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Tender

## **Cleaning and Operational Management of Public Toilets, Hayle**

Hayle Town Council

F02: Contract notice

Notice identifier: 2022/S 000-034415

Procurement identifier (OCID): ocids-h6vhtk-038ad5

Published 5 December 2022, 6:46pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Hayle Town Council

Hayle Community Centre, 58 Queensway

Hayle

TR274NX

#### **Contact**

Eleanor Giggall

#### **Email**

[townclerk@hayletowncouncil.net](mailto:townclerk@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

[www.hayletowncouncil.net](http://www.hayletowncouncil.net)

Buyer's address

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

**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

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## **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 2023.

#### **II.1.5) Estimated total value**

Value excluding VAT: £180,000

#### **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 3 - 4 and additional visits to clean the toilets if necessary.

3. Weekly cleaning and regular deep cleaning

As per specification listed on Page 4.

4. Sanitary and sharps disposal

5. Provision of all consumables and soap dispensers and toilet roll holders in the Ladies, Gents and Unisex toilets

6. Out of hours repairs as required to a single item limit of £500 with a full report to the Town Clerk at the earliest opportunity

7. Monthly legionella testing

### **Locations and Opening Times**

Commercial Road 8am -7pm

April - 30 Sept: - 2 Cleans

1 October - 31 March:- 1 Clean

Foundry Square Car Park 8am -7pm

1 April - 30 Sept: - 2 Cleans

1 October - 31 March:- 1 Cleans

Recreation Ground 8am -7pm

1 April - 30 Sept: - 2 Cleans

1 October - 31 March:- 1 Cleans

Hayle Towans 8am -7pm

Good Friday - 30 Sept Inc:- 2 Cleans

### Working Hours

The Contractor shall ensure that all sites and all facilities within each individual site are cleaned every day that they are open, in accordance with the seasonal opening hours and to the standards required. The opening hours of all sites shall be 8am to 7pm in the Summer months and, for all year round sites, 8am to 6.00 pm in the Winter season.

The Contractor shall ensure that all sites are locked and unlocked in accordance with these hours.

The Contractor shall be required to work on site both before and during these hours each day.

### 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 signage must be erected 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

- 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.

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.

#### **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: £180,000

#### **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

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## **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



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## **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

16 January 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

16 January 2023

Local time

10:00am

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## **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](mailto:info@hayletowncouncil.net)

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United Kingdom