EX VAT**.
- A price shall be inserted against each item on the schedule of work for each element of the contract. This will be required if future additional work is required also.
- No alteration to the text of the Tender is to be made by the Contractor tendering. Any amendment could invalidate the form.
- Regular inspections will be carried out by the Councils grounds team throughout the period of the Contract to ensure the work is completed to a high standard and in accordance with this document.
- Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- Contractors are asked to contact the office if any clarification is required.

4 Specification of Work

- a. The Contractor should provide all necessary equipment to undertake the cleaning tasks. No cleaning products or equipment can be stored at any of the sites.
- b. The Contractor should inspect each site prior to cleaning. Any damage, dangerous situations or hazards must be reported to the Council immediately.
- c. Any chemicals or equipment used for cleaning must not cause damage to any of the sites.
- d. The re-stocking of consumable items should be supplied by the contractor when appropriate; toilet rolls, paper towels, air fresheners and urinal blocks. The cost for re-stocking should be included within the price.
- e. All rubbish accumulated from cleaning must be removed from each site.
- f. Cleaning logs citing the time and date must be completed and submitted to the council or stored on site.
- g. The sites will be inspected each week, a review of cleanliness will form part of these inspections.

5 Wharf Road Public Convenience

Site – Wharf Road public convenience is located along Wharf Road, Wroughton. The site has a male and female toilet along with a separate disabled access toilet. The toilets are open to the public Monday to Saturday and require daily cleaning.

Schedule of Work

- 1 **Floors** - Floors to be swept and mopped daily.
- 2 **Toilets** - Thoroughly cleaned and disinfected daily.
- 3 **Urinals** - Thoroughly cleaned and disinfected daily.
- 4 **Surfaces** - Thoroughly cleaned and disinfected daily.
- 5 **Handwashing station** - Thoroughly cleaned and disinfected daily.
- 6 **Sanitary Bins** - Emptied regularly.
- 7 **Walls** - Regularly clean walls and disinfect any areas requiring.
- 8 **Toilet Stalls** - Routinely disinfected and wiped down, especially handles and locks.
- 9 **Doors** - All handles should be cleaned daily and doors should be cleaned when necessary.
- 10 **Replenish consumables**

Notes

- The convenience will have members of the public so it is expected each room be closed for the duration of the clean, signs to this effect should be put up. Respect any members of the public using the facility and ensure each room is empty prior to cleaning.
- The site is alarmed and will sound when opened outside of normal operating hours so must be cleaned between 7:30AM – 5:00PM.
- Power access on site, limited water access on site.
- Parking - public parking available next to site

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per activity/item £ (EX VAT)	Total Annual Cost £ (EX VAT)
WRPC	Cleaning	312		
WRPC	Deep Clean	2		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	

6 Weir Field Sports Pavilion

Site – Weir Field sports pavilion is sited on the Weir Field recreation ground, which is located off Devizes Road, Wroughton.

The pavilion consists of several rooms; reception area, kitchen, home changing room, away changing room, internal officials, external officials, disabled toilets. The site requires cleaning once a week.

Schedule of Work

- 1 **Floors** - Floors to be swept and mopped weekly in each room.
- 2 **Toilets** - Thoroughly cleaned and disinfected weekly in each room.
- 3 **Showers** - Thoroughly cleaned and disinfected weekly.
- 4 **Surfaces** - Thoroughly cleaned and disinfected weekly.
- 5 **Handwashing areas** - Thoroughly cleaned and disinfected weekly.
- 6 **Bins** - Emptied regularly.
- 7 **Sanitary Bins** - Emptied regularly.
- 8 **Walls** - Regularly clean walls and disinfect any areas requiring.
- 9 **Toilet Stalls** - Routinely disinfected and wiped down, especially handles and locks.
- 10 **Doors** - All handles should be cleaned daily and doors should be cleaned when necessary.
- 11 **Replenish consumables**

Notes

- Power access on site, water access on site.
- Parking - In front of the main gate adjacent to the Wroughton Club car park.

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per activity/item £ (EX VAT)	Total Annual Cost £ (EX VAT)
WFSP	Cleaning	52		
WFSP	Deep Clean	2		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	
------------	--

7 Total Quote

Location	Activity	Annual Visits	Price per item £ (EX VAT)	Total Annual Cost £ (EX VAT)
WRPC	Cleaning	312		
WRPC	Deep Clean	2		
WFSP	Cleaning	52		
WFSP	Deep Clean	2		
Total				

8 Contractor Details

Name:		
Company Name:		
Company Address:		
Contact Name:		
Contact Number:		
Contact E-mail		
Website:		
Public Liability Insurance limit:	£	
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Reference 2	Contact/Organisation	
Reference Contact	Phone	E-mail
Other Relevant Information (staff size, machinery availability, specific contract manager, local authority experience)		

Declaration

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

I/We agree to submitting insurance liability, applicable risk assessments and CoSHH, if required.

I/We understand that Wroughton Parish Council is not bound to accept the lowest or any Tender or part thereof 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.

I/We agree to not discuss the Tender cost with council officers or councillors.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained and, if successful are willing to be bound to the contract as expressed.

Signed Date.....

Print Name

Position