

Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

Town Clerk and Treasurer:

Mrs. P. E. O'Hagan

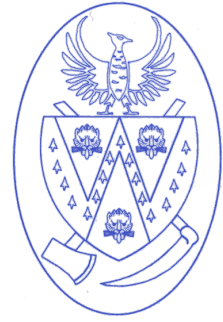
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WEM TOWN COUNCIL

INVITATION TO QUOTE FOR CLEANING OF PUBLIC TOILETS, on PUBLIC CAR PARK , WEM SY4 5NY

Wem Town Council currently maintains one public toilets building which is a brick built building with tile roof. The toilets are accessed via pay machines and the building is made up of 3 sections

- Female section with 3 cubicles 2 washbasins (cold water) and hand dryer
- Male section -
- Disabled toilet with sink, 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. Pictures can be seen in the attached document.

Full details of the contract are outlined below:-

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-drier repair, to a value of £1,000 parts and labour per annum. As per specification listed overleaf

Contract Specification

CLEANING FREQUENCIES

Frequencies are laid down in the Specification Schedule for cleaning and must be strictly adhered to unless the prior approval of the Town Council or its nominated representative has been obtained.

The purpose of the frequency programme is to set forth the minimum requirement which is considered necessary by the Town Council to achieve the required standard. The Contractor must ensure that the frequency is undertaken at equal intervals unless otherwise agreed or instructed.

It may be necessary to increase the frequency of cleaning at any of the locations from time to time because of increased public usage, e.g., fairs, local events, etc., and the Contractor will be advised by the Town Clerk of the need to increase the frequency and shall be required to make suitable arrangements with the cleaners to carry out the additional work. Failure to do so may lead to non payment.

The Contractor will note that the porcelain surfaces of some of the existing sanitary ware in urinals, WC pans, etc., is not in pristine condition and shows signs of deterioration which cannot be removed by the cleaning methods employed in the Contract. Due allowance will be made by Site Manager in assessing whether the Contractor has complied with the definition of "Clean" as defined in the Specification.

Cleaning and maintenance work may proceed during normal working opening hours provided the work is organised so as not to obstruct or interfere with their use by the public.

1. DAILY CLEANING REQUIREMENTS

(a) Toilets are to be visited, inspected and cleaned Monday to Sunday inclusive throughout the year. Each toilet shall be visited, inspected and cleaned in accordance with the programme of work and as specified in this Contract.

(b) During programmed visits, the Contractor shall ensure that the visiting operative carries out any work necessary to maintain the facilities in a clean and well maintained condition in accordance with this specification and ensure adequate supply of toiletries, etc., are available to visitors.

Cleaning materials, e.g., dusters, cloths, brushes, mops used for cleaning of urinals and WC pans must be kept exclusively for that purpose and not used for cleaning anything else.

The Contractor may deploy an operative of either sex provided that when work of any nature is being undertaken in a toilet of one sex by an operative of the opposite sex, a notice shall be exhibited at the entrance in the following or other approved forms:-

"These facilities maybe cleaned by male or female operatives"

Sequence of Cleaning

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

Prior to commencement

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 correctly.

Whilst any cleaning is taking place, all necessary temporary protection and warning notices shall be displayed. Protective clothing should be supplied by the contractor and worn by operatives at all times.

Sequence of daily cleaning should follow this checklist:

(a) Supply and replace all expendable supplies i.e toilet rolls, liquid or solid soap.

(b) Pick up litter and sweep floor to remove all debris, dust and other accretions from the floor surface. Be aware of needles, sharp or potential hazards and dispose of appropriately using specific PPE.

(c) Clean and sanitize toilets and urinals.

i. Clean the inside of the WC pans using a WC brush and germicidal detergent. Particular attention should be paid to the WC traps and flushing rims. Rinse with water to leave the pan in a clean condition.

ii. Clean the outside of the WC pans and the seats, cisterns and handles using appropriate cloth/mop, using germicidal detergent (diluted as necessary). Rinse off and give a dry wipe to leave a clean, dry surface. Particular attention must be given to the rear of the WC pan and the seat hinges.

iii. Clean all surfaces of urinals together with cisterns, flush pipes and all fittings using an appropriate cloth brush/mop using a germicidal detergent (diluted as necessary). Rinse with clear water to leave a clean surface and dry wipe.

(d) Clean and sanitize basins.

i. Clean the surfaces and taps of wash basins including splash backs using appropriate cloths/brush using a germicidal detergent (diluted as necessary) using sufficient pressure to assist the cleaning. Rinse off, damp wipe to leave a clean surface.

ii. If the detergent is insufficient, then mildly abrasive cleansing cream or paste may be used

(e) Clean mirrors and polish all bright work i.e door handles, taps, flush handles, push plates, pull handles etc.

(f) Clean all external surfaces of towel and toilet paper dispensers with detergent, rinse and wipe dry.

(g) Spot clean walls, ledges, vents, partitions, doors and signs (including externally) where specific soiling is visible.

(h) Inspect interior and exterior of building and remove graffiti by normal cleaning methods. If normal cleaning methods fail to remove graffiti additional methods must be employed to remove such vandalism.

(i) Wet mop floors using an approved detergent. Rinse with clear water/disinfectant and mop dry to leave a clean, dry surface.

(j) Inspect coin boxes for damage

(k) Inspect work and correct errors.

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

Report any damage, faults or defects to the Town Clerk.

If any damage, faults or defects are found which potentially affect the safe use of the toilets the affected area must be locked and signed 'out of order'.

2. WEEKLY CLEANING AND REGULAR DEEP CLEANING SPECIFICATION

(a) Clean external doors and signage

(b) Clean internal walls and fittings.

3. QUARTERLY DEEP CLEAN

(i) To be completed within one month of commencement of the Contract and thereafter during the first full week in April, July, October and January throughout the contract period.

(a) WC Bowls – Descale, clean and remove all deposits from internal and external parts of the fitment to include flushing rim, seat, seat lids, hinges, S and P traps and cleaning of exterior of flushing tank.

(b) Urinals – Descale, clean and remove all deposits from the whole of the face, to include outlet traps, immediate pipework, domical grating, sparge pipes and exterior of flushing tank.

(c) Refilleting of any open joints revealed by the removal of deposits from urinal stalls. Replacing of trap covers on each visit, or when necessary, or as required.

(d) Wash Basins and Sinks – Descale, clean and remove all deposits from the entire areas, to include the underneath. Remove sludge and deposits from waste outlet, trap, pillar cocks and waste pipe. Refilleting of any open joints when necessary.

(e) Miscellaneous Units –, soap dispensers etc., to be treated in the same manner as other units, to result in complete restoration.

(f) Floors – Specific attention to sides, corners and behind sanitary ware should be applied. Elimination of accretion in these areas is essential.

SANITARY AND SHARPS DISPOSAL.

The Contractor shall make appropriate arrangements for the collection and disposal of all rubbish/litter from the toilets.

SUPPLY OF CONSUMABLES

All cleaning materials, toilet rolls, liquid soap must be supplied by the contractor. Before any disinfectants are used, the type shall be approved by the Town Clerk. Any stocks shall be stored and used in accordance with the manufacturer's instructions and kept in a locked store. The Contractor shall maintain records and provide training and assessments as required by the COSHH or equivalent regulations.

MINOR MAINTENANCE

Graffiti removal; defective or missing cubicle door locks; defective or missing toilet roll holders; light bulb, fittings of WC seats; replacement of WC handles or chain pulls and WC seat pads, shall be supplied and remedied by the contractor upon discovery.

Blocked drains between the sanitary fittings or appliance and the nearest external inspection chamber and blocked roof drainage shall be cleansed and put into a working order following discovery.

All other items requiring repair or replacement, including electric hand dryers, cracked or broken glazing; WC bowls; hand basins; urinals; cisterns; door panels, shall upon discovery be reported to the Town Clerk without delay.

Minor repair of coinboxes.

Requirements

The Town Council hopes to be in the position to award the contracts for the works by the 1st April 2019 subject to the following conditions;

- A reference from one other local council where you have undertaken this type of work in the last 3 years.
- 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

Payment

Payment for the cleaning works will be made monthly in arrears .

Evaluation and awarding of contract

The quotes submitted will be evaluated based on the following criteria

Price 50/100

Quality 25/100

Compliance 25/100

The Town Council may request further information from contractors after submission of quotes.

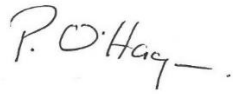
A project co-ordinator or single point of contact must be nominated by the successful contractor, whom should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract is awarded until satisfactory completion of the project.

If you would wish to submit a quote for these works please submit your quote , using the address label provided clearly marked TOILET CLEANING AND MAINTENTANCE CONTRACT and return it to Wem Town Council no later than 17.00 on Thursday 28th February 2019.

If hand delivered please ask reception to request that a member of the Town Council staff come to reception to receive the documents in person.

It is anticipated that a decision on the awarding of this contract will be made by 31.3.19. If you have any queries please contact Penny O'Hagan on 01939 232733 email info@wem.gov.uk.

Yours sincerely,

A handwritten signature in black ink that reads "P. O'Hagan" with a horizontal line extending to the right.

Penny O'Hagan
Town Clerk