



SOUTH WOODHAM FERRERS  
TOWN COUNCIL

## **South Woodham Ferrers Town Council**

### **Cleaning/Security Contract 2021 – 2023**

#### **Two Tender Options**

South Woodham Ferrers Town Council invites Tenders, with two options available, from organisations for the cleaning and security services to Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, CM3 5LJ.

The contract will commence on 1<sup>st</sup> January 2021 terminating on 31<sup>st</sup> December 2023, with the option for the Town Council to extend the contract for a period of a further two years.

The Contract may include working the majority of Bank Holidays but not Christmas Day, Boxing Day or New Year's Day.

Quotes are to include your companies Terms with regards to if there is a need to close Champions Manor Hall because of a Pandemic situation.

#### **Option A – Evening Cleaning/Security Duties**

This Contract is to carry out cleaning duties which is generally to start at 10pm but can be 11pm. To secure the building and site.

#### **Option B – Morning Cleaning only Duties**

This Contract is to carry out cleaning duties, all works to be completed by 7am. No security checks to be done.

Please note: You can quote for Option A or Option B or both.

To make an appointment to view Champions Manor Hall Community Centre, please contact Mrs Christine Revell at

[christine@southwoodhamferrerstc.gov.uk](mailto:christine@southwoodhamferrerstc.gov.uk) or call 01245 429442



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

## **Section 1**

# **TENDER FOR CLEANING CHAMPIONS MANOR HALL COMMUNITY CENTRE**

**Tender closing date:  
Noon on Monday 12<sup>th</sup> October 2020**

South Woodham Ferrers Town Council  
Champions Manor Hall Community Centre  
Hullbridge Road  
South Woodham Ferrers  
Essex CM3 5LJ

Tel 01245 429442  
Email: [christine@southwoodhamferrerstc.gov.uk](mailto:christine@southwoodhamferrerstc.gov.uk)

## **Contents**

1. How to Tender
2. The Tender
3. Contract Conditions
4. Champions Manor Hall Community Centre Cleaning Contract Specification
5. References
6. Form of Tender
7. Checklist for Tender return

## **Section 1**

### **HOW TO TENDER**

#### **General**

1. South Woodham Ferrers Town Council is responsible for Champions Manor Hall Community Centre.
2. The standard of cleaning plays an important part in maintaining the appearance of Champions Manor Hall Community Centre.
3. The Town Council invites tenders for the cleaning contract for a Three Year period commencing on 1<sup>st</sup> January 2021 terminating 31<sup>st</sup> December 2023 with an option for the Town Council to extend the Contract for a further two years. The contract price will be adjusted annually each January for the subsequent years to reflect the rate of CPI inflation in the preceding November. No other adjustment or re-negotiation of the price will therefore be possible for the extended period.
4. The Tenderer shall be expected to have visited the site and familiarise themselves with the areas to which this contract applies. In doing so they shall be deemed to have made an assessment of any problems likely to be encountered in accessing the areas and all other site conditions likely to affect the accuracy and completeness of the tender and allowed for in this tender offer.

#### **Evaluation**

5. The Town Council will evaluate tenders by considering the following principal factors:
  - Compliance with tender documentation
  - Tender submission prices
  - Quality of service offered
  - References
6. The Town Council does not bind itself to accept any Tender but every effort will be made to reach a decision on the award of the contract by 10<sup>th</sup> December 2020.  
Tenders should therefore remain open for acceptance until that date.

### **Canvassing**

7. Any Tenderer who canvasses any Member or Officer of the Town Council, whether directly or indirectly, relating to the award of this contract will be disqualified.

8. If the Tenderer:

- Fixes or adjusts the amount of the tender by arrangement with any other person; or
- Communicates to any person other than the Council the amount of the tender (unless the disclosure is made for insurance purposes, for example); or
- Agrees with any other person that they will agree not to tender or as to the amount of any other tender to be submitted; or
- Offers or pays any sum of money to any person to induce such a person to accept the tender then the Tenderer shall be disqualified from tendering and may be subject to civil and criminal liability.

### **How to complete the Tender**

9. (a) The tender must be calculated with careful reference to the contents of the Contract.

(b) Tenderers must also submit with their tender:-

- Documentary evidence to indicate that the Tenderer carries the insurance required under the contract conditions.
- Details to two trade referees. The Town Council will contact all referees as part of the tender evaluation process.

(c) Rates and Prices

All rates and prices should be quoted exclusive of VAT.

- Prices quoted should be on a per annum basis for the first year as per the following schedule.
- All travelling time and expenses should be included in the tender rates and prices.
- No additional payment will be made in respect of any changes in the cost to the contractor of labour, materials and plant employed in carrying out the work.

### **Compliance with the Tender Documents**

10. Tenders must be in accordance with all the contract documentation and no changes should be made to tender documents. Similarly tenders must not be accompanied by statements making the tender qualified in any way.

### **General**

11. Any enquiries relating to the contract documents and requests for site visits, should they be required, should be addressed to Mrs C Revell, Premises Officer, South Woodham Ferrers Town Council. Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ. Tel. 01245 429442  
email: christine@southwoodhamferrerstc.gov.uk

### **How and Where to Return the Tender**

12. Tenderers must complete and sign the form of tender; where a Tenderer is an individual the tender must be signed by that individual, where the Tenderer is a partnership the tender must be signed by two authorised partners and where a Tenderer is a company two Directors or a Director and the Secretary should sign. Where the Tenderer is a local authority the responsible officer/s should sign. All signatories must be authorised to sign on the Tenderer's behalf.

13. Tenders must be returned in an envelope to Mrs C Revell, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ on or before mid-day on Monday 12<sup>th</sup> October 2020.

14. The tender envelope and its franking must not bear any indication of the Tenderer's identity and the envelope must only be marked

**'TENDER FOR CLEANING CONTRACT'**



## Section 2 THE TENDER

- You should only complete the tender after you have read and fully understood all the Contract documents
- Once a tender has been awarded no allowance can be made for any errors, omissions or mis-judgements in tendering
- If you have any doubt at all on how to complete the tender, please contact Mrs Christine Revell at the Town Council office on 01245 429442

<b>OPTION A</b> -Total Cost for the <b>first year</b> (Contract Charges) (based on the provision of service as defined in the Contract Specification and Agreement)	£ Exc. Vat
<b>OPTION B</b> -Total Cost for the <b>first year</b> (Contract Charges) (based on the provision of service as defined in the Contract Specification and Agreement)	£ Exc. Vat

Company name	
Address	
Post Code	
Contact Name	
Contact Telephone No.	
Contact Email address	
Company Registration No.	
VAT Registration No.	

Signed \_\_\_\_\_ / \_\_\_\_\_

Print \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_



## Section 3

### CONTRACT CONDITIONS

#### 1. TERM

The Contract shall commence 1<sup>st</sup> January 2021 and terminate on 31<sup>st</sup> December 2023 ("the Contract Term"), with the option for the Town Council to extend the Contract for a further two years.

#### 2. SERVICE PROVISION

The Contractor shall provide the Service to the Contract Standards referred to in the Specification and to the Council's satisfaction.

#### 3. PAYMENT

3.1 The Council agrees to pay the Contractor for the Service at the rates and prices ("the Contract Charges") referred to in the Tender.

3.2 The Contractor shall submit invoices to the Council in a form acceptable to the Council at monthly intervals. The invoice will show the total amount of Contract Charges due for the previous one month period and such other details as the Council may require. The Council will pay undisputed invoices following the receipt of the invoice.

#### 4. EMPLOYEES

4.1 The Contractor must employ sufficient numbers of appropriately trained and experienced staff to ensure that the Service is provided to the Contract Standard at all times including periods or absence through staff holiday, illness or otherwise. Should the Contractor himself undertake the work he must make provision for the work to be done by an appropriately trained and experienced replacement during periods of absence through holiday, illness or otherwise.

4.2 If the Town Council has grounds for concern about the actions, behaviour or record of any person involved in the provision of the Service, the Town Council will make representations to the Contractor who will use its best endeavours to comply with any recommendation made by the Town Council regarding the provision of the Service by that person.

4.3 All employees must wear photo ID badges at all times when on site.

#### 5. ASSIGNMENT AND SUB-CONTRACTORS

The Contractor shall not assign or sub-contract the contract or any part of it.

#### 6. INDEMNITY AND INSURANCE

6.1 The Contractor agreed to indemnify the Town Council against all actions, claims and costs relating to injury (including death) or loss of or damage to property which arises out of the Contractor's failure to provide the Service to the Contract Standard except where attributable to the Town Council's own negligence or that of its servant or agents.

6.2 The Contractor shall maintain adequate insurance to cover the potential liability in 6.1 which shall be for the minimum sum of £10 million in respect of any one occurrence.

6.3 The Contractor shall also take out and maintain in force with a reputable insurance company all appropriate insurance policies against loss and damages arising from the fault or negligence of the Contractor in the provision of the Service.

6.4 The Contractor shall produce a certificate of insurance certifying that the insurance referred to in this condition is in force and the Contractor shall not cancel or alter such insurance without first giving to the Town Council one month's prior notice in writing.

## **7. STATUTORY REQUIREMENTS**

The Contractor shall comply with all relevant legislation relating to the provision of the Service. The Town Council will require the Contractor to provide a copy of its Health and Safety Policy at any time during the Contract Term.

## **8. EQUIPMENT**

The Contractor shall ensure that all equipment relating to the provision of the Service is kept in safe working order and that all people using it are fully trained in its operation.

## **9. DISPUTE RESOLUTION**

If a dispute or difference has arisen between the Council and the Contractor relating to this Agreement both parties shall use all reasonable endeavours to resolve the dispute and to this end shall meet as soon as possible with a view to discussing and resolving the matter. This clause will not operate to prejudice the rights of either party against the other whether through litigation or otherwise.

## **10. BREACH OF CONTRACT**

The Contractor:

- (a) has offered any gift or consideration of any kind as an inducement or disincentive for doing anything in respect of this contract or any other contract with the Council; or
- (b) has committed an offence under the Prevention of Corruption Acts 1889 to 1916; or
- (c) becomes bankrupt; or
- (d) has a receiving order made against it; or
- (e) presents its petition in bankruptcy; or
- (f) is subject to a winding up order; or
- (g) has a receiver appointed; or
- (h) is in persistent and/or material breach of contract (by failure to achieve the Contract Standards or otherwise)

then the Town Council will terminate the Contract immediately and will seek to recover all losses resulting from such termination.

## **11. GENERAL**

11.1 The Town Council may require the Service to be varied at any time upon such terms as may be agreed with the Contractor and where appropriate, the variation will include provision for adjustment of the Contract Charges. Such variation may apply to additional or reduced work or different categories of work.

11.2 All variations shall be recorded in writing and attached to this Agreement.

11.3 This Agreement is governed by English law.

11.4 A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or enjoy the benefit of any term of this Agreement.





**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

11.5 The Contractor shall not be liable for any default in the provision of the Service caused by any relevant factor beyond the Contractor's control (eg Act of God, strikes, Act of Government, Force Majeure, etc).

11.6 Any notice to be served on the Contractor of the Council shall be sent by recorded delivery to their respective address referred to in the Agreement.

11.7 The Contractor will immediately notify the Town Council when damage is caused by the Contractor.

11.8 This Agreement represents the complete agreement the Town Council and the Contractor and supersedes all other undertakings, statements and agreements relating to the Service.

11.9 A copy of the Town Council's standard conditions for contractors is also enclosed and will form part of the Contract documents.

11.10 The 'Form of Tender' also enclosed is to be returned.

## **Section 4**

**Option A - Cleaning Specification including Covid-19  
measures  
and Security Requirements  
Option B – Cleaning Specification including Covid-19  
measure with no Security Requirements  
at  
CHAMPIONS MANOR HALL COMMUNITY CENTRE  
Contract Period 01.01.21 - 31.12.2023**

### **Comprising:**

#### **1. STAFF OFFICE – located on the first floor**

##### **Specification**

The office to be cleaned once a week, either on Friday/Saturday or Sunday.  
The office door must be secure at all times when the office is vacant.

##### Each visit:

Unlock the office and turn off the burglar alarm, securing the office whenever left vacant. On departure after re-setting the burglar alarm, secure the office door

The cleaning company will be responsible for any loss resulting from the failure of the cleaner to secure Champions Manor Hall upon departure  
Empty, wipe and reline bins

Sanitise all touch points including light switches and door handles

##### Sunday and Wednesday:

Dust and polish all desks where accessible

Dust monitors and keyboards in the appropriate way

Dust all other accessible surfaces and fittings, photocopier, shelves, etc.

Dust windowsills and all flat surfaces

Wipe all internal door glass and remove finger marks from doors

Vacuum all carpeted areas

Dust/damp wipe all areas below 2 metres

Damp wipe all chair arms/bases/legs/ledges

##### Monthly:

De-cobweb all areas

Telephones to be damp wiped and sanitised

Damp wipe cabinets, light switches, power points, door jambs/frames, skirting boards

Using an extendable duster, dust the tops of the suspended light fittings



## **2. PUBLIC AREAS**

### **Specification:**

All public areas to be cleaned daily as detailed below. All of the manufacturer's recommendations for cleaning the hard floor areas are to be followed.

### **2.1 GROUND AND FIRST FLOOR TOILET AREAS INCLUDING DISABLED TOILET FACILITIES**

#### Daily:

- Empty, wipe and reline bins
- Clean and sanitise WC's, urinals, toilet seats, hand basins and taps in-line with Government guidelines
- Damp wipe all surfaces
- Sanitise all touch points including light switches, door handles and Dyson hand driers in-line with Government guidelines
- Clean and polish mirrors – leaving smear free
- Sweep and damp mop floor area
- Damp wipe all hot air hand driers, walls below and surrounding areas
- Remove finger marks from doors

#### Weekly:

- Damp wipe doors, walls, vertical surfaces, pipes and radiators
- Damp wipe and sanitise baby changing facilities
- Machine scrub and disinfect all floors

#### Monthly:

- Remove touch marks on walls, partitions, doors and door frames

#### As required:

- De-scale WCs, urinals, wash hand basins

### **2.2 FOYERS/CORRIDORS/LANDING/STAIRS TO FIRST FLOOR/FIRST FLOOR WAITING AREA AND LIFT, REAR CORRIDOR LEADING TO THE MEZZANINE INCLUDING STAIRCASE AND BOTH REAR STORAGE AREAS**

#### Daily:

- Sanitise all touch points including door handles, light switches, stair handrails, lift buttons & push pads in-line with Government guidelines
- Vacuum/sweep all mats and hard floor areas to remove surface dust and grit
- Remove any loose mats prior to mopping the floors and re-lay when floor is completely dry



Sweep and clean stairs  
Damp mop floor – following on with micro-fibre mop  
Remove finger marks from doors  
Clean all internal glass doors and entrance doors  
Polish coffee table and sideboards on the first floor foyer  
Front door mat in the matwell to be vacuumed to remove grit and dirt  
-

Weekly:

Damp wipe all ledges, doors, radiators, pipes and fire extinguishers  
Damp wipe all table and chairs, glass panel underneath the stair handrail  
Damp wipe all radiators and radiator grilles  
Spot wipe walls, vertical surfaces and fabric of the chairs removing marks

Monthly:

All hard floor areas to be machine cleaned  
Front door mat in the matwell to be lifted and hoovered underneath

## **2.3 MAIN HALL AND MULTI-PURPOSE ROOM**

Daily:

Sanitise all touch points including door handles and light switches in-line with Government guidelines  
Vacuum/sweep any loose mats and hard floor areas to remove surface dust and grit  
Remove any loose mats prior to mopping the floors and re-lay when floor is completely dry  
Remove finger marks from doors  
Wipe all internal glass doors  
Mop any marks and spillages  
Empty, wipe and reline bins

Twice weekly and as necessary:

Hall floors to be cleaned to Junkers specification and products using the Scrubber/Dryer machine provided by the Town Council

Weekly:

Wipe down all table tops and legs and ensure correct location, according to the plans (Monday)  
Spot wipe walls and vertical surfaces removing marks (up to 2 metres)  
Using an extendable duster, dust the high level window ledges in the Main Hall up to 2 metres

Monthly:

Damp wipe all surfaces (up to 2 metres)  
Hard floor areas to be cleaned to Junckers specification

Clean all chairs  
Raise the motorised blinds in the Main Hall and damp mop the window ledges up to 2 metres  
Damp wipe ledges, skirting boards, all door fittings and fire extinguishers  
Dust the tops of wall light fittings using an extendable duster

Six monthly:

Bona freshen up to be applied to all hard floor areas  
Deep clean of all tables and chairs

## **2.4 FIRST FLOOR CONFERENCE AND MEETING ROOMS**

Daily:

Sanitise all touch points including door handles and light switches inline with Government guidelines  
Empty, wipe and reline bins  
Vacuum all carpeted areas  
Damp wipe table tops  
Remove finger marks from door glass  
Replace furniture to correct positions

Weekly:

Dust monitor screen in the Meeting Room in the appropriate way  
Damp wipe the top of the wall lights in the Conference Room  
Damp wipe table and chair legs/ledges  
Vacuum and spot clean upholstered chairs  
Dust removing cobwebs etc (up to and including ceiling)

Monthly:

Using an extendable duster, dust the tops of the suspended light fittings  
Damp wipe all doors, ledges, sills, radiators and skirting

## **2.5 KITCHENS – GROUND FLOOR AND FIRST FLOOR**

Daily:

Remove all glassware, crockery and cutlery to the kitchen. Wash in hot soapy water, dry with paper roll provided and stow away  
Clean all sinks including draining boards  
Clean all worktop surfaces, removing any stains  
Empty, wipe and reline bins  
Vacuum/sweep hard floor areas to remove surface dust and grit (using anti static sweeper or well wrung out cloth/mop)



Sanitise all touch points including door handles, light switches, sinks, taps and draining boards in-line with Government guidelines

Weekly:

Spot wipe all external cupboard doors and walls to ceiling height  
Machine scrub and disinfect all floors

Monthly:

Damp wipe and disinfect all walls and doors  
Fully clean cooker, refrigerators and microwave in both ground and floor kitchens  
Fully clean both the inside and outside surfaces of the ground floor roller shutters

## **2.6 CHANGING ROOMS**

Daily:

Sanitise all touch points including door handles in-line with Government guidelines  
Empty, wipe and reline bins  
Sweep hard floor areas to remove surface dust and grit (using anti static sweeper or well wrung out cloth/mop)  
Damp mop all hard floor area

Weekly:

Damp wipe doors  
Spot wipe walls and vertical surfaces removing marks (up to 2 metres)  
Dust high level windowsill using an extendable duster

Monthly:

Damp wipe all flat and vertical surfaces, up to 2 metres including all bench seating  
Hard floor areas to be machine cleaned

## **3. SECURITY OF THE BUILDING/SITE FOR OPTION A AND OPTION B**

The Contractor is responsible for securing Champions Manor Hall and site at the end of every cleaning visit. The office door and customer hatch to be secured and the office door locked and burglar alarm set. All windows to be closed, all interior lights switched to be off except for the ground floor rear foyer lights and the lights with sensors which will turn themselves off.



#### **4. CLEANING MATERIALS AND EQUIPMENT**

The Contractor is required to provide equipment and cleaning materials, excluding liquid soap, toilet tissue, paper towels, centre-feed rolls and black sacks. In addition, cleaning materials recommended by the manufacturers for the Junckers wood floors, tiled floors, Altro flooring and carpeted areas must be supplied and used.

All litter, debris and dust to be double bagged in the black sacks provided by the Town Council and disposed in the bins located at the side of the Community Centre.

All buckets to be emptied outside the building into one of the drains at the side of the Main Hall. Extra caution must be used when emptying buckets in the winter due to the risk of the water freezing on contact with the road surface and becoming a hazard.

To avoid cross contamination, the following safe practice must be adhered to:

Red mop/bucket to clean toilet and washroom floors

Green mop/bucket to clean the ground and first floor kitchen floors where food is prepared

Blue mop/bucket to clean all other areas

All substances used in the workplace must be subject to a COSHH assessment and have an up to date Safety Data Sheet which must be retained on site. Any substances hazardous to health must be kept off site or in an agreed locked area on site.

#### **5. PERIODIC DEEP CLEANING**

To carry out periodic deep cleaning, as and when required.

#### **6. TUPE**

The Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply in this case.

#### **7. CLEANING TIMES**

The cleaning of the premises must be undertaken after the last booking at Champions Manor Hall. The Cleaning Company will be provided with details of last let times, wherever possible

**IT IS STRICTLY FORBIDDEN FOR CLEANING STAFF TO CARRY OUT ANY WET MOPPING/WET CLEANING OF ANY FLOORS IN THE COMMUNAL AREAS OR AREAS IN USE BY HIRERS UNTIL THE LAST HIRER HAS LEFT CHAMPIONS MANOR HALL**

The cleaning staff will be responsible for securing the property, including setting the burglar alarm at the end of their shift

## **8. CONTRACT PERIOD**

The period of the contract is from 1st January 2021 terminating 31<sup>st</sup> December 2023, with an option for the Town Council to extend the Contract by a further two years. The contract price will be adjusted annually each January for the subsequent years to reflect the rate of CPI inflation in the preceding November. No other adjustment or re-negotiation of the price will therefore be possible for the extended period.

## **9. CONTRACT SUPERVISION AND CONTRACTORS INDUCTION PROCESS**

All employees must wear photo face coverings and ID badges at all times when on site.

The Town Council will require the Contractor to attend regular contract supervision meetings. Initially these shall be held each month for the first four months and then quarterly. The meeting dates are to be mutually agreed but will be completed during the normal office hours for the Town Council.

Attendance at such meetings should be viewed as an integral part of the Contract and any costs associated with attendance at such meetings should be factored into the costs quoted for the provision of the contracted service.

Following the appointment of a Contractor the Town Council shall seek to agree appropriate appointments for an induction process to be completed.

This shall include briefings provided by the Town Council to demonstrate the layout of the building and its key systems, provide the appropriate access codes for the building security systems and to provide appropriate keys (for which signatures for receipt will be required).

The induction visits are to be completed in the normal office hours for the Town Council with dates and times mutually agreed.

Any costs incurred by the Contractor associated with attendance at the sessions shall be met by the Contractor.

## **10. POOR PERFORMANCE**

Where, in the opinion of the Council, the Contractor has failed to perform the whole or any part of the Contract, to the standard of skill, care and diligence which a competent and suitably qualified Contractor performing the same contract could reasonably be expected to exercise, or in accordance with the Contract, the Town Council may give the Contractor a Notice specifying the way in which his performance falls short of the requirements of the Contract, or is otherwise unsatisfactory.





Where the Contractor has been notified of a failure in accordance with the above condition the Town Council may:

- (a) Request from the Contractor that, at his/her own expense and as specified by the Town Council, he/she re-schedules and performs the contract to the Town Council's satisfaction within such period as may be specified by the Town Council in the Notice including where necessary, the repair or re-supply of any goods already supplied; or
- (b) Withhold or reduce payments to the Contractor, in such amount as the Town Council deems appropriate in each particular case.

### **11. NON ASSIGNMENT OF CONTRACT**

The Contract for the provision of cleaning/security services or cleaning only at Champions Manor Hall Community Centre cannot be assigned, sub contracted, or otherwise transferred by the Contractor without the prior written agreement of the Town Council.

### **12. REPORTING BREAKAGES, DAMAGE OR INCIDENTS**

Any damage to the building, its fittings and equipment must be notified to the Town Council in writing as soon as possible. Any incident or accident involving a Contractor and or any member of the public must also be formally reported to the Town Council.

Appropriate emergency contacts for the Town Council will be provided to the Contractor.

### **13. INCLEMENT WEATHER**

The Contractor shall perform the works in accordance with the specification regardless of the weather or climatic conditions. In exceptionally adverse weather conditions, the Contractor may seek the Contract Administrators approval to suspend all or any part of the Services for the period during which the adverse weather conditions continue. The Contract Administrator acting reasonably and without undue delay may give such approval. For the avoidance of doubt, if such approval is given, the Contractor shall not be considered to be in default for failure to comply with appropriate quality and specification requirements or standard if there is a diminution of the required standards during this period.

### **14. CONTRACTORS STORE ON SITE**

A secure storeroom is provided on the first floor of the building for the Contractor to store materials and equipment that are to be used to provide cleaning services for the Town Council. The storeroom measures 0.75m by

2m. The Contractor will be responsible for ensuring that the store is kept tidy and that materials stored are appropriate for keeping on site. There is a second storage area in the ground floor rear store which is used to store the Town Council owned Scrubber/Dryer machine as used by the Contractor.



## **SECTION 5**

### **References**

Please provide details (names, addresses, telephone numbers and contact name) of two or more organisations for whom you provide a similar service to the service required by the specification

Company Name:

Address:

Contact Name:

Telephone number:

Email address:

Company Name:

Address:

Contact Name:

Telephone number:

Email address:

## Section 6

### Form of Tender

#### Cleaning of Champions Manor Hall Community Centre

1. I/We having read the Terms and Conditions and specification hereby attach my price for carrying out the work as itemised and in accordance with those documents. Prices are exclusive of VAT.
2. I understand that Tenderers are assumed to have acquainted themselves with the site and conditions thereof.
3. I understand that the Town Council does not guarantee to award all or any of the work, nor that the lowest price will necessarily be accepted.
4. I confirm that my submission of this tender confirms my acceptance of all or part of the works if offered by the Town Council.
5. I confirm that I have not offered any gifts, inducements or rewards in connection with this contract in anyway.
6. I confirm that I have not colluded with any other parties in the drawings up and submission of this tender, nor communicated any of the amounts therein to any other body and will not until after the contract is let.

Signed .....

Name (printed) .....

For and on behalf of .....  
Name of company

Address, also registered office of company if different

.....

.....

Date .....

**CHECKLIST  
Section 7**

**HAVE YOU INCLUDED THE FOLLOWING?**

	YES	NO
<b>Section 2 Option A</b> - The Tender, completed and signed		
<b>Section 2 Option B</b> - The Tender, completed and signed		
A copy of Insurance documents		
Two trade references		

**Return date: By Noon Monday 12<sup>th</sup> October 2020**

### **South Woodham Ferrers Town Council – Standard Conditions for Contractors**

1. South Woodham Ferrers Town Council expects all contractors to adhere to certain standards. It is appreciated that many contractors will have procedures already in place that may cover or exceed the following requirements but by accepting the Town Council's order the contractor agrees to comply with the points listed below.
2. Before the works commence the Contractor must provide for the Town Council the following:
  - Their Health and Safety policy
  - Complete Risk Assessments for the work
  - Method Statements for undertaking the work
  - Employers Liability Insurance
  - Proof of your public liability insurance cover in the sum of £10 million
3. The commencement date of the work and its duration should be confirmed with the Town Council at the earliest opportunity. Please note that it will not be acceptable for any employees to arrive on site to do the work without prior notification.
4. At the start of the contract the Contractor should not enter the site without prior agreement with the Town Council and working times will be agreed once the start date has been confirmed.
5. Whilst on site the Contractor shall comply strictly with all the applicable statutory enactments and regulations in regard to health and safety. In particular the Contractor shall be solely responsible for (a) the suitability and safety of any equipment, tools or machinery used and shall not use any equipment, tools or machinery which may be unsuitable, unsafe or likely to cause damage; and (b) for ensuring that all employees who work on the Council's site are provided with the necessary protective clothing and equipment.
6. Any damage caused by the Contractor to the property relating to the works will be paid for in full, if necessary by deduction from the final account for the works.
7. The site shall be left in a clean and tidy condition to the satisfaction of the Town Council. All rubbish resulting from the work of the Contractor shall be removed unless alternative arrangements are previously agreed with the Town Council.
8. Subject to satisfactory completion of the works, payment will be made as soon as practically possible normally within 30 days of receipt of your invoice.