

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

Dear []

Re: Cleaning contract for the Bingley Town Council office and public toilets at Myrtle Walk, Bingley

Thank you for your interest in the contract to be offered by Bingley Town Council for the cleaning of its new office and public toilets.

The scope of the services required and details of how to apply for the contract are given below.

Background

Following closure of the Bingley public toilets at the end of March 2018, Bingley Town Council has developed the site into a new office for the administration of its services and two accessible and self-contained public toilets.

The council is now seeking a contractor who will undertake regular, daily cleaning of the office and the public toilets seven days a week throughout the year and to respond to any activation of the emergency alarm in the public toilets.

Scope of the contract

We are seeking a contractor to undertake the following duties:

A) Daily

The external toilets are to be thoroughly cleaned three times a day, during hours of opening (initially 0900-1800, seven days a week) and the works will include the following:

- Cleaning, disinfecting and sanitising all floors, walls, WC pans, wash hand basins and baby changing facilities
- Replenishment of soap and hand sanitiser dispensers as necessary
- Replenishment of toilet rolls and paper towels (if used) as necessary
- Following each cleaning operation to sign, date and indicate the time the work was undertaken on the provided notice
- Report any problems regarding the above to the Town Clerk or other designated person

Should the emergency alarm in the public toilets be activated, the contractor agrees to act as the first point of contact for anyone needing assistance

B) Weekly

Thoroughly clean the offices and internal toilet outside office hours (0900-1800 Monday-Friday), such works to include the following:

- Vacuuming of the carpet
- Thoroughly clean all desks, kitchen units and filing cabinets
- Thoroughly clean the toilet, including disinfecting and sanitising all floors, walls, WC pans and wash hand basins
- Replenishment of soap, toilet rolls and paper towels (if used) as appropriate

Please note that the office will sometimes be used for evening meetings and will not then be available for cleaning.

C) Monthly

Remove weeds and other plant growth from the external paving to the front of the premises and the gravelled area surrounding the building.

D) Special Events

For any one-off events in central Bingley, if requested by the Town Council, the contractor will undertake the daily duties during the period of the event. Any costs occurred will be in addition to the normal monthly fee and will be agreed between the contractor and the Town Council prior to the date of the event.

Application documents

We are enclosing the following documents to enable you to bid for this contract. If you find any documents missing or you are unable to open any then please contact us immediately.

- Invitation to apply (this document)
- Draft contract
- Certificate of Non-Collusion

To bid for this contract, please submit the following:

- Your proposals for the fulfilment of the duties outlined above and a complete fee breakdown
- Evidence of track record in similar contracts
- Professional reference(s) or testimonials from previous clients
- Health and safety policy and procedures
- Evidence of public liability insurance (up to £1,000,000)
- Evidence of employers' insurance where appropriate (up to £1,000,000)
- Completed Certificate of Non-Collusion – see attached

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

Health and safety

The contractor is responsible for the health and safety of its staff while undertaking their duties, including carrying out risk assessments and providing adequate PPE as appropriate.

Viewing of premises to be cleaned

Bingley Town Council will make the premises available for viewing on the following dates:

- a) [date/time]
- b) [date/time]

Criteria for award of contract:

Bingley Town Council is not bound to accept the lowest bid for the contractor; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work.

Experience of undertaking similar cleaning contracts to a high quality	30 %
Knowledge of and compliance with health and safety legislation and standards	20 %
Price fit within budget	20 %
Benefit to local economy and use of local resources and skills	20 %
Commitment to sustainability	10 %

In addition, where applicable, the Town Council would like to see a commitment to paying employees a living wage as a minimum.

How to submit your bid

Bids are to be submitted in hard copy in a sealed marked envelope to Ruth Batterley, Clerk, at the above address by **noon on [date]**. Submissions received after this date and time will not be considered.

Bingley Town Council reserves the right not to award any contract as a result of this bidding process and is not bound to accept the lowest bid.

Bids will be treated as private and confidential.

Bids for this contract will be opened on [date] at a meeting of the Finance and General Purposes Committee [or as agreed by full council].

Shortlisted bidders may be asked to attend an interview in the week of [date].

The Council will notify applicants of the outcome of their submission by [date].

For further information, please contact Ruth Batterley, Clerk
townclerk@bingleytowncouncil.gov.uk