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Tender

Cleaning and Operational Management of Public Toilets Hayle

Hayle Town Council

F02: Contract notice

Notice identifier: 2023/S 000-030751

Procurement identifier (OCID): ocids-h6vhtk-040d00

Published 18 October 2023, 12:50pm

Section I: Contracting authority

I.1) Name and addresses

Hayle Town Council

58 Queensway

Hayle

TR274NX

Contact

Phil Drew

Email

info@hayletowncouncil.net

Telephone

+44 1736755005

Country

United Kingdom

Region code

UKK30 - Cornwall and Isles of Scilly

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.hayletowncouncil.net>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.hayletowncouncil.net/category/news/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://info@hayletowncouncil.net>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cleaning and Operational Management of Public Toilets Hayle

II.1.2) Main CPV code

- 90000000 - Sewage, refuse, cleaning and environmental services

II.1.3) Type of contract

Services

II.1.4) Short description

Hayle Town Council has responsibility for the four public conveniences in Hayle. We are seeking tenders from competent contractors to ensure that the public conveniences provided are clean, safe and fully operational throughout the agreed opening times. The successful tenderer will be offered the contract for a period of 4 (+1+1) years subject to service provision commencing 1 April 2024.

II.1.5) Estimated total value

Value excluding VAT: £205,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50000000 - Repair and maintenance services

II.2.3) Place of performance

NUTS codes

- UKK - South West (England)

Main site or place of performance

Four sites in Hayle, Cornwall.

II.2.4) Description of the procurement

SCOPE OF SERVICES

Tenders are invited for the following:

1. Daily unlock, (by 8am) and lock up (not before 7pm) of the toilets
2. Daily cleaning of toilets

Daily cleaning of toilets as per specification listed on Page 4 and additional visits to clean the toilets if necessary.

3. Weekly cleaning and regular deep cleaning

As per specification listed on Page 5.

4. Sanitary and sharps disposal.
5. Provision of all consumables and soap dispensers and toilet roll holders in the Ladies, Gents and Unisex toilets. Limited storage space is available at the Recreation Ground and Commercial Road toilets.
6. Out of hours repairs as required to a single item limit of £250 with a full report to the Town Clerk at the earliest opportunity.
7. Monthly legionella testing of all 4 toilets plus Hayle Town Council's offices at 58 Queensway, Hayle TR27 4NX and Hayle Town Council Library at 43 Commercial Road, Hayle TR27 4DE. Results for all tests to be provided to Hayle Town Council in a Legionella Log book along with the name and qualifications of the person responsible for the testing.

Cleaning Specification

Cleaning should be carried out in a systematic sequence. This will avoid areas which were previously cleaned becoming wet and soiled again before the cleaning process is completed.

Daily Cleaning Checklist:

Prior to starting work erect signage to advise users of cleaning in progress and of potentially wet floors. Check all lights, hand driers, door locks, baby changing equipment are working properly and report faults.

The Core Tasks comprise of the following Works:

- Entrances and exits, doors, door handles, windows.
- External areas immediately adjacent to the site
- Windows
- Walls, woodwork, ceilings, sockets, skirting boards, ledges, switches panels. Particular attention required at the Recreation Ground toilets where wet thrown toilet paper is an issue stuck to the wall and ceilings.
- Wet mop floors
- Cubicles
- Urinals
- Sinks, basins, taps, splash backs and tiles
- Toilet pans
- Toilet seats
- Soap dispensers and Wallgates (wash stations)/ sinks
- Hand dryers (and paper towel dispensers)
- Hot water heaters (where fitted)
- Pipes, cisterns
- Baby Changing Units
- Mirrors
- Low level light fittings
- Bins and waste removal

- Replace all consumable supplies, ie toilet rolls, soap, etc. Do not leave part used toilet rolls outside of the dispensers.

Remove any signage once cleaning is complete and facilities are ready for safe use.

Report any damage, faults or defects to Hayle Town Council on 01736 755005 or info@hayletowncouncil.net

If any faults or issues are found which potentially affect the safe use of the toilets the affected area must be locked and signed 'out of order' and then reported to the Town Council immediately.

Weekly Cleaning Checklist:

- a) Clean external doors and signage
- b) Clean internal walls and fittings

In addition to the above, regular deep cleaning should be scheduled quarterly to address usage and soiling. Exact cleaning methods and frequency to be agreed.

Cleaning materials

Hayle Town Council are mindful of it's Duty to protect the natural environment wherever possible and is deeply committed to sustainability. The Council defines sustainability as:

"A dynamic process of continual improvement that enables all people, now and in the future, to have quality of life, in ways that protect and enhance the Earth's life supporting systems."

As such, wherever possible, the Council requires that all cleaning products used on its premises are environmentally friendly. Where this is not possible, the Council would require the contractor to provide a reason why and to show what mitigation they intend to offset potential environmental damage from that product.

Confidentiality and Freedom of Information

All information supplied by the Council to Tenderers (including this ITT and all other documents relating to the procurement), whether in writing or orally, is supplied on condition that it (including the fact that the Tenderer has received this ITT) be kept confidential by the Tenderer; it must not be copied, reproduced, distributed or passed to any other person at any time (except to professional advisors, consortium members or

subcontractors for the sole purpose of enabling the Tenderer to submit a Tender) unless the information is already in the public domain.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (SI 2004/3391) (EIR) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information. The Council is also subject to various public sector transparency policies and legal requirements, including the placing of contract award notices on the Contracts Finder database which identify the contract values and successful supplier.

Tenderers should therefore be aware that information provided in connection with this procurement, or in connection with any contract awarded, may be disclosed by the Council, unless the Council decides (in its absolute discretion) that one of the statutory exemptions under the FOIA or the EIR applies. Requests for information and application of any exemptions shall be considered on a case by case basis. By taking part in this procurement, Tenderers agree to such disclosure or publication by the Council.

Tenderers may designate any information supplied as part of their tender response or otherwise in connection with the procurement as confidential or commercially sensitive by clearly identifying it as such to the Council. Blanket protective markings applied to the whole document will not be sufficient. While designating material as confidential or commercially sensitive or equivalent does not guarantee non-disclosure, the Council will consider this as part of any disclosure decision.

All tenderers must provide:-

- Details of appropriate insurances
- Company Health and Safety Policy
- Method statements for cleaning operations and disposal of clinical waste
- Risk assessments for all functions associated with the contract and a lone working policy if required.
- Emergency Action Plan
- Proof of COSHH training of all staff employed who attend the sites.
- COSHH assessments for all materials used on the sites.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £205,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The initial contract is for a period of 48 months.

There are an additional two 12-month renewals available after this.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 December 2023

Local time

9:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

5 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Hayle Town Council

Hayle Community Centre, 58 Queensway

Hayle

TR27 4NX

Email

info@hayletowncouncil.net

Telephone

+44 1736755005

Country

United Kingdom