

Millbrook Parish Council

Village Hall, The Parade, Millbrook, Cornwall PL10 1AX

email: tenders@millbrook-pc.gov.uk
website: millbrook-pc.gov.uk
tel: 01752 823128



XX/08/2018

<Company Name>
<Company Address>
Millbrook
Cornwall
PL10 1AX

INVITATION TO TENDER FOR OPENING / CLOSING + CLEANING CONTRACT

Millbrook Public Toilets, The Parade, Millbrook, Cornwall. PL10 1AX

We refer to the above property.

Your company is invited to bid for the above-named contract. A full set of tender documentation is enclosed herewith for your perusal. If you would like to be considered for providing service, please read through the document carefully and submit your tender in accordance with the specified procedures.

Should you have any queries, please feel free to contact the undersigned at tenders@millbrook-pc.gov.uk for more information.

Best Regards,

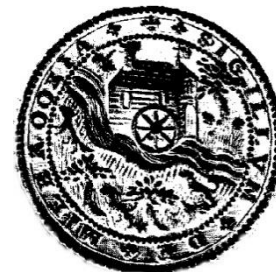
Karenza Heald
Deputy Clerk
Millbrook Parish Council

For and on behalf of Millbrook Parish Council

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INTRODUCTION

Millbrook Parish Council is responsible for the maintenance and operation of the public toilets located at The Parade in Millbrook. This includes, but is not limited to, the opening and closing of the toilets, along with cleaning, refuse removal (including sanitary waste), replenishment of consumables and repairs. The single story building consists of 3 rooms, each with level access and comprising:

	LADIES	DISABLED	GENTS
WC	2	1	1
All-In-One Hand Wash Dryer	1	1	1
Separate Wash Basin	N/A	1	N/A
Sanitary Bin	2	1	N/A
Window	4	N/A	2

The floors are exterior grade tiles and the walls are painted, rendered concrete.

SCOPE OF SERVICES

Millbrook Parish Council is seeking the services of a professional cleaning company to:

- Open and close the toilets 7 days a week*
- Clean the toilets 7 days a week.* At minimum this should include:
 - Sweeping and mopping of the floors
 - Dusting and wiping of general surfaces (such as windows & sills)
 - Disinfecting and cleaning of all WCs, urinals and wash basins (including all-in-one hand wash dryers)
 - Removal and responsible disposal of refuse, including sanitary waste
 - Unblocking of WCs, urinals and wash basins, as required**
 - Replenishment of consumables i.e. soap, toilet rolls, urinal blocks***
- Report faults, vandalism, damage, theft and any other maintenance requirements

CONDITIONS

- The contract shall be for a term of 12 months
- Either party may terminate the contract by giving the other party 1 month written notice
- The contractor shall provide all necessary machinery, tools, materials and supplies for the proper execution of the work***
- The contractor shall monitor consumable supply levels and report replenishment requirements before they run out
- Payment will be made by cheque monthly following receipt of an invoice. Payment terms are to be no less than 30 days
- The council is not obliged to accept the lowest or any tender submitted

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APPLICATION & DEADLINES

Applications must be made in writing, either electronically or via post, to:

- tenders@millbrook-pc.gov.uk
- Millbrook Parish Council, Village Hall, The Parade, Millbrook, Cornwall. PL10 1AX

The email subject line or sealed envelope must clearly state 'Form of Tender' and should contain:

- A covering letter describing your business e.g.
 - How long you have been trading for
 - The number of employees you have
 - Notable clients or similar experience
 - Why your company is best placed to provide the required services
- A completed Form of Tender
- At least 2 referees (present or previous clients who are willing to provide references)
- Any other information that you feel is relevant (please use separate sheet)

The deadline for applications is 5pm on Monday, 10th September 2018. Applications received after this time may not be considered.

EVALUATION CRITERIA

Applicants will be evaluated on:

- Capabilities and capacity
- Skills and qualifications
- Competitive cost of services
- Proposed opening & closing times
- Experience providing similar services
- References, testimonials and / or reviews

The council reserves the right to take other factors into account it deems necessary.

*Excluding Christmas Day and New Year's Day only

**Blockages requiring a plumber must be reported to the council

***Consumables (soap, toilet rolls, urinal blocks) will be purchased and provided by the council