

TENDER SPECIFICATION

CLEANING CONTRACT FOR THE HILL HOUSE, HILL HOUSE, BISHOPSFORD ROAD, MORDEN, SURREY, SM4 6BL

INVITATION TO TENDER

This tender is sought by Community Action Sutton for the provision of cleaning services at Hill House Community Centre. The Tenderer shall be deemed to have satisfied themselves 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.

SUBMISSION OF TENDER

Tenders should be returned no later than Thursday 30th November 2023 by 5pm tenders received after this time will NOT be considered.

The tender submission must be completed and emailed to enquiries@communityactionsutton.org.uk

CONTRACT PERIOD

The Contract is anticipated to start on 2nd January 2024 initially be awarded for a period of two years and subject to performance as agreed on contract award, there will be an option to extend.

EXPENSES AND LOSSES

Community Action Sutton shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

ASSUMPTIONS

Tenderers must not make assumptions that Community Action Sutton have prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response.

SERVICE REQUIREMENT

Monday – Saturday

Sunday bookings to be arranged on demand (Bank Holidays and the days between Christmas and New Year, Hill House will be closed; therefore, cleaning will not be required on these days.)

Number of rooms to be cleaned:

Ground Floor

- Main building entrance area
- Corridors & Stairway
- Four Offices (Four offices, one of which operates as a food shop on Thursdays and delivers food on Wednesdays.
- One fuse room
- One boiler room
- One meeting room
- Two kitchens
- Recreation area
- Toilets
- Hall
- Hall entrance area

1st Floor

- Seven Rooms
- One Training Room
- Corridors & Stairway

Daily Cleaning for all rooms and area at G/F, 1/F and Main Hall

Tasks	Standard
Sweep clean, vacuum clean and mop the floor	*Free from dirt, debris, dust and any visible stains
Sweep clean floors outside the main entrances	Free from dirt, debris, dust and any visible stains
Sweep clean glass doors, notice boards and glass panel of the main entrance	*Free from dirt, dust, and any visible stains
Wipe clean office desks	*Free from dirt, dust and any visible stains without disturbing paper work or materials which may be left on the desk tops
Clear all trash bins	*Trash bins are thoroughly emptied, trash collected should be dumped to the refuse collection points outside building and trash bags are replaced, if necessary. All internal bins to be lined with bin liners.
Wipe clean all furniture and office equipment	*Free from dust and stains
Sweep clean all staircases	*Free from debris and dirt
Wipe clean the stair railings, door handles, metal parts and doors	*Free from dirt and visible stains
Clean the pantry area including fixtures.	*Wash basins, sinks and surrounding surfaces and taps are clean and free from any dirt, dust, stains and waste
Wipe clean and mop the pantry area	*Free from dirt, debris, dust and any visible stains, particularly along edges and in corners

Wipe clean the interior of fridge & microwave oven	*Maintain fridges to a hygienic standard
Polish wooden items	*Finish with high gloss surfaces
Clean and disinfect all toilets including floors and fixtures such as sanitary wares, mirrors, door, door handles, and etc. Empty all trash bins inside toilet	*Free from any visible dirt, stains or smears and sanitized to maintain a high standard of cleanliness at all times. All mirrors and glazing to be free of any dust, dirt, smears and stains Including toilet roll holders, soap dispensers, and roller towel holders to be maintained free from dust, dirt and smears. Trash bins are thoroughly emptied.
<u>Windows</u> All ground floor windows to be washed (<i>Inside monthly, outside fortnightly</i>)	*Free from any visible dirt
<u>Sinks</u> Clean the sinks in the kitchen and toilet, and simply unblock the sinks	*Free from any visible dirt *Free from blockage
<u>Check the inventory of consumables for toilets</u> Check and refill toilet paper and liquid soap in each toilet	*Consumables for toilets should be environmentally friendly products and subject to the satisfaction by the Employer *Consumables for toilets replenished as required Check of consumables and ensure availability *throughout normal working day

Other Services

We would like you to provide us with an hourly rate for extra cleaning.

EVALUATION CRITERIA

Tenders for each area will be evaluated using the following criteria and associated weightings.

Further details are contained within the format of response section below. Tenders will be evaluated using the following criteria:

Cost – 100%. A decision on the successful tender will be based on value for money.

Tenderers must list their experiences of working to a similar contract within the last 3 years and must give a detailed description of experience, providing dates values and demonstrating how this is relevant to Community Action Sutton requirements.

Tenderers must acknowledge within the Eligibility Criteria that they possess or will put in place before commencement of the contract the required level of Insurance Cover for this contract:

Employer Liability Insurance cover, with an indemnity limit of £1,000,000

Public Liability Insurance cover with an indemnity limit of £1,000,000

Copies of the relevant Insurance Certificate will be required for inspection prior to commencement of the project.

Submission:

Please provide us with a written submission which should include detail breakdown of the costs as well as how you will deliver the work and tell us about your experiences. (This should be no more than two sides of A4).

ASSIGNMENT AND SUBCONTRACTING

As per the Community Action Sutton's terms and conditions, which must be agreed to within the qualification envelope on submission of any tender response, the Contractor shall not assign, mortgage, charge or otherwise transfer any rights or obligations under this Contract without the prior written consent of the Community Action Sutton.

The Contractor shall not sub-contract any portion of the Contract without the prior consent of the Community Action Sutton. Sub-contracting any part of the Contract shall not relieve the Contractor of any obligation or duty attributable to it under the Contract.

Key Dates:

1. Closing Date for Tender – Thursday 30th November 2023
2. Mobilisation meeting with successful tenderer – December (TBC)
3. Start date for contract – 2nd January 2024