

ATTACHMENT 1 – FORM OF TENDER

To: Invercargill City Council
 101 Esk St
 Private Bag 90104
 Invercargill, 9840

Tender for Cleaning of Public Toilets

We/I have examined the Tender documents for the above Cleaning of Public Toilets dated 3 June 2020.

We/I offer to provide the Cleaning of Public Toilets and do all other matters required in accordance with the Tender Documents and our tender, for the sum of \$.....exclusive of goods and services tax, as that sum may be adjusted in accordance with the Contract Conditions.

We/I acknowledge that our tender is irrevocable and remains open for acceptance until the expiry of the Tender Validity Period set out in the Tender Documents.

We/I understand you are not obliged to accept the lowest or any tender you may receive.

We/I attach the other information required by the Tender Documents.

Unless and until the contract agreement is prepared and executed, our tender together with your written acceptance (if any) shall constitute a binding contract between us.

Our contact details for this tender are:

Tenderer name:			
Tenderer contact person		Phone (DDI):	
Mobile:		Email:	
Postal Address:		Courier Address:	

Dated: 2020

Signed for the Tenderer by:

(Name and position of signatory:

ATTACHMENT 2 – INFORMATION REQUIRED

Introduction

Tenders should be structured and include the information as set out in this Attachment. (**Please follow the same order and paragraph numbering.**)

Please provide all information requested.

Where an information requirement is not relevant to your tender then indicate 'N/A' or 'Not Applicable' against that item. If the information requirement invites you to comment and you do not choose to, then indicate 'No Comment' against that item.

A MS Word version of this form is available for use by tenderers (see Tender Conditions **Error! Reference source not found.**).

General

Executive Summary

This section should include:

- an overview of your proposal for the provision of the Cleaning of Public Services required by this RFT;
- an overview of your capability to carry out the Cleaning of Public Toilets and of any subcontractors (if any) which you propose to engage in connection with the Cleaning of Public Toilets; and
- confirmation that your tender covers all of the requirements of the Tender Documents or otherwise expressly identifies those requirements which are not covered by your tender.

Corporate Structure

Please provide full details of:

- the street and postal address for your main office;
- your corporate structure (e.g. a partnership/company);

Subcontractors

Please complete Attachment 2.1 - Subcontractors setting out details of subcontractors you will be using in the Cleaning of Public Toilets.

Relevant Experience

This section includes, but is not limited to, the following issues. Include a comment on each of the items listed and on any other issues in respect of this attribute that you consider are relevant. Comment should cover the company and relevant supervisory staff:

- Experience with contracts for cleaning similar to the Cleaning of Public Toilets under this tender;
- If applicable, the relevant experience and expertise of your key subcontractors in areas comparable with the Cleaning of Public Toilets the subject of this RFT;

Track Record

This section includes, but is not limited to, the following issues. Include a comment on each of the items listed and on any other issues in respect of this attribute that you consider are relevant:

- Your record of carrying out relevant contracts to the quality standards required, on schedule and within budget (and for each of your key subcontractors);
- Details of three reference contracts and the names/details of one referee for each contract who is able and is authorised by you to comment effectively on your ability to Cleaning of Public Toilets covered by this RFT;

Resources

This section includes, but is not limited to, the following issues. Include a comment on each of the items listed and on any other issues in respect of this attribute that you consider are relevant:

- Staff;
- Plant, equipment tools and facilities;
- Communication systems;

Include details of ownership or hireage arrangements for plant and equipment, tools and facilities to be used in the contract.

Financial viability

In relation to financial viability please demonstrate that you have the financial resources to undertake the contract.

Management Skills

Describe the management methods and skills that will be applied in order to successfully provide the Cleaning of Public Toilets.

Also indicate how you intend to ensure the safety of employees and others arising from the Cleaning of Public Toilets in terms of the Health and Safety obligations set out in the Tender Documents. Furnish details of your safety record (ACC claim record) and provide a copy your health and safety policies.

Provide a completed Attachment 2.4 – Health and Safety Questionnaire.

Advise whether you have Council Contractor Safety Pre-qualification and provide a copy of your Council Contractor Safety Pre-qualification confirmation where applicable.

Provide information as to:

- The availability within your organisation of persons with appropriate management skills;
- Your management structure;
- People management;
- Quality control and Quality Assurance Systems;
- Client relationships;
- Dealing with the public.
- Administration of the contract.

ATTACHMENT 2.2 - PERSONNEL

If our tender is accepted, we propose to employ the following persons on this contract:

POSITION	NAME	% ALLOCATED TO THIS CONTRACT	Key Personnel (Y/N)
CONTRACTOR			
Contract Manager			
Team Leader			
SUBCONTRACTORS (If applicable)			

ATTACHMENT 2.3 – TENDERERS CURRENT COMMITMENTS

A CURRENT WORK

Current work being carried out by tenderer at the date of submitting the attached tender.

CLIENT	NAME OF JOB	CONTRACT PRICE (ROUNDED TO NEAREST \$50,000)	COMPLETION DATE

B OUTSTANDING TENDERS

All outstanding tenders for which advice is awaited by the tenderers at the date of submitting the attached tender.

CLIENT	NAME OF JOB	CONTRACT PRICE (ROUNDED TO NEAREST \$50,000)	COMPLETION DATE

ATTACHMENT 2.4 – HEALTH AND SAFETY QUESTIONNAIRE

Please provide the health and safety information set out below.

1. Does the tenderer have Invercargill City Council Health and Safety pre-qualification status or SiteWise (Green and above)?

Note: if your company does hold Health and Safety pre-qualification status, or SiteWise (Green and above), you only have to address para (b) – and only in relation to any differences between your (approved) pre-qualification plan and your proposed plan for this contract.

- (a) The name of the person who co-ordinates health and safety in your company.
- (b) An outline of your health and safety plan relevant to the Cleaning of Public Toilets requested by this tender and the way in which your obligations under the Health and Safety at Work Act 2015 and the Contract Conditions will be fulfilled. Your outline should cover:
 - The way you will manage risks and health and safety obligations that will be your responsibility both as allocated under the Contract Conditions and under the Health and Safety at Work Act 2015.
 - The name and relevant qualifications/work experience of the person you propose to appoint for the purpose of ensuring compliance with all health and safety requirements.
 - Your emergency programme for the handling of emergencies or imminent danger arising in connection with the contract.
- (c) Optional: Summary of your health and safety 'credentials' covering:
 - awards received
 - prosecutions or complaints
 - other relevant information.

ATTACHMENT 2.5 – INSURANCE DETAILS

Type of Cover	Sum Insured	Excess	Expiry Date	Name of Insurer	Policy No.
Public liability					
Vehicle insurance					

ATTACHMENT 3 – SCHEDULE OF PRICES

Contract Price

The Contract Price is \$per annum..(plus GST) payable by equal monthly instalments.

This should include, but not be limited to:

- Labour
- Vehicles
- Mobile water tank and pumping equipment
- All consumables (as listed elsewhere in the documents)
- Materials (e.g. buckets, mops, brooms, brushes, cloths)
- Personal Protective Equipment

Contract Price Detail

The Contract Price shall include subtotals on an annual basis for:

- Cleaning of Automated Toilets
- Cleaning of Manual Toilets
- Cleaning of Environmental Toilets
- Provision of vehicles and equipment
- Supply of consumables
- Supply of material, ppe, sub-contractors.
- Labour cost.

Schedule of Rates

Supply Schedule of rates for extra cleans if requested by the Council Contact Person (e.g. before/after events; because of soiling to toilets) for each of toilet types.

Type of toilet	\$ per instance (including consumables)
Automated toilet additional cleaning when requested	
Manual Toilets additional cleaning when requested	
Environmental toilets additional cleaning when requested	
Graffiti removal Hourly Rate	

Invoices and payment

All Contractor invoices must:

- a) be dated the month the work or services were carried out;
- b) be received by Council within [five] Working Days of the end of that month; and
- c) state the Council’s Purchase Order Number for the services.
- d) Include Schedule of Rates items per month

Invoices shall be payable, subject to approval by the Council, on the 20th of the month following the date of the invoice.

