

Request for Quotation

Title: Public convenience cleaning 2 year contract

Contract Reference Number: CIoS 202311

Duration of Contract (if applicable): 2 years from date of award

Date of Issue: 16/11/2023 Issue Number: 1

Deadline Date: 1/12/2023 1600

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Requirement

Type: Services

Description:

The Council of the Isles of Scilly are responsible for the maintenance and up-keep of the public conveniences on the Islands of St. Agnes, Bryher and St. Martin’s. The condition and cleanliness of the facilities reflect on the tourism offer of the Islands and as such should be kept in a presentable condition throughout the year and particularly during the peak summer season.

The Council of the Isles of Scilly are seeking to procure a suitably experienced contractor to undertake the regular cleaning and over-sight of the public conveniences on each of the islands of St. Agnes, Bryher and St. Martin’s for two years from the date of contract.

Contractors should note that there will be some variation in workload over the year in response to visitor numbers.

To be clear we are seeking to procure one contractor for each island.

The cleaning specification is as outlined in Appendix A.

The contractor shall provide evidence of their own professional indemnity and public liability insurances at a scale appropriate to the activity (Premiums are estimated £15.00 per month).

The contractor will liaise with the Corporate Property team to ensure that there are sufficient cleaning products and consumables on site at all times.

Key Performance Indicators/Measures of Success:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Result | Regular daily cleaning and inspection of the public conveniences | Clean and presentable public facilities | On-going from contract initiation |
| Result | Notification of maintenance issues to client | All maintenance issues are identified and reported to the client. | From contract initiation |
| Result | Timely and accurate invoicing for cleaning services | Accurate bills and fee reporting on a monthly basis | From contract initiation |

Response

In completing your quotation please provide the following:

1 An annual price for delivering the Services

Please set out your price (per year) in the following layout.

|  |  |
| --- | --- |
| Description | Cost (£) |
| Insurance and overheads /year |  |
| Fee estimate based on 2h/day March -October |  |
| Fee estimate based on 1h/day November-February |  |
| Total Price (for evaluation only). |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

2. A short testimonial outlining your suitability and experience to deliver the contract (Limit 1 side A4)

3. A copy of relevant insurance certificates, or intention to buy insurances if successful (e.g. Insurance quotation).

4. All quotes should include the following information:

* Full company name and registered/main address
* Company Registration Number (if applicable)
* VAT number (if applicable)
* UTR number if self-employed

All submissions are to be submitted by e-mail to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

Quotations are expected to be held for 1 month from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

Award

This contract will be awarded to the compliant quotation that demonstrates the lowest total cost in line with the Terms and Conditions attached.