



# Ilkley Town Council

Invitation to Tender

Cleaning Contract

South Hawksworth Street Car Park Public Toilets

Riverside Gardens Public Toilets

White Wells Public Toilets, Ilkley

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## INTRODUCTION

Ilkley Town Council manages three public toilet buildings in the town. South Hawksworth Street Car Park public toilets, Riverside Gardens public toilets and White Wells public toilets.

The Town Council is seeking a contractor to carry out regular cleaning of the premises, to provide all consumables and to remove and dispose of waste. Initially the contract would be for one year with an option to extend this to three years subject to satisfactory service.

## REQUIREMENTS

Ilkley Town Council requires the Contractor to fully manage all aspects of cleaning at three toilet blocks including the provision of all consumables.

The requirements include:

1. Disinfecting and sanitising all floors, walls, surfaces, WC pans, hand wash basins and baby changing facilities as follows:
2. Cleaning the South Hawksworth Car Park toilet block, which will include a modular Changing Places facility from summer 2024, twice each day, once at lunch time and once at the end of the day. The contractor will be required to close and secure this building at 6pm, seven days per week, and will be required to open the building at 8am on weekends and bank holidays.
3. Cleaning the Riverside toilets twice each day, once at lunch time and once at the end of the day.
4. Cleaning the White Wells toilet once a day and removing waste.
5. The Contractor is to provide and replenish all cleaning materials and consumables e.g. disinfectant, toilet roll, soap, paper towels.
6. Remove all refuse and any other detritus in order to leave the facilities in good clean hygienic condition.
7. Following each cleaning operation to sign, date and indicate the time the work was undertaken on the record provided.
8. The Contractor should report to Ilkley Town Council on a monthly basis on the physical state of the fabric of the building.

9. The Contractor will notify the Town Council of any problems or issues regarding maintenance and repairs as they arise.
10. The works undertaken shall be subject to regular inspection by ITC which shall be conducted in accordance with a standardised checklist which is to be agreed at the point of the Contract being issued.
11. The contractor is to be responsible for the health and safety of its staff while undertaking duties, and to be appropriately insured. The contractor will carry out risk assessments and provide adequate PPE as appropriate.
12. The Contract shall be paid in 12 instalments on a monthly basis. Payment shall be made by bank transfer on receipt of a satisfactory VAT invoice.
13. The Contract shall be for an initial period of 12 months beginning on 1st April 2024 and ending on 31st March 2025, with an option for Ilkley Town Council to extend the contract for a further three years, subject to satisfactory service.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.

## TENDER SUBMISSION

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Draft contract.
- Certificate of non- collusion.

To bid for this tender, please submit the following:

- 1) Your proposal for the fulfilment of duties outlined above and a complete fee breakdown for each year of the contract.
- 2) Evidence of track record in similar contracts.
- 3) Professional references or testimonials from previous clients
- 4) Health and Safety policy and procedures.
- 5) Evidence of public liability insurance (up to £10,000,000).
- 6) Evidence of employers' insurance if relevant (up to £10,000,000).
- 7) Information on key personnel likely to be involved if you are awarded the contract.
- 8) Completed Certificate of Non-Collusion.

**Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.**

To be considered, written tenders must have been received by the Council in a sealed envelope, marked 'Ilkley Town Council Toilet Cleaning Tender' and addressed to the Clerk, by **12 noon on Monday 19th February 2024**. Email submissions are also accepted and should be sent to [clerk@ilkleytowncouncil.gov.uk](mailto:clerk@ilkleytowncouncil.gov.uk) with the subject 'Confidential: Toilet Cleaning Tender'. The same deadline applies for electronic submissions.

Any tenders received after this time will not be considered. The tender pack will be sealed so as to prevent the contents becoming known.

## EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria:

Description	Form of Evidence	Allocation
Compliance to Invitation to Tender requirements	Tender received on time  All required documents submitted	Pass/Fail
Public and Employers Liability Insurance to £10M	In date certificate	Pass/Fail
Certificate of Non Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
General suitability	Evidence of undertaking similar cleaning contracts to a high quality	30%
Health and Safety  Knowledge of and compliance with health and safety legislation and standards	Documentation –confirmation of:  H&S Policy Risk Assessments	25%
Environmental	Commitment to sustainability  Consideration of environmental impact of materials used. Using the least environmentally harmful alternative wherever possible.  Demonstration of any initiatives to help reduce energy levels.	25%

	Locality - to reduce the amount of carbon caused by travel.	
Price	Value for money Affordability	20%

## FURTHER INFORMATION

Contact and submission information:

1. The tenders should be sent in a sealed envelope, marked 'Ilkley Town Council – Toilet Cleaning Tender' and addressed to the Clerk, to Ilkley Town Council, Ilkley Town Hall, Station Road, Ilkley, West Yorkshire, LS29 8HB before **12 noon on Monday 19<sup>th</sup> February 2024**.
2. Email submissions are also accepted and should be sent to [clerk@ilkleytowncouncil.gov.uk](mailto:clerk@ilkleytowncouncil.gov.uk) with the subject 'Confidential: Toilet Cleaning Tender'. The same deadline applies for electronic submissions.
3. Tender bids will be treated as private and confidential.
4. Bids for this contract will be opened on Tuesday 20<sup>th</sup> February 2024 by the Proper Officer in the presence of at least one councillor.
5. The Council will notify applicants of the outcome of their tender by the 8th March 2024.
6. Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website ([www.towncouncil.ilkley.org](http://www.towncouncil.ilkley.org)) and will be updated regularly.
7. Ilkley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

The Council will award the contract at its meeting on 4<sup>th</sup> March 2024.