

Pwyllgor Rheoli Asedau

Asset Management Committee

Agenda 11.02.25

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|---|---|
| <p>1. Cyhoeddiadau y Cadeirydd.
I dderbyn cyhoeddiadau gan y Cadeirydd.</p> | <p>Chairs announcements.
To receive announcements from the Chair.</p> |
| <p>2. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.

To receive, consider and accept apologies for absence.</p> |
| <p>3. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda.</p> |
| <p>4. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfod blaenorol y Pwllgor a gynhaliwyd ar 05.11.24 fel cofnod cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes of the previous meeting of the Committee held on the 05.11.24 as a correct record.</p> |
| <p>5. Adroddiadau Dirprwy Glerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Dirprwy Glerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.</p> <p>a) Cynnal a chadw wedi'i gynllunio ac ymatebol.</p> <p>b) Newidiadau i delerau ac amodau llogi Neuadd y Dref</p> <p>c) Sefydlu cytundebau gwasanaeth</p> | <p>Deputy Town Clerk's Reports.

To receive reports submitted by the Deputy Town Clerk and consider the recommendations therein. Reports are working documents and are therefore not translated.</p> <p>Planned and responsive maintenance.</p> <p>Amendments to the Town Hall terms and conditions of hire</p> <p>Establishment of service agreements</p> |

REPORT AUTHORS: Deputy Town Clerk.
SUBJECT: Planned and responsive maintenance.
REPORT FOR: Decision.

1. Summary.

1.1 To receive and endorse actions undertaken in response to planned and responsive maintenance.

2. Planned maintenance.

2.1 Further to consideration at the last meeting of the Committee the following repairs have been completed.

Works

Town Square Handrails

Repair to chairs on Balcony

Disabled toilet door lock repairs

Completed by:

Flintshire Fabrication (original supplier)

Undertaken by Llangollen Pantomime Society

Dee Valley Maintenance

3.0 Responsive maintenance.

3.1 During storm Daragh the Town Hall sustained damage to the roofing slates over Parade Street, the side entrance to the Chamber and the rear access to the shop units. Therefore, a local contractor was commissioned to remove them and make the roof safe and prepare a report for our Insurers.

3.2 Whilst the contractor was on site staff also took this opportunity to have the flag poles reassessed and it was determined that despite being fiberglass the level of rust on the holding brackets was excessive and they were unsafe and therefore given the frequent stormy weather they were also removed to prevent potential damage to property or members of the public.

3.3 In the days following the storm the Oggie Shop staff reported water which was continuously pouring from a downpipe by the rear entrance to their shop and as Dee Valley Maintenance was on site repairing the disabled toilet door lock they were asked to investigate the water flow as matter of urgency.

3.4 Upon thorough investigation, Dee Valley Maintenance found that water was flowing over into the guttering high above the rear of the Oggie Shop. Tracing this inside the building the leak was found above the kitchen and ladies' toilets where two water tanks are located in the roof space. Storm wind had got into the roof space and had lifted one of the lids to the tanks pushing it down on the ball cock resulting in the excess water flowing out through the overflow onto the roof and into the guttering.

3.5 Dee Valley Maintenance removed the broken cover and excess plaster and tank insulation and during the investigations took the opportunity to remove the board in the Welfare room covering the ceiling roof light. This has been cleaned with reflective foil installed to better angle light into the room. A significant amount of

rubble and insulation remains in the roof space and should be removed. However, the process will require two people wearing hazmat suits and respirators to safely extract it from the building.

- 3.6 Regrettably despite these initial emergency repairs a small leak remained, but fortunately AW Renewables had outstanding work on the boiler system, following a recent service, and they were approached to further investigate the problem. Upon inspection, it became apparent that water flow was still impaired, again attributable to the debris in the tanks and pipes, and additional works were also required as there was hot water flowing through the cold-water system and further urgent repairs were carried out.
- 3.7 Since staff were unaware of the water tanks in the roof space and given the potential risk of Legionnaires' disease from standing water in cold water storage tanks, consideration should be given to removing these tanks, along with others in the building, and exploring a transition to a direct feed water system. Additionally, the existing immersion heater system requires replacement, and a review should be conducted to determine whether a more energy-efficient alternative is available.

4. Recommendations

- 4.1 It is recommended that the Committee: -
- notes the planned and responsive maintenance that has been undertaken, particularly the emergency works post storm Daragh.
 - agrees to the investigation of the replacement of water storage tanks and a move to direct cold water feeds.
 - investigate an alternative to the existing immersion heating for the hot water supply.

5. Reasons for Recommendations

- 5.1 To ensure the effective management Town Council of its assets.

REPORT AUTHORS: Deputy Town Clerk
SUBJECT: Amendments to the Town Hall terms and conditions of hire.
REPORT FOR: Decision

1. Summary.

1.1 To consider changes to the terms and conditions of hire.

2. Background.

2.1 The Town Hall terms of conditions of hire and booking form last amended in May 2024. However, recent experience necessitates some changes to the terms and conditions of hire, as detailed in Appendix 1.

3. Recommendation.

3.1 That the Asset Management Committee agrees to the proposed changes of the terms and conditions of hire.

4. Reasons for recommendation.

4.1 To reflect changes in operational practice to ensure the Town Council's effective management of its assets.

APPENDIX 1.

	LLANGOLLEN TOWN HALL: TERMS AND CONDITIONS OF HIRE. CURRENT	LLANGOLLEN TOWN HALL: TERMS AND CONDITIONS OF HIRE. PROPOSED
7.2	The hirer must at all times during the hire period take good care of the venue. the hirer will be responsible for any damage to the venue or any part of it, or any equipment or other property of the Council within the venue, or in the area surrounding the venue, caused as a result of the event	You must at all times during the hire period take good care of the venue. You will be responsible for any damage to the venue or any part of it, or any equipment or other property of the Town Council within the venue, or in the area surrounding the venue, caused as a result of the event. The Deputy Town Clerk Any should be notified immediately of any damage to facilitate repair.
9.6	There are no vehicle parking facilities at the venue. Hirers are allowed to use the designated drop of points on Castle Street for drop off and pick up only.	There are no vehicle parking facilities at the venue. Hirers, volunteers or contractors working for the hirer are allowed to use the designated drop of points on Castle Street for drop off and pick up only.
9.6	The hirer shall ensure that sufficient first aid cover is provided for the event. Voluntary organisations such as the St John Ambulance and the Red Cross should be approached to give advice on the level of cover required. No medication will be dispensed by Council staff..	The hirer shall ensure that sufficient first aid cover is provided for the event. Voluntary organisations such as the St John Ambulance and the Red Cross should be approached to give advice on the level of cover required. No medication will be dispensed by Council staff. The hirer should ensure they have an adequate first aid kit for volunteers, staff, contractors and patrons.

REPORT AUTHORS: Deputy Town Clerk.
SUBJECT: Establishment of service agreements.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the establishment of service agreements

2. Background.

2.1 following the transfer of the Town hall in 2012 from Denbighshire County Council to the Town Council a number of regional service contracts remained in place. These related to fire safety certification lift maintenance and water testing.

2.2 Despite several request that the County Council formalises arrangements by way of service level agreements these have never been forthcoming. This has caused particular problems primarily associated with our fire servicing requirements and the servicing and emergency evacuate and emergency repairs to the lift. Recently the servicing of the fire extinguishers in the building has not taken place, again a service that was provided in the past by staff from Denbighshire County Council. Members will be aware that the Town Councils insurers are insisting that a fire safety system should be installed, and provision is being made in the budget to facilitate this from the 1st of April 2025.

2.3 In relation to the lift system, recently when the lift stopped working in order to facilitate repairs staff had to contact the Denbighshire County Council's after-hours housing contact number who then make the appropriate arrangements for engineers to call out site to facilitate repairs.

2.5 In addition since 2019 the Council has contracted with Ultra Clean Services to undertake the contract cleaning of the Town Hall. Over recent months there has been a growing concern that the services may not be as sufficient as required given the increasing usage of the town hall by user groups.

2.6 The current arrangements are not acceptable and unsustainable and need addressing. Following recent training the Town Clerk has taken over the responsibility for water quality monitoring but the in order to ensure that there is appropriate testing in place it is proposed that new contractors should be sought to provide fire safety system, lift servicing and contract cleaning. Detailed specifications and invitations to quote are outlined in the appendices..

3. Recommendations.

3.1 That the Committee recognises that the current situation regarding the servicing of Town Hall facilities is unsatisfactory and moves to the provision of services directly under the control of the Town Council as specified in this report.

4. Reasons for Recommendations.

4.1 To ensure the Town Council effectively manages its assets by creating service agreements with external contractors

APPENDIX 1.

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS FIRE ALARM AND EMERGENCY LIGHTING

1.0 Introduction.

1.1 Llangollen Town Council (hereinafter referred to as the “Client”) is seeking Tenders from Contractor (hereinafter referred to as the “Contractor”) for fire alarm and emergency lighting needs, including system design, installation, alert monitoring and the ongoing systems maintenance or service.

1.2 The system is to conform to minimum standard of Category L2 of British Standard 5839-1:2017 Fire Detection and Alarm Systems for Buildings and incorporate a monitored remote signalling facility to a BS EN 50518:2019+A1:2023 approved alarm receiving centre. An LPCB or BAFE certified fire detection Company is to be approached to provide a tender specification

1.2 This document constitutes a formal invitation to submit a Tender for the Contract specified in this documentation.

1.2 The contract will run for period of three years and is intended to commence on 1st April 2025 with total costs spread equally over the five-year period.

1.3 Award Criteria.

The Contract will be awarded on the basis of the most economically advantageous offer. The Council reserves the right not to accept the lowest or any of the quotations submitted.

2. Essential information.

2.1 In the quotation supplier’s must ensure that their response contains the following:

- Detailed response to the Specification (Section 2)
- Signed Certificate as to Collusion (Section 3)
- Signed Certificate as to Canvassing (Section 3)
- Signed Form of Quote (Section 3)

3. The proposal.

3.1 Your proposal will set out your costs for delivering the full service detailed in the Specification (Section 2). Once the Council is satisfied with these documents, they will be incorporated into and form part of any contract which may be awarded.

4. How and when you must get the information to us.

4.1 The proposal must be sent via email with the subject line **CONFIDENTIAL** by no later than **17.00 hrs XX.XX.2025** to deputytownclerk@llangollentctowncouncil.gov.uk

4.2 Your quotation must remain valid and open for acceptance by the Council for three months after the date you sent it to us or longer if that is agreed between you and the Council.

5. Rejection of quotations.

5.1 The Council may reject your quotation if:

- You do not return the Form of Quotation and enclosed documents in accordance with this document.
- You make any changes (see below) or
- You act in any way improperly – see further explanation at the end of this invitation.
- Your Quotation is not received in accordance with Section 4.

6. How the council decides.

6.1 The Council will evaluate the information that you provide with your quotation in accordance with the provisions of the Council's Constitution. References received on your behalf will also be taken into account as will the results of any interviews, should these be required. Following initial assessment of quotations, the Council may seek further clarification.

7. What the council is not liable for.

7.1 The Council will not be liable for any expense you incur in preparing and submitting your quotation, or for any loss suffered should a quotation not be accepted. You must obtain for yourself at your own expense all information necessary for the preparation of your quotation. While the Council will try to make all the information sent accurate, they do not accept any liability if it is not accurate.

8. Particular points to bear in mind.

8.1 Make sure that you are fully familiar with the nature and extent of the obligations which you will take on should your quotation be accepted. You would be required to adhere to all the documents sent with this quotation pack.

8.2 Make sure you are aware of local conditions, the resources you will have to provide to perform the works and any other matter that may affect the performance of the works.

8.3 The quotation documents are and remain the property of the Council and must be returned upon demand.

8.4 The fact that you have been invited to quote does not necessarily mean that you have satisfied the Council about any matters.

9. What to do if you have any questions.

9.1 If you have any questions, contact the person detailed below, who will provide whatever clarification the Council thinks necessary. The Council may circulate the enquiry and the answer to all others asked to quote. All requests must be in writing

(e-mail, facsimile or letter). The final date for making such requests is one week before the closing date set out in paragraph 4.1 above.

Contact:
Deputy Town Clerk
Llangollen Town Hall,
Parade Street,
Llangollen
LL20 8PW
01978 861345

deputytownclerk@llangollentowncouncil.gov.uk

10. Confidentiality.

- 10.1 All the information enclosed (and any other information you get later or have already received) is confidential. However, if you need to give anyone information because you need to obtain sureties or costs (such as for insurance) necessary for the preparation of the quotation, you can give out necessary information if you first obtain from the persons to whom the information is shown an undertaking to the Council to keep the information confidential.
- 10.2 You must treat the details of your quotation and any subsequent contract as private and confidential.
- 10.3 You must comply with the data protection requirements and the confidentiality requirements set out in the Contract Terms and Conditions.
- 10.4 The provisions of this clause are subject to the provisions of the Freedom of Information Act 2000 and of any scheme made by the Council under it.

11. Changes.

- 11.1 If you specify any alternative terms and conditions to those required by the Council, these will be deemed to have been rejected by the Council unless expressly accepted in writing. No alterations, erasures, omissions or additions are to be made to the text of the quotation documents unless agreed in writing by the Council.

12. What if you are awarded the contract?

- 12.1 You would be required to execute a formal contract in the form of the enclosed contract. If for some reason this did not happen immediately, you would still be bound by a contract. The terms of that contract would be those set out in this Invitation and instructions; your quotation and documents sent in with it; and all other information given by you to the Council, together with the Council's written acceptance. Where there were any differences between what we sent or told you, and what you sent or told us, the Council's version would prevail.

12.2 Commencement and Completion Dates.

The contract will run from the date of appointment and the works completed in a timely manner.

13. Improper Conduct.

13.1 None of the following is allowed:

13.2 Any canvassing: Any quotation submitted by a potential contractor who has directly or indirectly canvassed any member or official of the Council concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Form of Quotation submitted by any other potential contractor shall not be considered for acceptance by the Council.

13.3 Any price fixing: Where someone fixes or adjusts the prices already shown in its Form of Quotation by or according to any agreement or arrangement with any other person, group or a potential contractor; or where someone enters into any agreement or arrangement with any other person that such other person shall refrain from submitting a quotation or shall limit or restrict the prices to be shown by any other a potential contractor in its quotation.

13.4 Any breach of confidence: Except as allowed above.

13.5 Any inducement: Someone offers, gives or agrees to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Council, or if the like acts shall have been done by any person employed by a potential contractor or acting on its behalf (whether with or without the potential contractors knowledge) or if, in relation to any Contract with the Council, potential contractor or any person employed by that potential contractor or acting for them shall have committed an offence under the Prevention of Corruption Act 1972, or shall have given any fee or reward, the receipt of which is an offence under Section 117 of the Local Government Act 1972.

13.6 You are reminded that some of this improper conduct may attract criminal liability.

SECTION 2.

SPECIFICATION

1. Scope of Works

1.1 Llangollen Town Hall is a Grade II listed building, built by Morris Roberts in 1867. The major public rooms are at the first-floor level, featuring a magnificent auditorium, stage, and balcony area, with ancillary changing rooms and toilets. The Town Council Offices and Council Chamber occupy the ground floor along with a number of sublet shop spaces.

2. General Requirements

2.1 The Contractor shall design, supply, install, test, commission, and maintain fire alarm, emergency lighting, and fire extinguisher systems in accordance with this works specification. The works shall include:

- a) System design.
- b) Installation of fire alarm, emergency lighting, and fire extinguisher systems.
- c) Alert monitoring with a remote signalling facility.
- d) Ongoing maintenance and servicing of the systems.

2.2 The Contractor shall be LPCB (Loss Prevention Certification Board) or BAFE British Approvals for Fire Equipment) certified. The Contractor shall provide proof of certification and experience with similar projects.

2.3 All personnel involved in the project must be qualified and trained to carry out the works in accordance with the relevant British Standards. All equipment used shall be CE marked and compliant with all applicable UK standards.

2.4 The fire alarm system shall comply with:

- a) BS 5839-1:2017 (Category L2).
- b) BS EN 50518:2019+A1:2023 (Alarm Receiving Centre Standards).
- c) LPCB/BAFE installation requirements.

2.5 The emergency lighting system shall comply with; BS 5266-1:2016 Emergency Lighting Code of Practice.

2.6 Fire extinguishers shall comply with:

- a) BS 5306-3:2017 (Code of practice for the commissioning and maintenance of portable fire extinguishers).
- b) BS EN 3 (Specifications for portable fire extinguishers).
- c) The Regulatory Reform (Fire Safety) Order 2005.

3. Scope of Works

3.1 The Contractor shall undertake the following:

3.2 System Design

- Conduct a site survey to determine system requirements, including fire extinguisher placement and type.

- Design a fire detection and alarm system in line with Category L2 standards.
- Design an emergency lighting system in accordance with BS 5266-1:2016.
- Identify and specify the type, quantity, and placement of fire extinguishers to meet BS 5306-8:2012 standards.
- Submit detailed design proposals and plans to the Client for approval.

3.3 System Installation

- Supply and install fire alarm equipment, including but not limited to control panels, detectors, sounders, call points, and interfaces.
- Install emergency lighting throughout the premises to meet safety requirements.
- Install fire extinguishers as per the approved design, ensuring correct placement, mounting, and signage in accordance with BS 5306-8:2012.
- Install a remote signalling facility to ensure monitored alerts are relayed to an Alarm Receiving Centre approved to BS EN 50518:2019+A1:2023.
- Ensure all cabling is properly contained, labelled, and concealed where necessary.

3.4 Testing and Commissioning

- Fully test and commission the fire alarm, emergency lighting, and fire extinguisher systems to ensure they operate as intended.
- Provide test certificates and compliance reports for all systems installed.
- Conduct a handover demonstration and provide system operation training to the Client, including fire extinguisher use.

3.5 Alert Monitoring

- Set up and configure the remote signalling system.
- Ensure the Alarm Receiving Centre is compliant with BS EN 50518:2019+A1:2023 and capable of 24/7 monitoring.
- Provide details of the monitoring service provider and contractual arrangements.

3.6 Ongoing Maintenance and Servicing

- Offer ongoing maintenance services in line with BS 5839-1:2017, BS 5266-1:2016, and BS 5306-3:2017.
- Conduct regular inspections and tests of the fire alarm, emergency lighting, and fire extinguisher systems.
- Provide emergency call-out support and ensure system faults are rectified promptly.
- Replace or refill fire extinguishers as required, ensuring compliance with relevant standards.
- Supply service reports after each maintenance visit.

APPENDIX 2.

INVITATION TO QUOTE AND INSTRUCTIONS LLANGOLLEN TOWN COUNCIL LIFT MAINTENANCE

SECTION 1.

1. Introduction.

- 1.1 The Town Council is seeking skilled contractors with experience in lift maintenance. Should contractors need to supplement their own resources by bringing in specialist supporting staff or companies, in such instances the successful contractor will act as principal contractor to guarantee performance to time, standard and cost, and the costs of employing any such specialist advisers should be included in the quotation.
- 1.2 The contract will run for period of three years and is intended to commence on 1st April 2025 with total costs spread equally over the five-year period.
- 1.3 Award Criteria.
The Contract will be awarded on the basis of the most economically advantageous offer. The Council reserves the right not to accept the lowest or any of the quotations submitted.

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- 13.5 Any inducement: Someone offers, gives or agrees to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Council, or if the like acts shall have been done by any person employed by a potential contractor or acting on its behalf (whether with or without the potential contractors knowledge) or if, in relation to any Contract with the Council, potential contractor or any person employed by that potential contractor or acting for them shall have committed an offence under the Prevention of Corruption Act 1972, or shall have given any fee or reward, the receipt of which is an offence under Section 117 of the Local Government Act 1972.
- 13.6 You are reminded that some of this improper conduct may attract criminal liability.

SECTION 2: SPECIFICATION

1. General

1.1 The works will be undertaken in full compliance with:

- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- The Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 19.
- The Health and Safety at Work Act 1974.
- Any relevant British Standards (e.g., BS EN 81 series) and manufacturer recommendations.

2. Location of Work

2.1 The Town Council operates and manages Llangollen Town Hall, which houses a Krone lift system. All works shall be carried out within this facility, ensuring minimal disruption to its operation.

3. Maintenance and Service Requirements

3.1 The lift maintenance contract shall include:

- Six (6) scheduled service visits per annum to ensure compliance with LOLER and PUWER.
- Guaranteed emergency callout service within 4 hours for a breakdown.
- Guaranteed emergency callout service within 1 hour in the event of a passenger entrapment.
- 24/7, 365-day callout assistance for all emergency situations.
- Comprehensive record-keeping and reporting in accordance with LOLER.

4. Maintenance Schedule for Electric Lifts

4.1 General Maintenance Checks

- Ensure all components are clean and free from dust and corrosion.

4.2 Pit Area

- Check for excess oil/grease at bottom of guides.
- Ensure pit area is clean, dry, and free from debris.
- Inspect counterweight screen.
- Verify presence and condition of shaft division screens (if required).

4.3 Safety Mechanisms

- Inspect anti-rebound devices and switches for free movement and correct operation.
- Check for equal tension of ropes.
- Lubricate moving parts where required.
- Inspect and test all lift buffers (hydraulic, spring, and polyurethane types) for condition, oil level (where applicable), and secure fixings.

4.4 Drive and Mechanical Systems

- Inspect drive motor/generator for:
 - Bearing wear.
 - Lubrication levels.
 - Commutator condition.
- Gearbox:
 - Inspect for wear and lubrication.
 - Verify secure fixings and proper isolation from machine raft/supports.
- Traction sheave:
 - Check grooves for wear and signs of rope slip.
- Brake system:
 - Inspect all components for wear.
 - Verify stopping accuracy and brake lining condition.

4.5 Control and Safety Systems

- Ensure the controller cabinet is clean, dry, and dust-free.
- Inspect hand-winding and rescue system:
 - Verify availability of necessary parts (e.g., hand-winding wheel).
 - Confirm correct notices are displayed.
 - Check battery health if emergency system relies on backup power.

- Test overspeed governor and tension pulley for free movement and wear.
- Inspect and test main rope diverter pulleys and their bearings.

4.6 Lift Car and Counterweight Systems

- Inspect car/counterweight guides for required lubrication and secure fixings.
- Check car/counterweight guide shoes and rollers for wear and proper lubrication.
- Verify counterweight filler weights are adequately retained and frame integrity.
- Inspect condition of pulleys, bearings, and rope guards.

4.7 Electrical and Safety Components

- Inspect electrical wiring for insulation integrity.
- Check trailing flexes and terminations for wear.
- Ensure normal and emergency lighting is operational.
- Verify car control buttons, key switches, visual/audible indicators, and speech unit functionality.
- Test overload device functionality (if fitted).

4.8 Suspension and Termination Systems

- Inspect suspension ropes/chains/belts for wear and compliance with wire discard criteria.
- Verify lubrication (where applicable) and uniform tensioning.
- Check elongation to ensure adequate car over-travel/counterweight under-travel.
- Inspect termination components for deterioration, wear, and correct securement.
- Inspect and test compensation chains or ropes where fitted.

4.9 Doors and Entrances

- Landing Entrances:
 - Inspect landing locks and emergency unlocking device.
 - Check doors for free movement, correct guiding, and security of fixings.
 - Verify door gaps comply with regulations.
 - Inspect door operation mechanism (wire rope, chain, or belt integrity).
- Car Doors:
 - Verify door closed contact or lock functionality.
 - Inspect protective devices.
 - Check door reversal force and kinetic energy compliance.

4.10 Performance and Safety Tests

- Verify floor level stopping accuracy and record deviations.
- Check final limit switches for correct operation.
- Test motor run time limiter and overload protection settings.
- Inspect electric safety devices and verify fuse ratings.
- Test emergency alarm device, including functionality in the event of power failure.

- Inspect landing controls and indicators for operational integrity.

5. Compliance and Reporting

- All maintenance activities and test results must be recorded and kept for a minimum of two years, in line with LOLER and PUWER requirements.
- Any defects or safety concerns identified must be reported immediately to the Town Council and rectified in a timely manner.
- A LOLER thorough examination must be conducted at least every 6 months by a competent person, and certification must be retained for inspection.

APPENDIX 3

INVITATION TO QUOTE AND INSTRUCTIONS **LLANGOLLEN TOWN COUNCIL CONTRACT CLEANING**

1. Introduction.

1.1 Llangollen Town Council (hereinafter referred to as the “Client”) is seeking Tenders from Contractor (hereinafter referred to as the “Contractor”) for the provision of works to undertake the deep cleaning of internal surfaces in the Town Hall as specified in the Tender Specification.

2. Essential information.

2.1 In the quotation supplier’s must ensure that their response contains the following:

- Detailed response to the Specification (Section 2)
- Signed Certificate as to Collusion (Section 3)
- Signed Certificate as to Canvassing (Section 3)
- Signed Form of Quote (Section 3)

3. The proposal.

3.1 Your proposal will set out your costs for delivering the full service detailed in the Specification (Section 2). Once the Council is satisfied with these documents, they will be incorporated into and form part of any contract which may be awarded.

4. How and when you must get the information to us.

4.1 The proposal must be sent via email with the subject line **CONFIDENTIAL** by no later than **17.00 hrs XX.XX.2025** to deputytownclerk@llangollentctowncouncil.gov.uk

4.2 Your quotation must remain valid and open for acceptance by the Council for three months after the date you sent it to us or longer if that is agreed between you and the Council.

5. Rejection of quotations.

5.1 The Council may reject your quotation if:

- You do not return the Form of Quotation and enclosed documents in accordance with this document.
- You make any changes (see below) or
- You act in any way improperly – see further explanation at the end of this invitation.
- Your Quotation is not received in accordance with Section 4.

6. How the council decides.

6.1 The Council will evaluate the information that you provide with your quotation in accordance with the provisions of the Council’s Constitution. References received on your behalf will also be taken into account as will the results of any interviews,

should these be required. Following initial assessment of quotations, the Council may seek further clarification.

7. What the council is not liable for.

- 7.1 The Council will not be liable for any expense you incur in preparing and submitting your quotation, or for any loss suffered should a quotation not be accepted. You must obtain for yourself at your own expense all information necessary for the preparation of your quotation. While the Council will try to make all the information sent accurate, they do not accept any liability if it is not accurate.

8. Particular points to bear in mind.

- 8.1 Make sure that you are fully familiar with the nature and extent of the obligations which you will take on should your quotation be accepted. You would be required to adhere to all the documents sent with this quotation pack.
- 8.2 Make sure you are aware of local conditions, the resources you will have to provide to perform the works and any other matter that may affect the performance of the works.
- 8.3 The quotation documents are and remain the property of the Council and must be returned upon demand.
- 8.4 The fact that you have been invited to quote does not necessarily mean that you have satisfied the Council about any matters.

9. What to do if you have any questions.

- 9.1 If you have any questions, contact the person detailed below, who will provide whatever clarification the Council thinks necessary. The Council may circulate the enquiry and the answer to all others asked to quote. All requests must be in writing (e-mail, facsimile or letter). The final date for making such requests is one week before the closing date set out in paragraph 4.1 above.

Contact:

**Deputy Town Clerk
Llangollen Town Hall,
Parade Street,
Llangollen
LL20 8PW**

01978 861345

deputytownclerk@llangollentctowncouncil.gov.uk

10. Confidentiality.

- 10.1 All the information enclosed (and any other information you get later or have already received) is confidential. However, if you need to give anyone information because you need to obtain sureties or costs (such as for insurance) necessary for

the preparation of the quotation, you can give out necessary information if you first obtain from the persons to whom the information is shown an undertaking to the Council to keep the information confidential.

10.2 You must treat the details of your quotation and any subsequent contract as private and confidential.

10.3 You must comply with the data protection requirements and the confidentiality requirements set out in the Contract Terms and Conditions.

10.4 The provisions of this clause are subject to the provisions of the Freedom of Information Act 2000 and of any scheme made by the Council under it.

11. Changes.

11.1 If you specify any alternative terms and conditions to those required by the Council, these will be deemed to have been rejected by the Council unless expressly accepted in writing. No alterations, erasures, omissions or additions are to be made to the text of the quotation documents unless agreed in writing by the Council.

12. What if you are awarded the contract?

12.1 You would be required to execute a formal contract in the form of the enclosed contract. If for some reason this did not happen immediately, you would still be bound by a contract. The terms of that contract would be those set out in this Invitation and instructions; your quotation and documents sent in with it; and all other information given by you to the Council, together with the Council's written acceptance. Where there were any differences between what we sent or told you, and what you sent or told us, the Council's version would prevail.

12.2 Commencement and Completion Dates.

The contract will run from the date of appointment and the works completed in a timely manner.

13. Improper Conduct.

13.1 None of the following is allowed:

13.2 Any canvassing: Any quotation submitted by a potential contractor who has directly or indirectly canvassed any member or official of the Council concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Form of Quotation submitted by any other potential contractor shall not be considered for acceptance by the Council.

13.3 Any price fixing: Where someone fixes or adjusts the prices already shown in its Form of Quotation by or according to any agreement or arrangement with any other person, group or a potential contractor; or where someone enters into any agreement or arrangement with any other person that such other person shall

refrain from submitting a quotation or shall limit or restrict the prices to be shown by any other a potential contractor in its quotation.

13.4 Any breach of confidence: Except as allowed above.

13.5 Any inducement: Someone offers, gives or agrees to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Council, or if the like acts shall have been done by any person employed by a potential contractor or acting on its behalf (whether with or without the potential contractors knowledge) or if, in relation to any Contract with the Council, potential contractor or any person employed by that potential contractor or acting for them shall have committed an offence under the Prevention of Corruption Act 1972, or shall have given any fee or reward, the receipt of which is an offence under Section 117 of the Local Government Act 1972.

13.6 You are reminded that some of this improper conduct may attract criminal liability.

SECTION 2: SPECIFICATION.

1. Scope of Work

Llangollen Town Hall, a Grade II listed building constructed in 1867, requires professional cleaning services. The scope includes all public areas, excluding the stage.

2. Key Objectives

- Maintain exceptional cleanliness standards.
- Utilize environmentally friendly, non-toxic cleaning products.
- Minimize facility downtime to ensure uninterrupted public access.

3. General Requirements

- Maintain accurate cleaning logs for inspection.
- Adhere to all UK Health & Safety regulations.
- Use biodegradable, non-toxic cleaning products free from bleach and phosphates.
- Ensure all staff are trained in COSHH 2002 regulations.

4. Cleaning Tasks

4.1 General Cleaning

- Remove heavy soiling efficiently.
- Utilize steam cleaning where appropriate, ensuring surfaces are not damaged.

4.2 Town Hall

To include the vestibule booking hall, all stairs and landings, main auditorium, balcony, toilets, welfare area and changing room, but excludes the stage and props room.

- Sweep and mop floors using eco-friendly cleaning solutions.
- Sanitize toilets with non-chlorine disinfectants.
- Clean surfaces (ceilings, floors, walls and worktops)
- Clean and polish taps, sinks, and pipework.
- Remove blockages from basins.
- Replenish toilet rolls and soap with recycled or sustainably sourced products.
- Remove dust and cobwebs from ceilings.
- Clean carpets using low-impact, biodegradable shampoo.

4.3 Town Council Offices & Chamber

To include all offices, Council Chamber, toilets, kitchen and connecting corridors.

- Sweep and mop floors using eco-friendly cleaning solutions.
- Sanitize toilets with non-chlorine disinfectants.
- Clean surfaces (ceilings, floors, walls and worktops)
- Clean and polish taps, sinks, and pipework.
- Remove blockages from basins.

- Replenish toilet rolls and soap with recycled or sustainably sourced products.
- Remove dust and cobwebs from ceilings.
- Clean carpets using low-impact, biodegradable shampoo.

4.4 Bi-Annual Deep Cleaning

- Descale sanitary ware using non-acidic descaling agents.
- Perform a comprehensive deep clean of all areas, ensuring full compliance with environmental regulations.