



## **BUCKLEY TOWN COUNCIL**

### **INVITATION TO TENDER**

**Cleaning Contract for Buckley Town Council Offices  
and Buckley Public Conveniences**

**Title:**

Cleaning Contract for Buckley Town Council Offices and Buckley Public Conveniences

**Scope of contract:**

To provide daily, weekly, monthly and quarterly cleaning in line with:-  
Cleaning Schedule 1 for Buckley Town Council Offices and  
Cleaning Schedule 2 for Buckley Public Conveniences which also includes opening and closing of the building.

**Purchasing Organisation:**

Buckley Town Council, Mold Road, Buckley, Flintshire, CH7 2JB

**Contract Details:**

Contract to commence from 1<sup>st</sup> April 2024

To provide daily, weekly, monthly and quarterly cleaning in line with:  
Cleaning Schedule 1 for Buckley Town Council Offices; and  
Cleaning Schedule 2 for Buckley Public Conveniences which also includes opening and closing of the building.

The minimum requirements expected by the Council in relation to these contracts are that the Offices and Public Conveniences will be kept to industry standards of cleanliness at all times.

**Place & Time of Delivery of Contract:**

The usual places for delivery of the contract will be the Council Offices, Buckley and the Public Conveniences of Buckley, Flintshire.

The Council Offices are open from 08:30 to 13:30 Monday to Friday.  
The Public Conveniences are open from 08:00 to 18:00 six days per week (Monday to Saturday – closed Sunday). The normal cleaning should be undertaken outside of the above hours. The exceptions to the opening hours for both of the establishments are listed on Schedules 1 and 2 appended to this document.

The Contractor is required to hold all necessary up-to-date insurance policies.

**Contract period:**

The initial period of the contract shall be three years. At the end of the three years the contract may be extended for a maximum period of a further one year at the Council's discretion.

**Health and Safety Regulations, other Legislations and Council Policies:**

The Contractor is expected to adhere to all relevant health and safety legislation and best practice guidance.

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.

**Usage of the Contractor's own Equipment:**

The Contractor will be required to use its own equipment and materials; the Contractor shall be authorised to use the equipment, however, any equipment provided by the Contractor for use under the auspices of this contract shall be the responsibility of the Contractor to maintain and safeguard throughout the usage of the equipment. The equipment, when used, shall be covered by relevant insurance by the Contractor. The use of the Contractor's equipment and materials is further explained in Schedules 1 and 2 appended to this contract.

**Tender Submission:**

Buckley Town Council is looking for the following :

- 1) Your proposal for the fulfilment of duties outlined and a complete fee breakdown for each year of the contract.
- 2) Details of previous commercial cleaning services experience to be included in the proposal.
- 3) Professional references or testimonials from previous clients.
- 4) Health and Safety policy and procedures and risk assessments.
- 5) Evidence of public liability insurance.
- 6) Evidence of employers' liability insurance if relevant.
- 7) Key personnel contact information (if you are awarded the contract).

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

Written tenders must have been received by Buckley Town Council in a sealed envelope marked '**Buckley Town Council Cleaning Tender**' and addressed to the Town Clerk, by **midday on Friday 23<sup>rd</sup> February 2024**.

Email submissions are also accepted and should be emailed to [townclerk@buckleytc.gov.wales](mailto:townclerk@buckleytc.gov.wales) with the subject 'Confidential - Buckley Town Council Cleaning Tender' The same deadline applies.

Any tenders received after this time will not be considered.

**Evaluation Criteria:**

| Description                            | Form of Evidence                                                                                                                                                                             | Allocation  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| All relevant tender documents received | Tender received on time and all required documents enclosed.<br>(Proposal, references, H&S, insurance and contact)                                                                           | Pass / Fail |
| Environmental                          | Commitment to sustainability and carbon reduction.<br><br>Using the least environmentally harmful alternative where possible.<br><br>Locality to Buckley (to reduce carbon caused by travel) | 20%         |
| Health & Safety                        | Health & Safety policy,<br>Suitable risk assessments                                                                                                                                         | 20%         |
| Suitability                            | Previous cleaning contract experience and testimonials.                                                                                                                                      | 40%         |
| Price                                  | Good value for public money.<br>Affordability.                                                                                                                                               | 20%         |

**Additional Information:**

If you would like to view the premises relating to this tender, or request further information, please arrange with the Town Clerk by emailing [townclerk@buckleytc.gov.wales](mailto:townclerk@buckleytc.gov.wales) or telephoning 01244 544540. Any information shared will be shared with all interested parties.

Tender bids will be treated as private and confidential.

Electronic or written submissions must be received by midday on Friday 23rd February 2024.

Tender Bids will be opened on Monday 26<sup>th</sup> February 2024 with a recommendation going to the Council to award the contract on Tuesday 27<sup>th</sup> February 2024.

The Council will notify the applicants as soon as reasonably practicable.

**SCHEDULE 1 FOR CLEANING OF OFFICES IN COUNCIL BUILDINGS**

[illegible]

|             |           |
|-------------|-----------|
| <b>Key:</b> |           |
| D           | Daily     |
| W           | Weekly    |
| M           | Monthly   |
| Q           | Quarterly |

**Schedule 1 - Notes:-**

- a) The removal of weeds to the exterior of the Buildings should be done on a monthly basis or as and when required.
- b) Buckley Town Council provides Bleach, Disinfectant, Toilet Rolls, Paper Towels and Mop Heads. All other additional cleaning materials should be provided by the Contractor.
- c) The Contractor is obliged to provide all cleaning 'machinery' including electrical appliances (which must carry a valid PAT certificate) and manual appliances.
- d) The polishing of the wood block floors in the Council Chamber and Machine Room should be by non-slip polish.
- e) Prior to each Council Meeting (the meetings are usually held on the fourth Tuesday of each month with the exception of May - second and fourth Tuesday, August no meeting and December second Tuesday) cups, saucers and tea making facilities should be laid out in the Council Chamber as directed. Also the following morning the Council Chamber should be cleaned and all dirty crockery washed up and put away. Note - after the May & December meeting there will be waste food to dispose of.
- f) The offices are closed on Weekends, Bank Holidays and from Christmas Eve to 2nd January each year.
- g) Cleaning should normally be conducted prior to 8:30am or after 1:30pm. The actual hours to be agreed with the Town Council.
- h) Interior windows around the building are large and high

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## SCHEDULE 2 FOR CLEANING OF PUBLIC CONVENIENCES IN BUCKLEY TOWN CENTRE

| AREAS TO BE CLEANED | UNLOCKING TO OPEN AND LOCKING UP TO CLOSE | THOROUGHLY WASH AND DRY ALL GLOSS PAINTED AND/OR PLASTIC AREAS USING DISINFECTANT WHERE REQUIRED | WASH AND DRY FLOORS | CLEAN TOILETS, HAND WASH BASINS AND FITTINGS | CLEAN SINKS AND SURROUNDING AREAS IN SERVICE AREA | REMOVAL OF SHARPS AND OTHER ANTI SOCIAL EQUIPMENT | CLEAR UP LITTER, OTHER DEBRIS AND WEEDS | REMOVE RUBBISH FROM BLDG. AND DISPOSE OF IN SUITABLE CONTAINERS | REMOVAL OF GRAFFITI FROM INTERNAL AND EXTERNAL WALLS |
|---------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|
|---------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|

### PUBLIC CONVENIENCES

|                                              |   |   |   |   |   |   |   |   |   |
|----------------------------------------------|---|---|---|---|---|---|---|---|---|
| Opening and Closing Public Conveniences      | D |   |   |   |   |   |   |   |   |
| Outside access path and exterior of building |   | D |   |   |   |   | D |   |   |
| Gents Toilets                                |   | D | D | D |   | D | D | D | D |
| Ladies Toilets                               |   | D | D | D |   | D | D | D | D |
| Service Room                                 |   | W | W |   | W |   |   |   |   |

#### Key:

|   |           |
|---|-----------|
| D | Daily     |
| W | Weekly    |
| M | Monthly   |
| Q | Quarterly |

#### Schedule 2 - Notes: -

- Any damage to the building or equipment within must be reported to the Town Council immediately. The successful contractor may be requested to quote for the works.
- The Town Council normally repaints the interior of the Public Conveniences every two years, the successful contractor may be requested to quote for the works.
- The Contractor must report any lights not working, or other defective equipment, to the Town Council when they are discovered.
- Any incidents of drug use or other anti social behaviour (e.g. leaving bottles of drinks in cubicles) should be reported to the Town Council immediately upon discovery.
- The Town Council prides itself on keeping the Public Conveniences clean, tidy and user friendly, the Contractor will be required to ensure that continues.
- The removal of weeds includes those growing in the flower tubs on the railings outside the Public Conveniences.
- The contractor shall be responsible for supplying all toilet rolls and cleaning materials/ equipment, the cost to be included in the quotation.
- The Public Conveniences are open six days per week (Monday to Saturday - closed Sunday). They are closed on Bank Holidays or as instructed by Buckley Town Council.
- The exception to opening days is that the Public Conveniences must be open on Remembrance Sunday each year.
- The Public Conveniences opening times are 8am to 6pm each day. The Town Council may, on occasions, adjust those times.
- Any electrical equipment used and owned by the Contractor must carry a valid PAT certificate.

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