



**MARKET DRAYTON TOWN COUNCIL**  
**INVITATION TO TENDER FOR**

**CLEANING OF MARKET DRAYTON TOWN COUNCIL PREMISES  
3 YEAR CONTRACT  
10 NOVEMBER 2025 – 10 NOVEMBER 2028**

**INSTRUCTIONS AND DETAILS OF CONTRACT**

## **CLEANING OF TOWN COUNCIL PREMISES**

### **SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

<b>ITEM</b>	<b>CONTRACT DETAILS</b>
Contract Description:	<p>Market Drayton Town Council (MDTC) is seeking tenders from competent contractors for the cleaning of Town Council Premises:</p> <p>Town Hall, 18 Frogmore Road, Market Drayton  Town Hall Public Toilets, 18 Frogmore Road, Market Drayton  Towers Lawn Public Toilets, Frogmore Road, Market Drayton  Newport Road Public Toilets, Newtown, Market Drayton  Cemetery Lodge, Cemetery Road, Market Drayton TF9 3BD</p> <p>Full details of the cleaning specification is attached in appendix 1.</p> <p>The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall 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.</p>
Contract Period	10 November 2025 – 10 November 2028
Procuring Officer:	<p>Town Clerk  Market Drayton Town Council  18, Frogmore Road  Market Drayton  Shropshire. TF9 3AX  <a href="mailto:townclerk@marketdrayton.gov.uk">townclerk@marketdrayton.gov.uk</a>  Tel: 01630 653364</p>
Submission instructions:	Provide the tender document in envelope marked "Tender-Strictly Confidential – Cleaning Contract to be opened by addressee only". The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender.
Tenders to be sent to:	Town Clerk, Market Drayton Town Council, 18, Frogmore Road, Market Drayton, Shropshire. TF9 3QY.
Date and time for the tender return	No later than <b>12 noon on Friday 24 October 2025</b>

### **Timetable**

This timetable is indicative only. The Council reserves the right to change it at its discretion.

<b>Stage</b>	<b>Date(s)/time</b>
Issue of Invitation to Tender	25 September 2025
Submission of Tenders	Noon 24 October 2025
Evaluation of Tenders	30 <sup>th</sup> October 2025
Notification of result of evaluation	31 October 2025
Contract period	11 November 2025 – 11 November 2028

### **CHECKLIST FOR TENDERERS**

Tenderers are asked to include the following information

<b>Item</b>	<b>Included</b>
A detailed cost breakdown to be provided	
Copy of Public Liability Insurance	
References x 2	
Copy of Health and Safety Policy	
Proposed method for fulfilling the contract and meeting the specification	
Contact details for the principal point of contact	

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

## **1. INVITATION TO TENDER**

- 1.1 Market Drayton Town Council (the Council) hereby invites tenders for the carrying out of the cleaning of the Town Council Buildings in accordance with the specification.
- 1.2 Prices submitted must indicate the rate for carrying out each element of the Contract.
- 1.3 Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
- 1.4 If you have any questions or require any clarifications, please contact Miss Sue Thomas, Town Clerk, Market Drayton Town Council Tel: 01630 653364 email: [townclerk@marketdrayton.gov.uk](mailto:townclerk@marketdrayton.gov.uk)
- 1.5 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.6 The tender shall be submitted ONLY on the attached Form of Tender.
- 1.7 Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender.
- 1.8 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.
- 1.9 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.10 The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.
- 1.11 You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations.
- 1.12 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- 1.13 The successful tender together with the Council's written acceptance, shall form a binding agreement in the terms of the Contract Documents.

### **3.0 STANDARD CONTRACT CONDITIONS**

#### **3.1 Extent of Work**

As set out in the specification.

#### **3.2 Site Details**

Town Hall, 18 Frogmore Road, Market Drayton, TF9 3AX  
Town Hall Public Toilets, 18 Frogmore Road, Market Drayton, TF9 3AX  
Towers Lawn Public Toilets, Frogmore Road, Market Drayton, TF9 3GN  
Newport Road Public Toilets, Newtown, Market Drayton, TF9 1JU  
Cemetery Lodge, Cemetery Road, Market Drayton TF9 3BD

#### **3.3 Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant standards, specifications and codes of practice.

The Council will conduct regular inspections of the work throughout the duration of the Contract to ensure it is completed in accordance with the Specification of Works.

#### **3.4 Duration of Contract**

The duration of the Contract will be for cleaning of the above premises as set out in the specification, commencing 10 November 2025 until 10 November 2028 inclusive, with regular performance reviews.

Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the full term of the Contract.

#### **3.5 Payment to Contractor**

Payment will be monthly upon submission of an invoice and supporting cleaning logs.

#### **3.6 Termination of Contract**

Either party may, without reason, terminate the contract. This can only be done in writing, giving no less than three months' notice.

#### **3.7 Insurance**

The Contractor is required to have a minimum of £2,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be submitted with your tender documents and annually thereafter.

The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property, 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.

#### **3.8 Health and Safety**

The Contractor 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. A copy of your Health and Safety policy to be submitted with your tender.

#### **Notes to Tenderers**

- a. The Form of Tender and Standard Contract Conditions must be read in conjunction with the Specification of Works. Please read all documentation carefully.
- b. The prices to be included in the Form of Tender are to be the full inclusive value of the work described, but excluding VAT. Please make it clear if you are VAT registered on the form.
- c. A price shall be inserted against each item on the Form of Tender for each element of the Contract tendered for.
- d. Alteration to the text of the Form of Tender is prohibited and will result in the tender not being considered.
- e. Invoices for payment must include a schedule of works completed including the dates worked.
- f. The tender price should remain valid for 90 days.
- g. The tenderer must not be qualified in any way.
- h. Any signatures must be made by a person who is authorized to commit the Tenderer to the Contract.

#### **4. POST AWARD REQUIREMENTS**

The successful contractor will be required to supply the following information one month prior to the start of the contract

- Method Statements for cleaning operations
- Risk assessments for all functions associated with the contract
- Emergency action plan
- Proof of CoSHH training of all staff employed who attend the site
- CoSHH risk assessments for all materials used on the site

#### **5.0 FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT**

- 5.1 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 5.2 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 5.3 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

- 5.4 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 5.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
- Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
  - Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
  - In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

## **6. IMPORTANT NOTICE**

This Invitation to Tender (ITT) is issued companies interested in tendering to Market Drayton Town Council to clean Market Drayton Town Council premises (the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advise

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations.

## **7. TENDER EVALUATION AND AWARD CRITERIA**

- 7.1 The Council does not have to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 7.2 Each Tender will be checked initially for compliance with all requirements of the invitation to tender.
- 7.3 Tenders will be evaluated against the award criteria set out below.
- 7.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 7.5 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 7.6 Tenders will be evaluated taking into consideration the following award criteria:

<b>Price</b> The full and final cost over the full term of the Contract.	Max 40 points out of 100
<b>Quality</b> The supplier's ability to perform the contract to the highest standards.	Max 20 points out of 100
Evidence of the suppliers relevant knowledge and experience and of managing a similar project	Max 20 points out of 100
<b>Compliance</b> The supplier's compliance with all Health and Safety and employment laws and regulations	Max 10 points out of 100
<b>Environmental</b> The suppliers approach carbon reduction.	Max 10 points out of 100
<b>Total Score</b>	



