



COLNE TOWN COUNCIL

FORM OF TENDER – GM1

**INSPECTION, CLEANING, REPAIR AND MAINTENANCE OF
BUS SHELTERS IN COLNE**

AND MONITORING AND CLEANING OF BENCHES

THREE YEAR CONTRACT WITH A POTENTIAL TWO YEAR EXTENSION

Tender Documentation

Tender date sent out:

Tender date due back:

Prepared by:

Gina Langley

Bus Shelter & Benches Tender September 2025 – GM1

FORM OF TENDER FOR THE INSPECTION, CLEANING, REPAIR AND MAINTENANCE OF BUS SHELTERS AND THE MONITORING AND CLEANING OF BENCHES

To: Gina Langley
Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Albert Road
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair and maintenance of Bus Shelters and monitoring and cleaning of Benches in relation to the Bus Shelters and Benches as specified as belonging to Colne Town Council as detailed in Appendices 1A,B,C,D & E and to carry out such works in order to comply with the output specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

Tender Sum: £ 1st April 2026 to 31st March 2029
(3-year contract)
_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

2. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Year period subject to good performance across all areas of contract awarded.

Indication of a desire to extend, must be provided in writing to the Town Council approximately 12 months prior to the contract end date. The contract extension will be awarded at the discretion of the Town Council and subject to a successful contract review, which will be carried out shortly after receipt of the extension request.

3. And I / We also agree to execute an agreement/contract to be prepared by the Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.
4. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.

5. And I / We hereby declare that this Tender is a Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.
6. I / We undertake to commence the works **on 1st April 2026**.
7. In tendering for this contract, Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you, or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to re-tender in the future.
8. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
9. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
10. The decision to award this contact is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:

.....

.....

Dated:

**INSPECTION, CLEANING, REPAIR AND MAINTENANCE OF BUS SHELTERS AND MONITORING AND
CLEANING OF BENCHES
BILL OF QUANTITIES**

Item	Description	Quantity	Cost (£)
1.0	Project Location		
1.1	Within Colne Town Centre and the surrounding area, for which the principal administration offices are based at: Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ T: 01282 861888		
2.0	Contract timescales		
	Fixed Price Tender Submission deadline:		
	Works on sites commence: 1st April 2026		
	Works on site ongoing from: 1st April 2026 until 31st March 2029		
3.0	Project Administrator		
	Gina Langley Town Clerk and Responsible Financial Officer Colne Town Council Tel: 01282 861888 E: g.langley@colnetowncouncil.org.uk		
	All items should be considered in accordance with any accompanying notes. Where outputs are defined, Tenderers should price to achieve the output stated, not offer alternative frequencies that they feel are necessary to achieve the desired outcome – it is for contractors to manage their own resources accordingly to achieve these outputs.		

4.0	Schedule and specification of works		Annual Cost
4.1	To be submitted within one month of award of tender To undertake an initial inspection of Bus Shelters as specified in Schedule of Bus Shelters - Appendix 1E and to: a) plan a detailed programme of cleaning to ensure that Bus Shelters are kept clean and clear of all detritus and immediate area of location kept clear of weeds and general rubbish, placed into existing nearby refuse receptacles available for public disposal. b) Taking into account the condition of existing shelters, to recommend by priority based on current condition, a programme over a 3-year period to repaint/refurbish, subject to a maximum of 1/3rd of all bus shelters per annum for which a separate contract may be awarded.	Item	£
4.2	To maintain a high standard of cleanliness of all 21 Bus Shelters detailed on the Schedule of Bus Shelters Appendix 1A in order to ensure that each shelter is visited on a fortnightly rotational basis, kept clean, including the underside of the roof, the footprint of each shelter tidy and clean, including free of weeds, and each shelter left in a safe condition, any fly posters removed and electronic evidence of each shelter checked and cleaned to be submitted on a fortnightly basis. (Only chemical free weed killing solutions to be administered, unless specifically authorised by the Town Clerk.)	Item	£
4.3	To undertake an annual inspection of each Bus Shelter in September of each year, to include a full maintenance check, inclusive of minor repairs, light testing, replacement bulbs as required, deep clean of all surfaces of the seat (including underside) and sides/stanchions of the seat and all structure surfaces and a jet wash/chemical clean of all internal and external roof panels to ensure clear of all mould, detritus, and mulch.	Item	£
4.4	To provide in each bus shelter notices of where the public can report vandalism, damage, or faults to, and to ensure on each cleansing visit, this sign remains visible for use.	Item	£
		Item	£

4.5	To provide Monday – Friday, daily as and when, by email and or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.		
4.6	To be submitted within one month of being awarded the tender contract and each April thereafter for the duration of the contract To undertake an inspection of the existing benches as specified in Bench Location Maps – Appendix 1A and lists of benches in Appendices 1B – 1D and to provide a report which will include: a) Details of individual bench inspections, including the general type of bench, its location, details of its condition and photos of each bench. b) Provide a detailed programme of cleaning to ensure that benches are kept clean and clear of all detritus and immediate area of location kept clear of weeds or moss. c) Taking into account the condition of each bench: To recommend a planned programme for painting / revarnishing ensuring that 1/3 of all benches are repainted/varnished each year and that all benches are repainted/varnished at least once within three-years of the tender being awarded. To recommend a planned programme for repair and maintenance to ensure that all benches are kept to an acceptable standard. (Please note that the Town Council will utilise its own in-house team to complete repair / refurbishment works).	Item	£
4.7	To maintain a high standard of cleanliness for all benches detailed on the Appendix 1A Bench Location Plan, Appendix 1B, 1C and 1D in order to ensure that each bench is kept clean, the surrounding area of each bench kept tidy and free of weeds, and that each bench is visually inspected at the time of cleaning and left in a safe condition. (Only chemical free weed killing solutions to be used, unless specifically authorised by the Town Clerk.) Each bench should be inspected quarterly and cleaned as required but no less than once every Quarter.	Item App1A App1B App1C App1D	£

	To provide quarterly evidence of the condition of each bench and confirmation that it has been left in a clean and safe condition in electronic format.		
	Total carried forward to Tender Summary	£	
5.0	Miscellaneous Works	Per Item	
5.1	Indicative pricing as part of Tender marking – will be contracted as separate items		
5.2	Fixed rate for removing broken glass and making safe within 4 hours of being notified, and to advise when made safe.	Per Call out/panel removed	£
5.3	If, at the discretion of CTC, replacement glazing is required, price to replace and fit with toughened safety glass 6mm/8mm within one day of notification	Per m2	£
5.4	Fixed rate for removal of obscene or offensive graffiti within one day of notification including the provision of materials	Per Callout	£
5.5	Fixed rate for removal of non-obscene or offensive graffiti within two days of notification including the provision of materials	Per Callout	£
5.6	Fixed rate for replacement of all non - working light bulbs within one day of notification	Per Callout	£
5.7	To add an additional wood slat bench to the “Monitoring and Cleaning of Benches” contract.	Item	£
5.8	To add an additional recycled plastic bench to the “Monitoring and Cleaning of Benches” contract.		
5.9	Hourly rate for miscellaneous works – excluding re-roofing	Per hour	£
5.10	Mark up percentage on materials used – evidence of cost may be required.	Material mark up	%

6.0	Compliance – Failure to exhibit satisfactory paperwork will result in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £10 million pounds.	Item	Required
6.2	Production of a copy of your Business Health and Safety Policy.	Item	Required
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any other businesses who may be used on a sub-contract basis.	Item	Required
6.4	Work-related qualifications and certificates of competence.	Item	Required
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with examples of work carried out and referees' contact details.	Item	Required
6.6	A proposal as to how electronic proof of the level of service being provided will be submitted to Colne Town Council. (For example, the Town Council uses the iAuditor system, this, or a comparable system would proof useful.)	Item	Required
6.7	Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	Item	Required
6.8	Protective measures for staff involved in waste disposal.	Item	Required
7.0	Desirable – failure to provide will not disqualify, but marks will not be awarded within overall tender scoring matrix if not provided.		
7.1	Member of Constructionline register	Item	Desirable
7.2		Item	Desirable

	Member of Contractor Health and Safety Assessment Scheme – “CHAS” or similar organisation.		
7.3	Details of welfare facilities	Item	Desirable
7.4	Evidence of continuing professional development	Item	Desirable
7.5	Proposed response time to visit site from initial advice of repair needed to completion of repair	Time taken	Days Hours
8.0	Penalties		
8.1	The response time to respond to glass breakage and make safe is within 4 hours <i>Per half hour delay above 4 hours will attract a penalty of £15 per half hour delay</i>	Item	-£15 per half hour delay
8.2	The response times for the removal of obscene or offensive graffiti is within one day of notification or non - offensive graffiti within two days. <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day delay
8.3	The response time for replacement of all non - working bulbs is within one day of notification <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day delay
8.4	Each Bus Shelter or surrounding area not cleaned or maintained to an acceptable standard on a random monthly periodic inspection will attract a penalty of £15 per bus shelter per instance.	Item	-£15 per breach
8.5	Each Bench or surrounding area not cleaned or maintained to an acceptable standard on a random monthly periodic inspection will attract a penalty of £15 per bench per instance.	Item	-£15 per breach
8.6	The response time for providing electronic proof of the level of service being provided is 120 hours/5days. <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day

The Town Clerk may consider suspending or reducing the application of penalties in a particular instance where the contractor is able to demonstrate reasonable cause for a delay. Such provision is at the sole discretion of the Town Clerk.			
9.0	Marking criteria for Tender	Percentage attributed	Scoring
9.1	Price	75%	The lowest tender price will attract 78%- highest price 28% and pro rata between
9.2	Electronic reporting methods proposed	5%	Subjective
9.3	Response time	10%	The speediest response will attract 10% - slowest will attract 0%
9.4	Compliance paperwork	Mandatory	Mandatory
9.5	Desirable (excluding response time)	2%	subjective
9.6	Hourly rate for miscellaneous ad hoc works	5%	Price based
9.7	The percentage mark up on materials	3%	Amount based
9.8	Two written references as to professional competence, reliability, and quality of work	Disqualification if not provided with tender submission	
10.0	Contractor Skills Experience, Qualifications and Resources.		
10.1	The tenderer should provide evidence of their competence, ability, and resources to be able to respond to the needs of the contract in terms of: Transport Equipment and tools Proficiency in surface preparation Woodworking /Metalworking skills General Cleaning		

	Physical attire when attending work on behalf of Colne Town Council Completed apprenticeships in painting, decorating, joinery and metalwork Groundsmanship,
11.0	Return of Tenders
11.1	Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to: Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ Clearly Marked in CAPITAL Letters “BUS SHELTER & BENCHES TENDER” No mention of who has submitted the tender must be visible.
11.2	It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.
11.3	Any tender received after the closing time and date will not be considered.
11.4	Any tender not returned in the format as presented will not be considered.
11.5	All decisions surrounding this tender remain at the discretion of Colne Town Council.
12.0	Notes to Tender
12.1	This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.
12.2	All pricing is to be submitted on the Form of Tender as indicated.
12.3	Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.
12.4	

	Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of quantities Item it relates to.
12.5	All queries regarding this Tender should be made to the Project Administrator.
12.6	It is not possible for a representative of Colne Town Council to accompany any initial site visits.

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