

Tendering Specification: Public Toilets Cleaning Contract

Oswestry Town Council is seeking costed proposals from suitable companies to carry out cleaning duties of its public toilets, of which it is responsible.

Oswestry Town Council has two facilities that require regular cleaning, at English Walls and nearby in Cae Glas Park.

The Council is looking to enter a two-year contracted agreement with a suitable company, to carry out cleaning of these facilities, with the option to extend for a further one-year based on service satisfaction.

Process

Any company interested in applying for this work and wanting more information, can email Henry Teuma, Operations Manager, henryteuma@oswestry-tc.gov.uk.

Companies wishing to apply for the contract, are asked to do so by submitting their application to tenders@oswestry-tc.gov.uk.

Deadline for tender submissions: Monday 3 March 2025, no later than 12noon.



Frequency of Cleaning & Expectations

- The public toilets have high traffic, especially during weekends and the summer months and therefore the cleanliness must be of a high standard.
- The awarded contractor will need to follow the frequency as set out in the table below and will need to submit their costings against this frequency:

<u>Building</u>	<u>Frequency</u>	<u>Additional Notes</u>
English Walls Public Toilets	Min. 2 times daily (excluding Christmas Day)	Deep clean once every 3 months
Cae Glas Park Public Toilets	Min. 2 times daily (excluding Christmas Day)	Deep clean once every 3 months

- The timing for the minimum cleans are negotiable however the Council expects that one clean is carried out between 8-10am and 4-6pm.
- The public toilets on English Walls are open 8am-10pm daily.
- The public toilets in Cae Glas Park are open from 7am daily and close at different times based on dusk. A full list of closing times can be provided upon request.
- It is the Council's expectations that the toilets are cleaned to a high standard for public use and any issues that appear are raised accordingly.
- The Council appreciates that a public toilet can only be as clean as its previous user, however, the standard must be set each day.

Equipment and Consumables

- The awarded contractor will need to supply all cleaning equipment and chemicals. Consumables will be supplied by the contractor, with the cost invoiced to the council. The contractor will be responsible for ensuring levels are stocked appropriately. It is the Council's preference that eco-friendly chemicals are used.

TUPE

- There are two members of staff employed by the existing contractor to carry out the cleaning duties of the public toilets. Therefore, TUPE will apply and any company wishing to apply needs to be aware of this.
- A TUPE schedule is available to all prospective applicants.
- Following appointment of the Council's preferred option, a separate meeting shall be arranged to discuss any staff transfers.

Contractor Responsibility

- It shall be the responsibility of the contractor to fully comply with the requirements of legislative Health & Safety Law and Regulations, including COSHH.

- The contractor will provide a Health & Safety statement, along with risk assessments and method statements prior to the commencement of the contract.
- The contractor will provide any information from notifications to the HSE as well as any reports of near misses over the last 2 years.
- The contractor must provide insurance details with their application, to include public liability to a minimum of £5 million.
- The contractor is required to produce details and contact information of two references, which are of similar work to that of which is being applied for where possible.
- The contractor shall set out processes for checking standards and will meet with the Council on a quarterly basis to discuss.
- The contractor shall provide evidence of how it currently checks standards.
- The contractor shall provide information of its complaints policy and a summary of complaints received over the last 12 months.
- The contractor shall provide their Companies House Registration Number at point of application.

Modern Slavery Act 2015

- By applying, the contractor is declaring their compliance with the Modern Slavery Act 2015 and confirmation that they are not involved in such prohibited activity.
- To ensure all those in the supply chain and contractors comply with the Modern Slavery Act 2015, the Council requires all tenderers to confirm that they are compliant with the annual reporting requirements under the Act, where it is applicable to them.
- Contractors are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour.

Repairs and Maintenance

- Repairs and Maintenance shall be the responsibility of the Council; however, the contractor must report any findings in a timely manner. Details shall be provided at the pre contract meeting.

Costs

- Please give a detailed breakdown of costs (excluding VAT).

1	Labour (cost per week)	£
2	Bin Bags (per box)	£



3	Paper Towels (per pack)	£
4	Toilet Rolls (per pack)	£
5	Hand Soap	£
6	Additional deep cleans (per building, per clean)	£
7	Additional routine clean	£

Selection

- The Council shall make its decision based on a quantitative and qualitative assessment. This will be made up as follows:
 - 60% Price
 - 30% Previous experience and references
 - 10% Health & Safety and other supporting documents required

The Council reserves the right to carry out a credit check on the selected contractor.



OSWESTRY
Town Council
Building a better community together

Timetable

Application Opens	20 January 2025
Tender receiving deadline	12 noon on 3 March 2025
Contractor selected	12 March 2025
Pre contract meeting	w/c 17 March 2025
Start Date	1 April 2025

Checklist

- ☐ Breakdown of Costs
- ☐ Insurance details
- ☐ Health & Safety Policy
- ☐ Modern Slavery Act 2015 declaration
- ☐ References & Previous experience
- ☐ Company registration details