



**RYDE**  
TOWN COUNCIL

## **RYDE TOWN COUNCIL**

# **TENDERING DOCUMENTATION SECURITY, KEY HOLDING, OUT OF HOURS CALL OUTS AND MOBILE PATROL.**

**Issue date 20<sup>th</sup> May 2021**  
**Return date 15<sup>th</sup> July 2021**

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## **Background**

Ryde Town Council own and manage a variety of different Asset & Facilities around Ryde Town.

## **Facilities, building and areas**

- Ryde Skatepark
- 5 x Allotment sites
- Network Ryde Youth Café
- St Thomas's Church
- Vectis Hall
- 4 x Public Toilets
- Ryde Harbour
- Ryde Theatre
- Coronation Gardens

## **General requirements**

The contract includes, but not limited to the following services:

- Annual key holding service.
- Emergency response for out of hours security & fire alarm activation.
- Open and lock up service plus reactive security service.
- Patrolling sites and providing visual security checks.
- Security for unoccupied sites.

## **Contract duration**

The Town Council is inviting tenders from suitable qualified and experience contractors to undertake this contract for a period of 4 years.

## **Invoicing and payment**

This is a fixed price contract with no RPI increase. Invoices shall be submitted quarterly.

## **Contract start date**

2<sup>nd</sup> August 2021

## **Contract end date**

1<sup>st</sup> August 2025

## **Instruction and information for tenderers**

Tenders are sought by Ryde Town Council for the security, key holding, out of hours call outs and mobile patrol.

The tenderer **MUST** tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) 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.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **15<sup>th</sup> July 2021**

### **Procurement timetable -**

<b>Activity</b>	<b>Deadline date &amp; time</b>
Publication of advert	20 <sup>th</sup> May 2021
Closing date for submission of tenders	15 <sup>th</sup> July 2021
Tender opening process	16 <sup>th</sup> July 2021
Report to Council	Via email 16 <sup>th</sup> July 2021
Notice of contract award	19 <sup>th</sup> July 2021
Contract award date	26 <sup>th</sup> July 2021
Contract start date	2 <sup>nd</sup> August 2021
Contract end date	1 <sup>st</sup> August 2021
Ratification of decision at committee meeting	14 <sup>th</sup> September 2021

# SECTION 1 - RYDE SKATEPARK

## **SECTION 1 – RYDE SKATEPARK SPECIFICATION**

Tenders will be key holders and responsible for opening the skatepark each morning at 9am and complete visual checks for any damage/health and safety risks to the skatepark. All information will need to be reported to Ryde Town Council officers via email at [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) by 10:30am.

You will also need to close the skatepark at the given time. The times will change during the year due to darkness and you will be informed with adequate time. When closing the skatepark you will need to ensure the skatepark is empty and provide visual checks.

The skatepark is opened and closed daily all year round however over Christmas we allow the skatepark to remain open from Christmas Eve (24<sup>th</sup> December) to 27<sup>th</sup> December and New Year's Eve (31<sup>st</sup> December) to 2<sup>nd</sup> January.

You will also be responsible for out of hours call outs to the facility, this will involve visiting the site as soon as possible, making health and safety checks and securing the site accordingly. If there is criminal damage you will need to secure the building and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

If there is any extreme antisocial or illegal behaviour witnesses the police shall be called and informed as well.

# SECTION 2 - 5 X ALLOTMENT SITES

## **SECTION 2 – 5 X ALLOTMENT SITES SPECIFICATION**

Tenderers will be responsible for any out of hours call outs too all allotment sites. Dealing with each accordingly.

- Alfred Street, Ryde, PO33 2TS.
- Quarry Road, Ryde, PO33 2RU.
- Mayfield Road, located on Pell Lane, PO33 3LN
- Upton Road, Ryde, PO33 3JQ.
- Marlborough Road, PO33 1AW.

# SECTION 3 - ST THOMAS CHURCH

## **SECTION 3 – ST THOMAS CHURCH SPECIFICATION**

Tenders will be key holders for this facility doing visual checks on the building and surrounding areas each evening.

They will be on call out service if the out of hours alarms are activated.

Out of hours call outs will involve visiting site as soon as possible, making health and safety checks and securing the site accordingly. If there is criminal damage you will need to secure the building and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

If there is any extreme antisocial or illegal behaviour the police shall be called and informed as well.

# SECTION 4 - VECTIS HALL

## **SECTION 4 – VECTIS HALL SPECIFICATION**

Tenders will be key holders for this facility and will be on call out service if the out of hours alarms are activated.

Out of hours call outs will involve visiting site as soon as possible, making health and safety checks and securing the site accordingly. If there is criminal damage you will need to secure the building and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

If there is any extreme antisocial or illegal behaviour the police shall be called and informed as well.

# SECTION 5 - CORONATION GARDENS

## **SECTION 5 – CORONATION GARDENS SPECIFICATION**

Tenders will provide drive by visits of Coronation Gardens.

If there is any extreme antisocial or illegal behaviour the police shall be called and informed as well.

# SECTION 6 - 4 X RYDE PUBLIC TOILETS

## **SECTION 7 – 4 X RYDE PUBLIC TOILETS SPECIFICATION**

Tenders will be key holders for all public toilets providing out of hours call outs.

- Western Esplanade
- Eastern Esplanade
- Appley
- St Johns

Out of hours call outs will involve visiting site as soon as possible, making health and safety checks and securing the site accordingly. If there is any criminal damage you will need to secure the building and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

You will be in charge of locking Western Esplanade Public Toilets at midnight (00:00hrs) every night. It is imperative that the security member closing the toilet ensures that they thoroughly check all toilets including the easy access of anyone being inside before locking for the evening.

If anything out of the ordinary is found or anti-social/illegal behaviour is seen you are to contact the police immediately and inform Ryde Town Council via email.

\*Please be aware that our ownership of Western Esplanade Toilets may not last the length of this contract. 3 months' notice will be given of termination of the locking of Western Esplanade Public Toilets from this contract.

# SECTION 7 - RYDE LEISURE STORAGE

## SECTION 7 – RYDE LEISURE STORAGE SPECIFICATION

The tenderer will provide visual checks and lock checks of the large storage container on the harbour arm and beach containers situated along the beach between Ryde Harbour and The Big Kahuna.

You will also be available for out of hours call out services. The out of hours call outs will involve visiting site as soon as possible, making health and safety checks and securing the site accordingly. If there is any criminal damage you will need to secure the site accordingly and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

# SECTION 8 - NETWORK RYDE YOUTH CAFE \*ENDING JUNE 2022\*

## SECTION 8 – NETWORK RYDE YOUTH CAFÉ

Tenders will be key holders for this facility and will be on call out service if the out of hours alarms are activated.

Out of hours call outs will involve visiting the site as soon as possible, making health and safety checks and securing the site accordingly. If there is criminal damage you will need to secure the building and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

If there is any extreme antisocial or illegal behaviour the police shall be called and informed as well.

\*Please be aware the lease of this building ends in June 2022 and Ryde Town Council will not be renewing this lease. This part of the contract will end in June 2022 meaning that we ask tenderers to quote for a one off 10-month period stated on the pricing schedule/Bills of quantity.



# SECTION 9 – ADD ON QUOTATION RYDE HARBOUR

## SECTION 9 - RYDE HARBOUR SPECIFICATION

Ryde Town Council are asking for tenders to provide a separate quote which can be added onto the overall contract at a later date for Ryde Harbour. (This additional quote will be sectioned out in the bill of quantity provided)

The tenderer will patrol the harbour at midnight (00:00 hrs) every evening. Providing visual checks of the harbour, harbour master's office and surrounding areas. Information will be giving of harbour tenants and boats for your information.

You will also be available for out of hours call out services. The out of hours call outs will involve visiting site as soon as possible, making health and safety checks and securing the site accordingly. If there is any criminal damage you will need to secure the site accordingly and email [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) with the information. A Facilities Officer will then be in contact at the earliest point of receiving the email to discuss further.

If anything out of the ordinary is found or anti-social/illegal behaviour is seen the police are to be contacted immediately and Ryde Town Council are to be informed on [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk).

# SECTION 10 - ADD ON QUOTATION RYDE THEATRE

## SECTION 10 – RYDE THEATRE SPECIFICATION

Ryde Town Council are asking for tenders to provide a separate quote which can be added onto the overall contract at a later date for Ryde Theatre. (This additional quote will be sectioned out in the bill of quantity provided)

Tenders will be key holders for this facility and will be on call out service if the out of hours alarms are activated.

Out of hours call outs will involve visiting site as soon as possible, making health and safety checks and security the site accordingly. If there is criminal damage you will need to secure the building.

If anything out of the ordinary is found or anti-social/illegal behaviour is seen the police are to be contacted immediately and Ryde Town Council are to be informed on [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk).

## **SECTION 11 - HEALTH & SAFETY**

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided each year.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

## **SECTION 12 - INSURANCE AND COMPETENCY**

Tenders must provide up to date and relevant insurances including £10 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained.

## **SECTION 13 - OTHER GENERAL SPECIFICATIONS**

### **Meetings**

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange annual contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

### **Signage**

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

**Point of contact**

Contractors will report to the facilities team throughout the duration of the contract.

**Site visits**

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

**Information databases**

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) on the designated day to ensure both parties are aware of all relevant information.

**SECTION 14 - FORM OF TENDER FOR THE  
SECURITY, KEY HOLDING, OUT OF HOURS  
CALL OUTS AND MOBILE PATROL  
CONTRACT**

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Thursday, 20 May 2021

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the SECURITY, KEY HOLDING, OUT OF HOURS CALL OUTS AND MOBILE PATROL CONTRACT contract stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 6) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....  
Position:.....  
Being authorised to sign tenders on behalf of:.....  
Name of Contractor:.....  
Address:.....