

Cleaning Maintenance Contract – Jacobs House/The Vibe Youth Centre/The
Tabernacle/Telephone Box

STANDARD CONDITIONS OF CONTRACT

1. Contract Documents

The Contract Documents will comprise:

- Standard Conditions of Contract
- Specification of Works
- Form of Tender
- Plan showing locations of buildings
- Schematic Diagram of Tabernacle Church (Zones)
- Dursley Town Council's Procurement Policy – including Approved Contractor application form.

2. Officer

The Lead Officer will be the Town Clerk from Dursley Town Council, referred to as “the council”. The contact for the Tabernacle United Reformed Church, referred to as “the Tabernacle” will be the Site Administrator.

3. Contract Requirements

The works **will** include the regular cleaning of:

- a. Jacobs House, Castle Street, Dursley GL11 4BS;
- b. The Vibe Youth Centre, 3 Parsonage Street, Dursley, GL11 3BW (Zone 1);
- c. The disused telephone box adjacent to Jacobs House, Castle Street, Dursley, GL11 4BS

The works **may** include the regular cleaning of:

- d. The Tabernacle Church, 3 Parsonage Street, Dursley, GL11 3BW (Zones 3,4 &5).

Please note that there is **NO** Zone 2 included within this contract.

A final decision on this part of the contract will be made by “the Tabernacle” representatives and will be subject to available budget.

4. Site Details

a. Jacobs House, Castle Street, Dursley GL11 4BS.

Jacobs House is a historic building which “the council” rent from the Town Trust to provide office facilities. The office is split over three levels and includes:

Ground Floor

- Entrance vestibule/storage area

- Reception office/small meeting room
- Stairs (to first floor)

First Floor

- Kitchen
- Landing
- Office
- Toilet
- Stairs (to second floor)

Second Floor

- Landing
- Meeting room

b. The Vibe, 3 Parsonage Street, Dursley, GL11 3BW (Zone 1)

This site of the youth centre is owned by the Dursley Tabernacle URC, who jointly with “the council” converted the accommodation area to a youth centre, which opened in January 2015. The center currently provides regular youth sessions six days a week from a range of providers and is available for private hire.

The youth center is situated on the ground floor and comprises of:

- Entrance Hall
- Meeting Room/Computer Suite
- The Vibe Centre, including an open plan kitchen, pool/snooker area and “den” area.
- Urinal Cubicle
- 2 x Toilets/washrooms

c. The Tabernacle Church, 3 Parsonage Street, Dursley, GL11 3BW.

The Tabernacle operates on a complex site which incorporates a suite of community premises in addition to the more traditional Church facilities. The premises are divided into zones for ease of management. Community facilities are used by the Church and by a wide range of community users and hirers seven days a week.

The site has been split into 5 zones:

Zone 1 is the Vibe Youth Centre (as detailed above).

Zone 2 is an area within the Church not included within this cleaning tender.

The following Zones (3-5) are included in the cleaning tender.

Zone 3 - Community Rooms (separate building on same site)

- Large Hall
- Kitchen/Reception Area
- 2 Toilets/Washrooms
- Lounge

Zone 4 - Upper Hall and Adjacent Rooms

- Stairs/Landing/Lobby Area
- 3 Toilets/Washrooms
- Large Hall and Store Room
- Kitchen
- Chapel
- Reception Area
- Rear Corridor

Note: Further Office and Toilet to be added in 2020

Zone 5 - Upper Parsonage

- 3 Offices
- 1 Meeting Room
- 2 Store Rooms (large and small)
- Corridor/Stairs/Landings

d. Disused telephone box adjacent to Jacobs House, Castle Street, Dursley, GL11 4BS

The traditional red telephone box has been adopted by Dursley Town Council with the telephone disconnected. Since 2016 it has been used to store a community defibrillator.

5. Workmanship and Equipment

The workmanship shall conform to all relevant British Standards, Specifications and Codes of Practice.

The Service Provider should supply the necessary cleaning materials and equipment required to carry out the cleaning items listed in the schedule. Such materials and equipment will be of a high standard, non-harmful to the environment and suitable for use in an office/youth centre environment.

6. Additional Instruction

The Town Clerk may from time to time request an additional visit; this is to be charged at the normal contract rate for services provided.

7. Duration of Contract

The duration of the Contract will be from Thursday 2nd January 2020 until 31st December 2022. There will be an opportunity to extend the contract for a period of two years until December 2024, subject to approval of the Council, the Tabernacle and the agreement of successful tenderer. This decision will be confirmed in June 2022.

8. Form of Tender

Tenders are to be priced as per the dates shown on the Form of Tender.

There will be no opportunity to alter the rates tendered during the initial 3-year term. The successful tenderer will be invited to revise the rates for the two-year extended period (if offered) prior to the agreement of the extension.

All tenderers will be notified of the decision and outcome of the tender process.

9. Payment to Service Provider

The Service Provider will submit a monthly account, in arrears, throughout the duration of the contract. The payment will be made within 30 days by BACS payment.

The monthly account for the Jacobs House, The Vibe and the telephone box is to be sent to the Town Clerk. The monthly account for the Tabernacle will be sent to Site Administrator, Dursley Tabernacle URS, 3 Parsonage Street, Dursley GL11 4BW.

Invoices presented for payment must include a schedule of the works completed.

10. Termination of Contract

The Council may, without reason terminate the Contract, in writing, giving three months' notice.

11. Insurance

The Service Provider is required to have a minimum of £5,000,000 public liability insurance for Contracts.

A current Certificate of Insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract.

The Service Provider shall indemnify "the council" against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify "the council" of any action likely to cause injury or damage to a third party.

12. Health and Safety

The Service Provider shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

The Service Provider shall produce leaflets, technical information and any other information requested by the Town Clerk/Site Administrator in relation to the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

13. The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

"TUPE" will be applicable. The current provider currently pays the staff member £9.00 per hour, along with NEST pension scheme at minimum contributions. Hours worked at Jacob's House are 2 hours per week and at The Vibe Youth Centre 6 hours per week. The staff member is allocated 20 days holiday per annum (pro rata), plus Bank Holidays.

14. Notes to Tenderers

Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works. Tenderers are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

A price shall be inserted against each item on the Form of Tender.

No alteration to the text of the Form of Tender is to be made by the Service Providers tendering. Should any alteration, amendment, note or addition be made, it will not be recognised, and the reading of the printed schedule will be adhered to.

A regular inspection will be carried out by the Town Clerk and/or Site Administrator throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

Tenderers must submit information to show the company's experience in providing good quality cleaning services e.g. company brochure, reference list or quality certification.

Only fully completed and signed Form of Tenders received prior to **12 noon on the 25th October 2019** will be considered, otherwise they will be deemed invalid.