



**Bridgnorth Town Council**  
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WV16 4EJ  
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# Invitation to Tender

**Request for Tender for the supply of :  
Cleaning and routine maintenance of  
Public Toilets**

**Opening Date** : Friday 24<sup>th</sup> May 2024

**Closing Date** : Friday 21<sup>st</sup> June 2024 @ 12.00 noon

## **TENDER**

### **1.0 Introduction**

- 1.1 You have been invited to tender by Bridgnorth Town Council for cleaning and routine maintenance of public toilets.
- 1.2 Please read this document in full and follow the instructions to submit your tender.
- 1.3 Tenders must be submitted for the whole of the Goods. Tenders for part only of the Service will be rejected.
- 1.4 Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotes are accepted, including the Council's Standing Orders and Financial Regulations, copies of which can be found on the Town Council website - [www.bridgnorthtowncouncil.gov.uk](http://www.bridgnorthtowncouncil.gov.uk)
- 1.5 The attached documents are and shall remain the property of the Council and shall be returned with the tender and, if no tenders are submitted, on demand.

### **2.0 Term of the Contract**

- 2.1 The contract price is required for both 3 years and 5 years. The Town Council reserves the right to select either of the contract lengths at the time of award.
- 2.2 The timeline for the contract is detailed below:

Tender opening date Friday 24<sup>th</sup> May 2024

Tender closing date Friday 21<sup>st</sup> June 2024 @12 noon

Evaluation process to be completed by week commencing 1<sup>st</sup> July 2024.

Formal approval by Council will be at the Full Council meeting on Tuesday 16<sup>th</sup> July 2024.

Winning supplier

Formal confirmation to supplier and award of contract is Wednesday 17<sup>th</sup> July 2024.

Contract start date : Thursday 1<sup>st</sup> August 2024.

### **3.0 Contract Award**

- 3.1 The response to this tender will be evaluated by the Clerk, Deputy Clerk and up to 2 Councillor's, if required, suppliers will be asked to attend a meeting with the Clerk and Councillor's to give a presentation.

The overall outcome that offers the most economically advantageous quotation, demonstrates best value, and added value will be awarded the contract.

The Council is not bound to accept the lowest or any tender.

- 3.2 The award of this contract will not prohibit the Town Council from purchasing goods/services and/or associated goods/services from alternative suppliers should the contractor be unable to meet the Town Council's requirements such as:

- Delivery timescales
- Availability of staff with necessary expertise and experience in supporting the required events. (Equipment and goods)
- Value for money

3.3 The Town Council reserves the right to seek comparative quotes from other suppliers for single requirements or for specialist services.

3.4 The winning tenderer will be

- contacted by telephone Wednesday 17<sup>th</sup> July 2024 by the Deputy Town Clerk notifying them of the intent to recommend them as the preferred supplier.
- Formal agreement by the Town Council will be given at the next available Council meeting therefore all information must remain confidential until notified.

3.5 Those suppliers who are unsuccessful will be able to request feedback and/or a feedback meeting with the Clerk.

#### **4.0 Specification**

The detailed specification and requirements for this tender are detailed in Appendices A, B & C.

#### **5.0 Payment terms**

5.1. The Town Council's method of payment is currently by electronic payment.

5.2. The Town Council is committed to paying valid invoices within 30 days. The supplier should include details of discounts available for early payment.

#### **6.0 Pricing**

6.1 The tenderer is asked to give information on how they will be providing added value to their quotation.

6.2 The contract is a fixed price contract for a fixed term.

#### **7.0 Sub-contractors to any quotation**

7.1 Where a quotation requires third party involvement. The tenderer is asked to seek, where possible, and use where possible any sub-contractors from the local business community of Bridgnorth.

7.2 The Town Council will always seek to use local suppliers and businesses where possible.

## 8.0 Organisational compliance

- 8.1 Please supply the name and contact details of a single point of contact within your organisation to act as a responsible point for contract delivery.

Response:

- 8.2 Please give a brief summary of your organisation, staff structure and staff competency, where possible please include an organisation chart.

- 8.3 Please provide details of your Public Liability insurance levels and copy of insurance certificate.

- 8.4 Please provide copy of your last 3 years audited accounts.

Response:

## 9.0 Specification Compliance

- 9.1 Please provide in writing a total cost for the contract, as well as including a breakdown of costs and please provide a breakdown of the elements to be completed for the project.

Response :

- 9.2 Please provide information on how complaints will be dealt with for  
(a) public on the day and  
(b) by the Town Council

Response:

- 9.3 Please provide information of third-party companies you will be using and give details on how you will manage these third-party companies including process for checking suitability.

Response:

- 9.4 Please give details on how you will deliver this project if successful, please give details of your timescales plus a project plan.

Response:

- 9.5 Please give details on how you will manage Health & Safety and COSHH as part of delivery for this service.

Please give details on how you will manage the removal and disposal of needles, sharps and sanitary waste.

Please provide your companies Health & Safety policy and details of your companies Competent Person for H&S.

Response:

- 9.6 Please provide information on the sequence and cleaning schedule for daily, weekly, and quarterly deep clean.

Response:

## **10.0 General compliance**

- 10.1 Please provide information on two (2) other contracts you have successfully delivered.

Response:

- 10.2 Please provide the details of 2 references the Town Council could contact where you have successfully delivered similar contracts.

Response:

- 10.3 Termination and Notice period – either party can terminate this agreement by giving one (1) months' notice in writing.

## **11.0 Additional Information**

- 11.1 It is the responsibility of the prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotes.
- 11.2 The Town Council may offer the opportunity to visit, if necessary and/or required by the tenderer, any site included in the specification.
- 11.3 The tenderer may seek clarification from the Town Council, by way of asking questions of the Deputy Town Clerk via email – [roslyn.williams@bridgnorthtowncouncil.gov.uk](mailto:roslyn.williams@bridgnorthtowncouncil.gov.uk)  
Any response(s) to the questions will be provided to all tenderers via the Town Council website – [www.bridgnorthtowncouncil.gov.uk](http://www.bridgnorthtowncouncil.gov.uk)
- 11.4 The tender document must be treated as private and confidential.  
Tenderers should not disclose the fact that they have been invited to quote or release details of the tender document other than on an 'in confidence' basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.

## 12. Tender Submission

The tender and all accompanying documents **MUST** be addressed, in the ordinary course of post, **PRIVATE & CONFIDENTIAL** to:  
Deputy Town Clerk, Bridgnorth Town Council, College House, 4 St Leonards Close,  
Bridgnorth, WV16 4EJ (an envelope has been provided for your use)

To arrive no later than 12 noon Friday 21<sup>st</sup> June 2024  
Tenders received after noon on that date will **NOT** be considered.

### **ANTI-COLLUSION CERTIFICATE**

1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
  - a. Communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
  - b. Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
  - c. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work, any act or thing of the sort described at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been , or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Dated.....

Signed.....

Print Name.....

Duly authorised to sign tenders for and on behalf of.....

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