



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL TENDER SPECIFICATION

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following project.

Yours faithfully,

Terry Philpott
Town Clerk

Project name	The Priory Public toilets
Project objective	To clean the public toilets and replenish supplies and open to the public at 8am seven days per week (Closed Christmas Day and Boxing Day). To undertake a mid day clean during peak times Easter School Holidays (three weeks) Summer School Holidays (six weeks) Half term school holidays (three weeks)
Project location	Ware Priory High Street Ware SG12 9AL
Contract value	£12000 to £15000

Timescales	Preferred start date April 2025
Contact details for further information and site visits	<p>Matt Watkins, Maintenance Manager.</p> <p>Email: matthew@warepriory.co.uk Phone: 01920 460316 Mobile: 07988624510</p>
Contact details for invoice queries	<p>Sean Higgins, Finance Manager</p> <p>sean@waretowncouncil.gov.uk Phone 01920 460316</p>
Primary contact details during the project period.	<p>Matt Watkins, Maintenance Manager.</p> <p>Email:matthew@warepriory.co.uk Phone: 01920 460316</p>
Contractor requirements essential	<p>All tender applications need to have undertaken a site visit before submitting the tender.</p> <p>Contractor is required to be a living wage employer.</p>
Contractor requirements desirable	<p>Previous experience of similar work.</p>
Return date for tender submissions	<p>9am 17th February 2025</p> <p>Preferred method by email to tenders@waretowncouncil.gov.uk . If large documents such as maps or visuals are submitted, please provide a paper copy to</p> <p>Ware Town Council The Priory High Street Ware SG12 9AL</p> <p>Postal tenders or additional information should be submitted in an envelope marked,</p> <p>Ware Priory Public toilets contract</p> <p>Please do not submit enquiries of a general nature to</p>

	<p>tenders@waretowncouncil.gov.uk as the inbox is only monitored at the time a tender is due to close.</p>
Performance management	<p>This specification is based on a performance model and the site will be regularly inspected by Council staff.</p>
Detailed specification	<ol style="list-style-type: none"> i. To open the toilets daily at 8am. ii. Contractor to supply all cleaning equipment, including portable floor washer/ drier / polisher and chemicals as required with Site Manuals to be provided for use of chemicals. iii. Cleaning chemicals to be used must be environmentally friendly and approved for use by the Town Council. iv. The Town Council will supply toilet rolls and soap. v. Contractor to empty rubbish bins and dispose of waste in the council wheelie bin on site. vi. The Council will manage sanitary waste containment and disposal. vii. Contractor to report vandalism and breakages to the Grounds and Maintenance Manager viii. Contractor to provide 3 Deep Cleans per annum (Easter, start of Summer and a further date to be agreed). ix. A daily record/checklist of visits will be located in each toilet and must be completed by the Contractor to include attendance time of visit with arrival and departure time. The person or persons attending must also be clearly identifiable. x. Consumables should be kept tidy in the cleaner's cupboard and should not create a trip hazard for anyone who enters the cleaning cupboard. xi. The cleaning cupboard should be kept clean and tidy. The Council will have access to this cupboard. xii. The immediate external area around all toilets to be swept and litter picked as and when necessary, by the Contractor. xiii. The Contractor is responsible for all aspects of their staffing and insurance costs. xiv. The Contractor to confirm that appropriate training is given to all employees and that full Risk Assessments are carried out, with a copy signed and submitted annually to the Council and when new employees start. xv. Risk Assessment and COSHH manuals to be kept up to date and on site. xvi. The Council will meet the costs for water, electricity and annual upkeep such as painting and refurbishment. xvii. Periodic independent reviews to be carried out by external bodies and/or the Council unannounced. xviii. Any changes to daily practice to be implemented as dictated by

National Government Guidelines.

- xix. Bi-annual review of toilet contract by both parties to discuss any areas of concern or to suggest improvements. These reviews can be more frequent if either party wishes to address a matter which remains unresolved.
- xx. Extra cleans for special events out of agreed frequency to be paid to Contractor at extra cost to the Council.
- xxi. The Contractor will be key holders for the Public Toilets and as such will be responsible for the safe keeping of the same.

Appendix C

SCHEDULE OF WORKS

Daily clean (twice per day during peak times)	<ul style="list-style-type: none">• Brush and mop floors• Clean WC's• Clean urinals• Clean wash basins• Clean mirrors• Clean hand dryers• Clean door handles and all high touch surfaces• Empty waste bins• Wash walls and entry system if needed• Sanitise door handles• Top up toilet paper• Sign check sheets stating time arrived/departed
Weekly	Wash walls
Monthly	Clean internal windows (if applicable)
Three times yearly	Deep clean to an agreed schedule.

Waste disposal	This specification is based on a performance model and the site will be regularly inspected by Council staff.
Access and possible restrictions in the delivery phase of the project.	<p>Access to the Cemetery site is seven days per week between the hours of 8am and 8pm.</p> <p>The Cemetery is operational with interments scheduled at various times, coordination with the cemetery officer will be required with no work undertaken during an interment which average one per week.</p> <p>Visitors to the cemetery will expect a suitable level of respect and dignity particularly for those that are grieving and visiting the graves of loved ones.</p>
Progress reporting	The council will require reporting to the council maintenance manager
Payment terms	Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days.
Retention value / period	
Penalty clauses	
Conditions of contract	<p>The Council require assurances from all potential contractors through the provision of appropriate documentation that:</p> <ul style="list-style-type: none"> • All operatives are suitably trained and qualified to use any machinery involved in the work. • Operatives will at all times wear suitable protective clothing and high viz jackets. • Safety and advisory signage will be required as necessary

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| | <ul style="list-style-type: none">• Contractors will be required to supply details of public liability insurance with the tender papers.• Contractors will be required to undertake a COSHH assessment for all chemicals used during the delivery of the contract.• Contractors will be expected to provide a method statement detailing how the various elements of the work will be undertaken.• Project timescales will be provided where applicable. |
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Pricing schedule

Contractor name	
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Project name	Ware Cemetery maintenance contract
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	Pricing (excluding VAT) for all works as included on the specification, in the component parts as requested.
A	
Total	
	The council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below.

I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

Contractor name	
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Address	
Name of primary contact	
Email	
Office phone number	
Mobile phone number	

Contractor name	
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Contract Evaluation

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

	Max score	score	
Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (Equipment strategy / contingency plans/ method statement / project	10		

plan)			
Proximity to Ware (Location of equipment / contractors)	5		
Environmental factors (Please attach environmental policy)	5		
Total	100		

The Council reserve the right to not accept any or the lowest tender.

Contractor name	
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References:

Please provide two References below....

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		

Type of contract		

Tender submission checklist

Contractor name	
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		Office use
Cost breakdown (excluding VAT)		
References		
Environmental policy		
Public liability insurance		
Method statement detailing how the various elements of the work will be undertaken.		
Project timescales.		
Further information to support the tender evaluation as required		