

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

14th September 2020

Dear Contractor

Re: TENDER DOCUMENTS

You are invited to tender for maintenance contract at Champions Manor Hall and other external community assets within South Woodham Ferrers, Bandstand, Uniformed Youth Road, Village Hall Lighting and Garden of Remembrance.

Please call the Town Clerk Karen Hawkes on 01245 321817 to arrange a visit of the building and the external assets and facilities. You are asked to submit your tender by 12 noon on 12th October 2020, tenders must be marked for the attention of the Town Clerk Karen Hawkes.

Tenders must be submitted by this date and time and must not bear any mark that identifies the sender.

It is intended to let the contract after consideration of the tenders at the Policy and Resources Committee meeting on 20th October 2020 when the successful contractor will be advised in writing by the Town Clerk.

Any requests for further information and site visits should initially be via the Town Council on the telephone number below.

Yours sincerely

Karen Hawkes

Town Clerk

South Woodham Ferrers Town Council

Direct dial - 01245 321817

Email -karen@southwoodhamferrerstc.gov.uk



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

Section 1

TENDER FOR CLEANING CHAMPIONS MANOR HALL COMMUNITY CENTRE

**Tender closing date:
Noon on Monday 12th October 2020**

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

Tel 01245 429442
Email: karen@southwoodhamferrerstc.gov.uk

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Section 1

HOW TO TENDER

General

1. South Woodham Ferrers Town Council is responsible for Champions Manor Hall Community Centre and community assets within the Town.
2. The standard of maintenance plays an important part in the safe running of Champions Manor Hall Community Centre and other community assets.
3. The Town Council invites tenders for the cleaning contract for a Three Year period commencing on 1st January 2021 terminating 31st 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 21st October 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 Karen Hawkes, Town Clerk, South Woodham Ferrers Town Council. Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ. Tel. 01245 321817
email: karen@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 Karen Hawkes, 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 12th 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 MAINTENANCE CONTRACT'

To supply a fully qualified and certified Gas Safe Engineer and NICIE Registered Electrician engineer on a bi-weekly basis (twice a month) to test and inspect all mechanical, electrical and plumbing services throughout the premises . Schedule of works as detailed below.

Advice:

- Point of contact to provide health and safety advice and legislation advice with regard to in community buildings and with regard to external projects. Support preparation of risk assessment

The services that require checking and maintaining at these visits are as follows:

- Electrical installation including for all power, lighting, plumbing

Weekly

- Internal lighting – visual
- External lighting – visual
- Fire alarm activation test
- Hot water systems general
- Visual inspection of all doors, automated closers, handles and locks
- Adhoc inspection of sink traps and toilets

Monthly

- Electrical fixed wiring
- Emergency light test
- Fire alarms – visual inspection
- Plant room controls
- Kitchen fixes appliances
- Gas system testing
- Boiler Flues Inspection
- Foul drain inspection due to nappies etc
- Hot Water System plant room
- Plant room pressure vessel
- Mixing valves inspection
- Access control / visual
- Intruder alarm / visual
- Fire Safety Assessment
- Cutters, roof outlets visual
- Visual inspection of MUGA lights, uniformed youth road lights

Quarterly

- Bandstand – electrical checks
- Lighting -UYR
- Lighting – Village Hall Playground
- Lighting – Champions Manor Hall Car Park
- Gas Appliances
- Visual inspection of air conditioning
- Hot and Cold Water services

6 monthly

- Water Cooler filters

Yearly

- Boiler service and certificates

Call out

- Available on call with a response time of 2 hours should an emergency occur within the building to address electrical or plumbing problem to make safe.



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 Karen Hawkes at the Town Council office on 01245 321817

Total Cost for the first year (Contract Charges) (based on the provision of service as defined in the Contract Specification and Agreement)	£ Exc. Vat
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Company name	
Address	
Post Code	
Contact Name	
Contact Telephone No.	
Contact Email address	
Company Registration No.	
VAT Registration No.	

Signed _____ / _____

Name(s) if different to above

_____ / _____

Date: _____



Section 3

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

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Date

CHECKLIST
Section 4

HAVE YOU INCLUDED THE FOLLOWING?

	YES	NO
Section 2 The Tender, completed and signed		
A copy of Insurance documents		
Two trade references		

Return date: By Noon Monday 12th October 2020