

**WEM TOWN COUNCIL**  
INVITATION TO TENDER FOR

**CLEANING OF WEM TOWN COUNCIL PUBLIC TOILETS  
3 YEAR CONTRACT  
May 2025 – April 2028**

**INSTRUCTIONS AND DETAILS OF CONTRACT**

## CLEANING OF TOWN COUNCIL PUBLIC TOILETS

### SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Wem Town Council is seeking tenders from competent contractors for the cleaning of Town Council Toilets:</p> <p><b>Aston Street Car park Public Toilets, Main Car Park, Wem SY4 5NY</b></p> <p><b><u>Disabled Toilet only</u></b></p> <p><b>Wem Recreation Ground Toilet Block, Station Road, Wem SY4 5AY</b></p> <p>Full details of the cleaning specification is attached.</p> <p>The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.</p>
Insurance Requirements:	Copy of public liability certificate
Contract Period	1st May 2025 – 30 <sup>th</sup> April 2028
Procuring Officer:	Town Clerk Wem Town Council Wem Library High Street Wem SY4 5AA <a href="mailto:info@wem.gov.uk">info@wem.gov.uk</a> 01939 232733
Submission instructions:	<p>Provide the tender document in envelope marked "Tender-Strictly Confidential –Public Toilet Cleaning Contract to be opened by addressee only".</p> <p>The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.</p> <p>Email submissions will be accepted but they must be marked Tender-Strictly Confidential –Public Toilet Cleaning Contract in the subject line.</p>
Tenders to be sent to:	Town Clerk Wem Town Council, Wem Library High Street, Wem, SY4 5AA or via email to <a href="mailto:info@wem.gov.uk">info@wem.gov.uk</a>
Date and time for the tender return	No later than 12 noon on 16 <sup>th</sup> December 2024

## Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender	29 <sup>th</sup> November 2024
Deadline Submission of Tenders	16 <sup>th</sup> December 2024
Evaluation of Tenders	December 2024
Notification of result of evaluation	w/c 6 <sup>th</sup> January 2025

---

## CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	A detailed cost breakdown to be provided by the tenderer.	
2.	Copy of Public Liability Insurance	
3.	References x 2	
4.	Copy of Health and Safety Policy, this is to include cleaning product information. COSHH.	
5	Information on infection control measures, chemicals to be used. employee training	
6.	Proposed method for fulfilling the contract and meeting the specification	
7.	Contact details for the principal point of contact	
8.	Provide information on staffing, cover provided for Annual leave, Sickness	
9.	Contact monitoring – Provide information on how the contract is monitored.	

**WEM TOWN COUNCIL**  
**TENDER FOR CLEANING OF PUBLIC TOILETS.**

Tenders are invited for the cleaning of the following public toilets operated in Wem

**Location 1. Aston Street Car park Public Toilets, Main Car Park, Wem SY4 5NY**

Wem Town Council currently maintains this public toilet building which is a brick built building with tile roof.

The male and female toilets are accessed via pay machines and the building is made up of 3 sections

- Female section - 3 cubicles 2 washbasins (cold water) and 1 hand dryer
- Male section - 2 cubicles, 2 washbasins (cold water), 2 urinals and 1 hand dryer
- Disabled toilet with sink (cold water), hand dryer
- Cleaning cupboard accessed through disabled toilet including hot water boiler, sink and storage area.

Both male and female toilets have 20p charging machines located on the outside of the building, the disabled toilet is accessible by a radar key.

**Location 2 Wem Recreation Ground Toilet Block Disabled Toilet only, Station Road Wem SY4 5AY**

The Town Council require quotes to include a price to clean **only the disabled toilet** located in this building only daily as per the contract specification between 1<sup>st</sup> April and 31<sup>st</sup> October each year.

The building is brick built with tile roof. The toilet comprises of the following

- Disabled toilet with sink, hand dryer and nappy change unit

There is access to a locked cleaning cupboard at the back of the toilet comprising of a hot water boiler, sink and storage area.

Externally the building is accessed using a contactless charging machine

**Scope of Contract**

**1. Daily Cleaning of Toilets**

Daily cleaning of toilets as per sequence listed overleaf and additional visits to clean the toilets if necessary.

**2. Weekly Cleaning and Regular Deep Cleaning**

As per cleaning specification listed overleaf.

**3. Sanitary and Sharps Disposal.** - As per disposal specification listed overleaf.

**4. Supply of All consumables.** - As per specification listed overleaf.

**5. Minor maintenance, all bulbs, toilet seats, door locks, minor plumbing, hand-dryer repair, to a value of £1,000 for parts and labour per annum.** As per specification listed overleaf

## 1. BACKGROUND

- 1.1 Further details of the Council's needs under the Contract and other relevant information are provided in the Specification.
- 1.2 If you have any questions or require any clarifications, please contact Penny O'Hagan Wem Town Council Tel: 01939 232733 email: [info@wem.gov.uk](mailto:info@wem.gov.uk)
- 1.3 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT (invitation to tender) or any other matter relating to the Contract.
- 1.4 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.5 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.6 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- 1.7 Under the Contract the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 1.8 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

## 2. TENDER SUBMISSION REQUIREMENTS

- 2.1 Tenders must be written in the English language.
- 2.2 Tenders must provide responses as set out in section 5 of this ITT.
- 2.3 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 The Tender (including price) should remain valid for a minimum period of 90 days.

- 2.5 The Tender must not be qualified in any way.
- 2.6 Any signatures must be made by a person who is authorized to commit the Tenderer to the Contract.
- 2.7 Your full registered business/name and main office address must also be provided on all documents.

### 3. CONTRACT DOCUMENTS

- 3.1 Any resulting Contract will consist of the Contract Particulars (as set out in the Tender Specification), the Standard Terms and Conditions and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 3.2 This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
- 3.3 Any contract award will be conditional on the Contract being approved in accordance with the Council's internal procedures and the Council being generally able to proceed and may allow for a standstill period to elapse before sending confirmation of contract award to the successful Tenderer.

### 4. TENDER EVALUATION AND AWARD CRITERIA

- 4.1 The Council does not have to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 4.2 Each Tender will be checked initially for compliance with all requirements of the invitation to tender.
- 4.3 Tenders will be evaluated against the award criteria set out below.
- 4.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 4.5 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 4.6 Tenders will be evaluated taking into consideration the following award criteria:
  - Price/ Value for money 60%
  - Experience of managing a similar contract 30%
  - Evidence of Companies commitment to carbon reduction 10%

### 5. INFORMATION REQUIRED

Tenderers are asked to indicate:

- 5.1 Their proposed method for fulfilling the Contract and meeting the Specification.
- 5.2 The principal point of contact for the Council who will be Contract Manager.
- 5.3 Provision of 2 references.

## **6. HEALTH AND SAFETY**

- 6.1 A copy of your certificate of public liability insurance must be submitted along with your quote.
- 6.2 A copy of your Health and Safety Policy must be submitted along with your quote.

## **7. PAYMENT**

- 7.1 Payment will be monthly upon submission of an invoice.

## **8. TERMINATION OF CONTRACT**

- 8.1 Any termination of the contract will be given by a 3 months' notice period.

## **9. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT**

- 9.1 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 9.2 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 9.3 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 9.4 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 9.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

## **10. POST AWARD REQUIREMENTS**

The successful contractor will be required to supply the following information one month prior to the start of the contract

- Details of appropriate insurances
- Company Health and Safety Policy
- Method Statements for cleaning operations
- Risk assessments for all functions associated with the contract
- Emergency action plan
- Proof of CoSHH training of all staff employed who attend the site
- CoSHH risk assessments for all materials used on the site

## **IMPORTANT NOTICE**

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations.