

Dunstable Town Council

Tender for the provision of cleaning services

**Dunstable Town Council
Grove House
76 High Street North
Dunstable
LU6 1NF**

Dunstable Town Council

Tender for the provision of cleaning services

1. INTRODUCTION

- 1.1 Dunstable Town Council are inviting tenders for the provision of cleaning services across all sites owned or managed by Dunstable Town Council for a 5 year contract from 1 April 2022 to 31 March 2027, with a 3 year review clause.
- 1.2 This document has been designed to assist companies in submitting cost proposals along with company information that will assist a Town Council selection panel to determine which company the Council would like to work with.
- 1.3 Site visits can be arranged for all premises included in this tender. Site visits will need to take place on either Friday 7 January or Monday 10 January 2022. Please contact Lisa Scheder – Finance and Procurement Manager on 01582 891403 / lisa.scheder@dunstable.gov.uk – to arrange or for any queries regarding this document.

2. BACKGROUND

- 2.1 Dunstable is situated in Bedfordshire and has a population of approximately 40,000. The town is predominantly urban and has excellent air, road and rail links being close to Luton airport, the M1 the M25 and London.
- 2.2 The Council invites the contractor to provide full costs associated with this tender, for consideration.

3. SPECIFICATION

- 3.1 Contractors are asked to provide annual costs for individual site specifications attached to this document.
- 3.2 Contractors will have to provide at least three references from previous clients, one of which would ideally be a local authority.

- 3.3 Contractors should provide their preferred payment schedule as well as supporting company health and safety documentation and any company Environmental Policy.

4. PROCUREMENT PROCESS & TIMETABLE

- 4.1 This tender is being sent to a number of different companies. All contractors that wish to submit an expression of interest should provide details that address all of the specification points given below as a minimum and complete the checklist given below.
- 4.2 Once Tenders received – **no later than 12 noon on Monday 31 January 2022** – a panel of representatives from Dunstable Town Council (being the Town Clerk and Chief Executive, the Chairman of Finance and General Purposes Committee and the Finance and Procurement Manager) will open the tenders by w/e 4 February 2022.
- 4.3 This panel will then select a preferred contractor and that contractor will be notified by w/e 11 February 2022 with a view to commence the contract on 1 April 2022.

6. CLIENT

- 6.1 The client for this tender process is Dunstable Town Council who will be represented by:

Lisa Scheder – Finance and Procurement Manager

Kelley Hallam – Business Support Manager

Documentation prepared by:

Lisa Scheder - Finance and Procurement Manager

Dunstable Town Council

Grove House, 76 High Street North

Dunstable

Bedfordshire

LU6 1NF

01582 891403 lisa.scheder@dunstable.gov.uk

Contractor's checklists

All contractors expressing an interest are encouraged to use the checklist below to ensure that they have included the following documentation in their submissions.

Comprehensive company profile	
Breakdown of cost proposals resulting in fully inclusive final project price	
Three contacts for reference, one of which preferably should be a local authority	
Company Health and Safety Policy	
Policy documents specific to works (such as working at height policy and risk assessments/systems of work information etc)	
Insurance documentation	
Company Environmental Policy	
Read and understood Dunstable Town Council's Procurement Policy (for any queries please contact Lisa Scheder, Finance and Procurement Manager)	
Any other relevant documentation	

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Form of Tender

Name of Supplier

Address

Tenders shall be submitted by post or via email. If submitting by post please submit in a plain sealed envelope bearing no mark other than 'Tender for the Supply of Cleaning Services' and addressed to The Finance & Procurement Manager, Dunstable Town Council, 76 High Street North, Dunstable, LU6 1NF, to arrive no later than 12 noon on Monday 31 January 2022.

Alternatively, Tenders can be emailed to 'accounts@dunstable.gov.uk' using the subject line 'Tender for the Supply of Cleaning Services'.

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Tender for the Provision of Cleaning Services 2022-2027

Form of Tender

To: Dunstable Town Council

I/We _____

having examined the above works, the Conditions of Tender, Conditions of Contract, Specification/Schedule of Rates hereby tender and undertake to carry out and complete the Contract in accordance with the terms of the aforementioned documents for the sum of:

or such other sum as may be determined in accordance with the said conditions.

Unless and until a formal agreement is prepared and executed this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

The Town Council reserves the right to award the tender either wholly or partially to the tenderer and allowance should be made for such in tendered rates.

I/We understand that the Town Council does not bind itself to accept the lowest tender or any tender it may receive.

As witness our hand this _____ day of _____

Signature of Contractor:

Dunstable Town Council

Tender for the Provision of Cleaning Services 2022-2027

Tender Instructions

1. Two copies of the tender documentation are provided. The tender sum should be made on the form of tender provided and signed by the tenderer. One copy of all the documentation should be returned fully completed by the closing date for receipt of tenders.
2. The Contract Sum shall not be adjusted or altered in any way and any error of arithmetic shall be deemed to have been accepted by the parties hereto.
3. No unauthorised alteration or addition should be made to the Form of Tender or any other contract documentation.
4. Tenderers should note that this is a fixed priced contract with a mechanism for an annual contract price review in line with the Retail RPI All Items Index. The tenderer will be responsible for any increased costs arising during the current year.
5. If Tenders are sent by post, these should be sent by registered or recorded delivery or delivered by hand. Tenders shall be submitted in plain sealed envelopes bearing no mark other than 'Tender for the Supply of Cleaning Services 2022' and addressed to the Finance & Procurement Manager, Dunstable Town Council, 76 High Street North, Dunstable, LU6 1NF. Alternatively, Tenders can be emailed to 'accounts@dunstable.gov.uk' using the subject line 'Tender for the Supply of Cleaning Services' to arrive **no later than 12 noon on Monday 31 January 2022**.
6. Tenderers shall treat the details of the tender and contract documentation as private and confidential.
7. The Town Council does not bind itself to accept the lowest or any tender.
8. TUPE may apply.

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Conditions of Tender and Contract

1. Tenderers will be held to have satisfied themselves as to the nature and extent of the works and all other points and conditions which may in any way affect the prices on which the tender is based.
2. The prices upon which the tender is based shall include all charges for profit, transport, labour, plant, materials, insurances and all other expenses. Prices shall be deemed to include all royalties and charges for patent rights (if any).
3. The tender must be priced in Sterling.
4. The Town Council places significant emphasis on the upkeep, maintenance and cleanliness of its public buildings, particularly Grove House and Priory House which are listed buildings, and only service of the highest standard will be acceptable.
5. The tenderer shall supply on the form provided three similar contracts undertaken in the last 5 years detailing the works, dates and contact names and details of person from whom references can be obtained. (see Appendix 1)
6. The tenderer is required to submit a copy of their Health and Safety Policy, Public Liability Insurance and Employers Liability Insurance with the completed tender.
8. The contract price will be reviewed on each anniversary of the Commencement Date (the date of each review being referred to as a Review Date) The amount payable by Dunstable Town Council to the successful tenderer with effect from each Review Date will be the tender price plus a percentage uplift based on the annual rate of inflation as determined by the April RPI 'All Items' indices.
9. The tenderer shall whenever required produce for inspection the policies of insurance, and shall use any insurance monies paid in making good any relevant loss.
10. If the successful tenderer fails to supply any part of the services required as part of this contract, the Town Council shall be entitled to give notice requiring the tenderer to remedy the failure. If the failure is not rectified within 24 hours the Town Council's nominated representative may assess the costs of remedying the failure and such costs shall be considered a debt payable by the successful tenderer.
11. Dunstable Town Council shall be entitled to terminate the contract by notice in writing upon the happening of any of the following events:
 - (a) Failure of the tenderer to provide the services on any given day

- (b) An order being made or a resolution being passed for the winding up of the tenderer (other than a voluntary liquidation for the purposes of a reconstruction or amalgamation while solvent) or an administration order being made on the tenderer or if the tenderer being an individual shall become bankrupt or shall have a Receiving Order made against him or shall enter into any arrangement or composition with his creditors.
- 12. All prices or rates quoted in this tender shall be exclusive of VAT. VAT will be additional to the quoted price at the rate applicable at the time of delivery. It is emphasised that charges relating to VAT must be paid by the tenderer and included on an invoice to be paid in due course by the Town Council.
- 13. TUPE may apply.

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Specification Summary (individual site specifications attached separately)

Location	Address	Description of premises	Accessible Time/s & frequency	Annual Cost per site (£)	Comments (i.e., seasonal variances)
Grove House	76 High Street North, Dunstable, Bedfordshire LU6 1NF	2 floors; includes various offices, toilets, a kitchen, 2 staircases, meeting room, entrance foyer	6pm – 9am – 5 days per week Monday to Friday		
Priory House Heritage Centre	33 High Street South, Dunstable, Bedfordshire LU6 3RZ	4 floors; includes basement with stockroom and toilets and attic with 2 offices/storage areas; tearooms and undercroft, staircase, gift shop, exhibition space, function room, staff room, office space	10pm – 9am – 6 days per week Monday to Saturday		
Creasey Park Community Football Centre	Creasey Park Drive, Dunstable, Bedfordshire LU6 1BB	6 Changing rooms with toilets and showers, 2 Referee changing accommodations both with toilet and shower, office, external access toilets, community/social area including toilets	7 days a week – times/access to be determined. Plus seasonal additional requirement		
Dunstable Cemetery	West Street, Dunstable, Bedfordshire LU6 1PD	2 buildings: Cemetery Chapel with vestry and office, internal and external toilet, mess room, reception and staircase	4.30pm – 8.00am - 5 days per week Monday to Friday		
Splashside Café	Bennett Memorial Recreation Ground, Bull Pond Lane, Dunstable, Bedfordshire LU6 3JH	Café area, kitchen area and toilets / changing area	7 days a week – times/access to be determined – Seasonal – approx. 133 days a year May to August		

Creasey Park Depot	Creasey Park Drive, Dunstable, Bedfordshire LU6 1BB	Mess Room facility with toilets	5 days a week – Monday to Friday – times/access to be determined		
Luton Road Recreation Ground Pavilion	Kingsbury Avenue, Dunstable, Bedfordshire LU5 4PU	3 Changing rooms with toilets and showers	Mondays - Seasonal - football season – September to May		
Bennett Memorial Recreation Ground Pavilion	Bull Pond Lane, Dunstable, Bedfordshire LU6 3JH	1 Changing room with toilet and shower	Mondays – Seasonal – football season – September to May		

Appendix 1 – References

Ref. No	Persons/Company Supplied , Period of Supply and Dates	Annual Value of Contract	Brief Description of Works	Name of Reference and Contact Details
1				
2				
3				