

INVITATION TO TENDER FOR CLEANING CONTRACT
Stoke Gabriel Public Toilets, Paignton Road , Stoke Gabriel

We refer to the above property.

Your company is invited to bid for the above-named contract. A set of tender documentation is enclosed herewith for your perusal. If you would like to be considered for providing service, please read through the document carefully and submit your tender in accordance with the specified procedures.

Should you have any queries, please feel free to contact me

Best Regards,

Karen Gilbert
Clerk to Stoke Gabriel Parish Council

INTRODUCTION

Stoke Gabriel Parish Council is responsible for the maintenance and operation of the public toilets located at Paignton Road , Stoke Gabriel

This includes, but is not limited to, cleaning, refuse removal (including sanitary waste), replenishment of consumables and repairs. The single story building consists of 2 rooms, each with level access

The floors are exterior grade tiles and the walls are tiled

SCOPE OF SERVICES

Stoke Gabriel Parish Council is seeking the services of a professional cleaning company to:

Clean the toilets 3 days a week. - preferably Monday / Wednesday and Friday

- Sweeping and mopping of the floors
- Dusting and disinfecting of general surfaces (such as windows & sills)
- Disinfecting and cleaning of all WCs, urinals and wash basins
- Removal and responsible disposal of refuse, including sanitary waste
- Unblocking of WCs, urinals and wash basins, as required
- Replenishment of consumables i.e. soap, toilet rolls, urinal blocks
 - Report CONDITIONS faults, vandalism, damage, theft and any other maintenance requirements
 - The contract shall be for a term of 24 months
 - Either party may terminate the contract by giving the other party 1 month written notice
 - The contractor shall provide all necessary machinery, tools, materials and supplies for the proper execution of the work***
 - The contractor shall monitor consumable supply levels and report replenishment requirements before they run out
 - Payment will be made monthly following receipt of an invoice. Payment terms are to be no less than 30 days
 - The Council is not obliged to accept the lowest or any tender submitted

APPLICATION & DEADLINES

Applications must be made in writing, either electronically or via post, to:

mrskarengilbert@gmail.com

•Stoke Gabriel Parish Council Parish Council, Jolly Lane Cottage . Hexworthy , Yelverton Devon PL20 6SD

• A covering letter describing your business and why your company is best placed to provide the required services should accompany any quote

- Any other information that you feel is relevant

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The deadline for applications is *****. Applications received after this time may not be considered.