

Roche Parish Council
Public Conveniences Cleaning Contract

ROCHE PARISH COUNCIL

PUBLIC CONVENIENCES CLEANING

You are invited to submit a fixed price tender for Public Conveniences Cleaning as indicated in the schedule below, for a period of five years, 2020/2021/2022/2023/2024. The fixed price should be for the year 2020 with increases for 2021/2022/2023/2024 not to exceed increases in the retail price index (RPI) and at the discretion of the Parish Council.

The contract will commence on the 1st April 2020.

Contractors shall be responsible for providing suitable cleaning equipment for each task they undertake and that the maintenance and safety procedures are carried out for the safe use of that equipment. All Contractors shall provide proof that they are in possession of Public Liability Insurance and any certification that is required for the task they are undertaking and that they have made the required risk assessments associated with each task.

Cleaning Contract for Ladies, Gents and Disabled Toilets to be actioned as follows:-

Daily Routine:

- Opening and Closing on a daily basis – 7.00am to unlock and 7.00pm to lock up for the evening
- Cleaning all facilities on a daily basis on the 7.00am visit
- Ensuring Toilets rolls are replaced
- Ensuring soap and towels are available
- To supply all cleaning products and consumables

Weekly Routine:

- Cleaning Ceilings and keeping clear of cobwebs
- To keep Cisterns clean and free from cobwebs and dirt
- Keeping Drains clear from debris
- Keeping immediate area swept

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Monthly Routine:

- Testing for Legionnaires and reporting results to the Parish Council on the monthly invoice sent

6-Monthly Routine:

- Ensuring weeds outside are kept clear
- Washing down of fascia and downpipes
- Half Yearly Spring Clean (to be carried out twice a year) and reported to the Parish Council on relevant invoice

Part of the Contract is to also inform the Clerk/Chairman of any issues that may arise immediately in the Public Conveniences. Invoices are to be sent to the Clerk on a monthly basis via email.

Anybody wishing clarification of the above can contact the Parish Clerk on 01726 890983/07899718000 and answer any questions you may have.

All tenders/quotes must include the following covering their business -

- 2 References
- Public Liability £5 million minimum
- Employer's Liability £10 million minimum.

Without the above, tenders will not be accepted.

Closing Date for Tenders - Tuesday 10th March 2020