

THRAPSTON TOWN COUNCIL

Mayor: Cllr Sam Cribb

77 High Street,
Thrapston
Northamptonshire
NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk
Website: www.thrapstontowncouncil.gov.uk



Invitation to Tender for

Contract for Thrapston Town Council

Contract No: TTC2018/001

1. Introduction

Thrapston Town Council is a statutory body and is the most local level of government. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community.

Local councils can provide and maintain a variety of local services including public toilets.

The Town Council will always consider equality when conducting procurement activities. We require you to meet your duties under the Equality Act 2010.

2. Specification of Requirements

We will be awarding a contract for Cleaning and Opening and Closing of the Public Toilets at Sackville Street Car Park, Sackville Street, Thrapston, Northamptonshire.

The tasks to be carried out are set out in the table below. A detailed specification for each task is also given in "Contract Description" below

Location	Tasks
Public Toilets Sackville Street Car Park Thrapston Northamptonshire NN14 4NZ	Task 1. Daily opening and closing of toilets. Task 2. Daily cleaning of toilet block. Task 3. Maintenance of the Service Room.

The attached map shows the location of the car park.

Our intention is to award this Contract for a period of three years.

Break points are available within the Contract at the end of the first and second year of the contract period by giving two months' notice in writing, at which time we will decide on whether the Contract will continue.

The decision on whether to continue the Contract in years two and three will be at our sole discretion and we will base it on the following factors: performance, consistency, budget availability, customer satisfaction.

The total value of this Contract over the entire period, including any extension options, will be in the region of £30,000 - £40,000.

Contract Law

This Contract will be deemed to have been made in and will be interpreted and enforced in accordance with the laws in force in England.

Laws, Permits and By-Laws

The Contractor will comply with all laws and regulations applicable to the place of work and employment of labour.

Licences

The Contractor may be required to provide proof that it has an appropriate business licence for the work under the Contract and the appropriate waste removal licence.

Interpretation

Should any dispute arise concerning the meaning or intent of the Contract, the Town Council will make a decision, which will be final unless the Contractor disputes such a decision by a written notice within 10 calendar days of it.

Disputes

If such a dispute cannot be resolved immediately by negotiation between the parties then the dispute may be referred to arbitration before an arbitrator appointed by mutual agreement.

No Assignment

Without the prior written permission of the Town Council the Contractor will not assign or sublet this Contract or any of the Contractor's rights, benefits or monies, and any purported assignment without such consent will be void.

Changes

Changes to the Contract will only be made by written instructions from the Town Council, who will agree any resulting adjustment to the Contract price with the Contractor in recognition of the reasonable and proper costs or savings incurred.

Termination

The Town Council may at any time, upon seven calendar days' notice in writing to the Contractor, suspend or terminate the Contract for reasonable cause. The Town Council's obligation to make payment to the Contractor will cease when payment for work satisfactorily performed has been made.

Co-operation and Making Good

The Contractor will perform work under the Contract with minimum disturbance to the public and ensure that the Health & Safety of all persons are protected at all times.

Property of the Council

The Contractor will be liable to the Town Council for any loss or damage to any Council property arising out of the performance of the Contract, unless such loss or damage is caused or contributed to by the Town Council.

Payment

The Contractor will submit monthly invoices. Subject to verification by the Town Council, payment of the Contractor's invoice for work satisfactorily completed will be made not later than 30 days from receipt.

Indemnification

The Contractor will indemnify the Town Council from and against any claims, demands, losses, damages, costs, expenses that may arise directly, or indirectly, from its performance of the Contract or by reason of any matter or thing done, permitted or omitted to be done by the Contractor or employees with respect to the Contract.

Insurance

The Contractor, during the period of time the Contract is in force will maintain the following insurance with minimum policy limits:

Comprehensive Public Liability Insurance with a minimum limit of £5,000,000 per occurrence, covering bodily injuries and property damage.

Employer's Liability Insurance with a minimum limit of £5,000,000 per occurrence.

Waiver

The failure by the Town Council to exercise or enforce any of the terms or conditions of this Contract will not constitute or be deemed a waiver of the Council's rights to enforce each and every term of this Contract.

3. **Contract Description**

Task 1: Lock/Unlock Toilet Block

- a) Unlock the toilet block 365 days of the year (excluding Christmas Day) no later than 07:30 hours.
- b) Lock the toilet block 365 days of the year (excluding Christmas Day) between 17:00 and 18:00 hours.

Task 2: Clean Toilet Block

- a) Clean the toilet block at Sackville Street Car Park daily, including Bank Holidays when relevant (excluding Christmas Day) to the following specifications:-
 - i) Clean all fixtures and fittings, including toilet bowls and seats, urinal slaps or bowls, flush handles, handrails and wash basins, using a proprietary cleanser. Wash steps thoroughly. Place deodorising blocks in channels. *The Contractor will supply all cleaning equipment and supplies at their own expense.*
 - ii) Sweep the toilet area removing any litter collected from site and dispose of in accordance with the Collection and Disposal of Waste Regulations 1988.

iii) Clean all internal surface areas (excluding the ceiling), including floors, doors, walls, window cills, tops of doors and cubicle walls using a proprietary cleanser. Remove any internal graffiti by thoroughly washing down affected areas with cleaning agent. *The Contractor will supply all cleaning equipment and supplies at their own expense.*

iv) Replenish toilet paper dispensers. *The Contractor will supply all toilet paper at their own expense.*

v) Replenish hand wash dispensers. *The Contractor will supply appropriate hand wash at their own expense.*

b) Ensure appropriate signage is displayed during cleaning operations and that the block is left safe at all times.

c) Inform the Town Council immediately you are aware of drain blockage problems or concerns that cannot be remedied during that visit.

d) Twice weekly on Mondays and Fridays check operation of locks/bolts, fixings and flush efficiency and ensure they are working properly and are safe. Report any concerns, vandalism or leaks in the plumbing to the Town Council.

(e) Weekly clean external walls using an appropriate cleaning agent and remove any external graffiti by thoroughly washing down.

(f) Weekly wipe down light diffusers or the like and report any defective luminaires.

Task 3: Maintenance of the Service Room

(a) The service room shall be kept tidy and must be accessible at all times to other contractors who need access for service and maintenance.

(b) The sink shall be kept clean.

(c) Only materials and equipment necessary for the upkeep of the public toilets shall be stored in these rooms, unless permission is granted otherwise.

Consumable Items:

Where it is noted that the contractor must supply their own consumables the following Government Standard should apply and can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341460/GO_V.UK_GBS_clean_prod_and_services.pdf

4. Quality Control

The Town Council will operate a quality control and random checking procedure of all aspects of the work performed by the Contractor contained within this contract.

This will be done by the means of formal recorded site visits, informal site visits, photographs and regular meetings with the contractor/operators.

If during an inspection the toilet clean is found to be of an unacceptable standard the Contractor will be required to return to site within four hours to rectify the situation. The rectification works will be at the sole expense of the Contractor.

Note: If your Tender does not meet requirements we reserve the right to reject it completely.

5. Notes for Completion and Conditions

Definitions and purpose

The “Town Council or Council” or “we” means Thrapston Town Council, or anyone acting on behalf of the Town Council, that is seeking to invite suitable Contractors to participate in this procurement process.

“You”/“Your” or “Contractor” means the body responding to this Invitation to Tender (ITT), i.e. the legal entity submitting a tender. The “Contractor” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE) or other form of entity.

This Invitation to Tender (ITT) has been designed to assess both the suitability of a Contractor to deliver the Town Council's contract requirement(s); and to determine of those suitable, which Contractor(s) have provided the most economically advantageous tender.

Timetable

Set out below is the procurement timetable. While we do not intend to depart from the timetable, we reserve the right to do so and if this is required, we will inform Contractors in writing of any changes.

Stages	Dates
Date(s) of site visits by bidders	Available on request for site visit, Tuesday to Thursday 8am to 12 noon between Tuesday 16 th January 2018 and Thursday 8 th February 2018.
Closing Date and Time for Tender Returns	Thursday 22nd February 2018 at 12 noon
Expected Notification of Award	On or after Friday 23 rd February 2018.
Expected Start Date	The first day of April 2018

6. Enquiries

Please send all enquiries by email or post, quoting the reference number printed at the front of this document to:

Linda Marshall, Clerk, Thrapston Town Council, 77 High Street, Thrapston,
Northamptonshire NN14 4JJ
Email: clerk@thrapstontowncouncil.gov.uk
Or please telephone: 01832 734673

7. Responses and Supporting Documents

Please ensure that you show compliance with all elements of this tender document by submitting copies of appropriate insurance and licences held. Failure to do so may result in your submission being disqualified.

Should you need to provide additional Appendices, these should be numbered clearly and listed as part of your submission.

Your organisation will only be evaluated based on the information in your tender. If you do not mention any applicable previous experience of working with us in your reply we cannot take this into account.

Please do not send any information that is general company or promotional literature, as this will not form part of our evaluation.

8. Return Arrangements

Please return your completed tender submission inclusive of any relevant Appendices as:

- One paper copy by post sent recorded delivery, or hand delivered.

Please note that we do not accept fax or email copies. We must receive your completed tender before the closing date and time shown in the Timetable. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words '**Tender for Sackville Street Public Toilets – Not to be opened until after 12 noon on Thursday 22nd February 2018**'.

Submissions may be excluded if you do not mark the envelope in this way.

Send completed tender documents to the following address:
Thrapston Town Council, 77 High Street, Thrapston, Northamptonshire NN14 4JJ.