



**RYDE TOWN COUNCIL
TENDERING DOCUMENTATION**

OFFICE WINDOW CLEANING CONTRACT

**RYDE TOWN COUNCIL
10 LIND STREET, RYDE, ISLE OF WIGHT, PO33 2NQ
&
NETWORK RYDE YOUTH CAFÉ
147 HIGH STREET, RYDE, ISLE OF WIGHT PO33
2RE**

Issue date Friday 24th February 2022

Return date Friday 18th March 2022

CONTENTS

Preamble

Section 1 – Ryde Town Council external cleaning specification.

Section 2 – Network Ryde external cleaning specification.

Section 3 – Health & Safety.

Section 4 – Insurance & Competency.

Section 5 – Other general specification.

Section 6 – Form of Tender for office window cleaning at Ryde Town Council & Network Ryde.

Appendix 1 – Data Protection Policy.

Appendix 2 – Photos.

Appendix 3 – Pricing Schedule.

Appendix 4 – References.

Appendix 5 – Contract Registration Form.

Appendix 6 – Company Information Checklist.

Background

Ryde Town Council lease 10 Lind Street, Ryde, Isle of Wight, PO33 2NQ. The Offices are used Monday to Friday and there are currently 10 members of staff in on all those days.

Network Ryde lease 147 High Street, Upper High Street, PO33. This youth café is used Monday to Friday with 8 members of staff.

General requirements

External window cleaning of Ryde Town Council & Network Ryde.

Contract duration

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

Invoicing and payment

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

Contract start date

11th April 2022

Contract end date

10th April 2023

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: **Friday 18th March 2022 4pm.**

Procurement timetable -

Activity	Deadline date & time
Publication of advert	24 TH February 2022
Closing date for submission of tenders	18 th March 2022
Tender opening process	21 st March 2022
Report to Council	21 st March 2022 via email
Notice of contract award (10days period)	23 rd March 2022
Contract award date / pre-contract meeting	4 th April 2022
Contract start date	11 th April 2022

SECTION 1 - RYDE TOWN COUNCIL EXTERNAL CLEANING SPECIFICATION

QUARTERLY

Location Description	Size	Specification of Works
Reception Lobby	2400mm high x 1950mm wide.	External clean of 6 glass pane windows.
Front Office	2700mm high x 1800mm wide.	External clean of 6 glass pane windows.

6 MONTHLY

Location Description	Size	Specification of Works
Main Office (adjacent to reception room)	2700mm high x 1200mm wide.	External clean of 4 glass pane windows.
Small Back Meeting Room	2700mm high x 1800mm wide.	External clean of 6 glass pane windows.
Toilet Block	2700mm high x 1200mm wide.	External clean of 5 glass pane windows.
Server Room	2400mm high x 600mm wide.	External clean of 1 glass pane window.

External clean*

Clean thoroughly with adequate water & detergent using the correct applicator. Ensuring all water marks, detergent & dirt wiped clear.

SECTION 2 - NETWORK RYDE EXTERNAL CLEANING SPECIFICATION

WEEKLY

Location Description	Size	Specification of Works
Shop Frontage	2400mm high x 54440mm	External clean 4 glass pane windows & 2 glass doors.

6 MONTHLY

Location Description	Size	Specification of Works
Easy Access Toilet	500mm high x 1200mm wide.	External clean 3 glass pane windows.
Staff Toilet	1000mm high x 500mm wide.	External clean 2 glass pane windows.
Small Office	1000mm high x 500mm wide.	External clean glass pane window.

External clean*

Clean thoroughly with adequate water & detergent using the correct applicator. Ensuring all water marks, detergent & dirt wiped clear.

SECTION 3 - 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.

To provide all Health and safety legal requirements for cleaning products used.

SECTION 4 - INSURANCE AND COMPETENCY

Tenders must provide up to date and relevant insurances including £10 million public liability.

Window Cleaners License.

Vehicle license & insurance.

Tool insurance.

Provide any other insurances you may have.

SECTION 5 - OTHER GENERAL SPECIFICATIONS

Additional information

Contractors are to state the equipment and detergent used during the lifetime of the contract.

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.

Point of contact

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

SECTION 6 - FORM OF TENDER FOR OFFICE WINDOW CLEANING AT RYDE TOWN COUNCIL & NETWORK RYDE.

Town Hall Chambers,
10 Lind Street,
Ryde,
Isle of Wight,
PO33 2NQ
Thursday, 24 February 2022

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 **WINDOW CLEANING CONTRACT FOR RYDE TOWN COUNCIL** stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

We offer to deliver the **WINDOW CLEANING CONTRACT FOR NETWORK RYDE** 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 3) 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:.....