

# INVITATION TO TENDER

## For cleaning of Burnfield Toilets, Grantown on Spey



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### 1. Introduction

Grantown Initiative (GI) is a not-for-profit community development company, which exists to benefit the residents and businesses of Grantown on Spey and surrounding area. A Company Limited by Guarantee with charitable status, set up with a volunteer Board of Directors and various sub committees which amongst other projects, runs major celebratory events in the town such as Hogmanay, Grantown Does Christmas, Torchlight Procession, Winter Festive Lights and Thunder in the Glens (Grantown).

In 2022, GI was successful in acquiring Burnfield Toilets (located just off The Square in Grantown) from Highland Council. Closed to the public since 2018, over the last year GI has stripped back and fully refurbished the premises and will re-open the facilities to the public in October 2023.

It is intended that the toilets will be open every day of the year, between 0630 and 2300hrs - doors will be automatically locked via a timer system outside these hours. Anyone inside will still be able to exit the building but the door will lock behind them.

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### 2. Service being procured

- This invitation to tender is to find a Cleaning Contractor to work with the GI to provide cleaning services from end October 2023. Exact date to be agreed, once formal opening date has been confirmed.
- The cleaning service will be provided on all days of the year (Christmas Day and New Year's Day excluded), to a maximum of 12 hours per week.
- The contract awarded will be subject to confirmation by the Contractor that it pays at least the real Living Wage (rLW) to all directly employed staff, or any member of staff employed by sub-contractors or agency staff engaged by the Contractor in the delivery of the service to GI.
- The contract will initially be for one year, with the opportunity for renewal after that time, on an ongoing basis.
- GI expects to be charged on a monthly basis for cleaning services, payable by BACS.
- It is desired that the successful Contractor will also provide toilet supplies as required eg toilet roll and sanitary bins contract. These will be shown separately, but ideally included in the monthly invoice.

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### 3. The Building

The toilet building comprises:

- A main entrance with a time-controlled locking entrance door, then a pay-to-enter paddle gate which leads into a small lobby with two doors - to mens (to left) and womens (to right).

- Within the womens' toilet area, there is a lockable service cupboard, housing the electric meter, shelving for supplies and a water tap for cleaning purposes.
- The womens' toilet area has three cubicles and three washbasins, a baby changing unit, plus an electric hand-dryer. Sanitary units will be provided within each cubicle, plus in main area next to baby changing unit.
- The mens' toilet area has one cubicle, an automatic flushing long/single urinal, one washbasin, plus an electric hand-dryer. It also has a separate toilet and washbasin and hand-dryer with baby changing unit.
- The disabled toilet has its own separate entrance and is accessed by RADAR key only. It is a single room with toilet, washbasin, electric hand-dryer and baby changing unit. A sanitary unit will also be provided in this toilet.
- There are no paper towel facilities anywhere on the premises.
- All toilets and washbasins have motion-operated sensors.
- Toilet roll dispensers in each cubicle are of the type shown right.
- Heating to all areas of the building is through wall-mounted electric heaters.
- There is a green motorhome waste disposal unit located outside the building to the right. This is a pay-to-use facility, which will unlock with a credit card payment, for motorhomes to empty their waste into. On closing the lid, it will flush and lock, ready for next user.




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#### 4. Description of Cleaning Services required

Starting on the date agreed between GI and the Contractor, and on a daily basis thereafter (excluding Christmas Day and New Year's Day), the provider will deliver the following services in both the main toilets and the external-entry disabled toilet:

- Thorough cleaning of all floor and wall surfaces and windows
- Thorough cleaning of all toilet cubicles, urinal, washbasins and baby changing units
- Replacement of any toilet supplies eg toilet roll as required to cover next 24-hour period
- Maintenance of sanitary units as required
- Securely lock the service cupboard on completion of servicing
- Inform GI main contact of any issues inside or outside affecting the building.

The Contractor will provide all supplies necessary for their staff to complete these tasks to GI's satisfaction. In addition, all necessary insurances for staff working on the premises, will be covered by the Contractor.

Responsibilities of the GI:

- Ensure adequate buildings, contents and public liability insurance is in place for the premises.
- Ensure cash payment box in entry paddle gate is emptied regularly.

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## 5. Quotation of Costs

The tender submission should include a quotation of costs for provision of service as outlined in Section 4. The quotation should be broken down to show an hourly rate for cleaning, plus additional costs for supplies and sanitary unit maintenance agreement.

Please note that GI is not registered for VAT and therefore all costs presented need to include VAT.

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## 6. Experience & Professional Standards

Bidders must clearly demonstrate, using appropriate examples within the last 3 years, that the individual/company and proposed personnel have the relevant experience of successfully delivering similar contracts of similar nature and scale to that specified in this invitation to tender.

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## 7. Timetable

Stage of Procurement Process	Date
Deadline for submission of tender	5pm on Wed 18th October 2023
Notification of result of evaluation	Friday 20th October 2023
Anticipated contract start date	To be agreed (~ end October 2023)

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## 8. Tender Submission

Please submit tender responses, or any queries regarding this tender to [community@grantowninitiative.org.uk](mailto:community@grantowninitiative.org.uk)

Tenders submitted MUST include the following:

- Name of the business and key contact details.
- Statement demonstrating relevant experience of similar contracts undertaken within the last 3 years.
- Evidence of real Living Wage policy for all staff.
- Quotation of costs to deliver the service as outlined in Section 4 (VAT to be included).
- Valid insurance documents relevant to the services provided.
- Names and contact details of two clients who may be contacted for references in connection with the proposed contract.

Tenders must arrive by **5pm on Wednesday 18<sup>th</sup> October 2023**. The completed tender documents must be submitted VIA EMAIL to [community@grantowninitiative.org.uk](mailto:community@grantowninitiative.org.uk).