

Cleaning Services **for Trowbridge** **Town Council** **1st April 2024**

4th March 2024

To Whom it May Concern

Cleaning Services for Trowbridge Town Council

Trowbridge Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, the following documentation is being provided:

Contract Specification
Terms of SLA
Tender Form
Map of Locations

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Tender: TTC Cleaning Services
C/o Town Clerk
Trowbridge Town Council
The Civic Centre
St Stephens Place
Trowbridge
Wiltshire
BA14 8AH

By Noon Thursday 18th March 2024

Your tender submission must comprise the following information:

- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information please call the Facilities Operations Manager, Paul Costello 01225 765 072. The office is open between 8:30 am – 4 pm Monday to Friday.

Yours sincerely

Lance Allan
Town Clerk & CEO

Trowbridge Town Council

SPECIFICATION FOR THE CLEANING SERVICES TO SIX SITES IN TROWBRIDGE TO BE USED AS THE BASIS FOR A FIXED PRICE CONTRACT FOR AN INITIAL 24 MONTHS COMMENCING THE 1st APRIL 2024 (WITH AN OPTION TO EXTEND TO 3 YEARS)

GENERAL TERMS OF CONTRACT

1. The successful contractor shall satisfy the Town Council through the Facilities Operations Manager, Neighbourhoods Operations Manager, Civic Manager, Museum Manager.
 - a. That they have available suitable, well-maintained equipment to carry out the work.
 - b. That all persons to be engaged in the work have been properly trained in the use of equipment and other materials, and that they have been made fully aware of the nature of the equipment and materials, and possible dangers to themselves and others arising from their transport, storage, or application.
 - c. That they have adequate insurance cover against third-party claims which might arise from their negligence whilst performing the work.
 - d. That they have adequate Employer's Liability insurance coverage in respect of the employees engaged in the work.
 - e. That they can comply with all statutory requirements concerning the performance of the contract.
2. The successful contractor shall inform the Facilities & Neighbourhoods Manager immediately when they become aware of any deficiency concerning 1a to 1e as above and respond promptly to any questions or requests for evidence from the Facilities & Neighbourhoods Manager on matters relating to the contract.

WORK TO BE CARRIED OUT UNDER SLA

3. THIS SERVICE LEVEL AGREEMENT (the "Agreement") dated **1st April 2024**
BETWEEN:
TROWBRIDGE TOWN COUNCIL of THE CIVIC CENTRE ST STEPHENS PLACE,
TROWBRIDGE, England
(the "Customer")
- AND -
(the "Service Provider").

4. BACKGROUND:
The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement. (Detailed Specification ITEM 1-6)
IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

FOR... "Service Provider" to carry out the cleaning services for Trowbridge Town Council as detailed in the tender TTC_CS_2024-2027 Invitation to Tender for Cleaning Services for Trowbridge Town Council, which went to tender in February 2024 and was awarded March 2024 with a contract commencing 1st April 2024 a detailed specification ITEM 1-6 is included in this SLA along with locations of the properties.

To also provide permission for "Service Provider"to become key holders for all properties listed in ITEM 1-6 *(A separate form listing keys/fobs will be provided for signature)*

We will require a guaranteed level of service which is responsive to your individual requirements which will meet the range, and quality service standards set, and at the cost of service set out in the tender.

Any variations to the cleaning schedule, as detailed in ITEM 1 - 6 on a long-term or permanent basis, must be discussed with the Facilities & Neighbourhoods Manager in advance of such changes taking place should the venue managers ask the service provider to do so. Wherever possible changes will be made within existing resources and costs. However, if after assessment additional costs are required, authorisation must be obtained before work can proceed.

4. DETAILED SPECIFICATION

ITEM 1 The below specification applies to The Civic Centre, St Stephen's Place, Trowbridge.
BA14 8AH

Ref	Description	Daily	Weekly	Monthly	Other
Staff Offices (Non-Tenants)					
0.1	Vacuum flooring		/		
0.2	Windowsills			/	
0.3	Skirting, doors, ledges, radiators, switches, push-plates and handles				Every 2 months
0.4	Door glass vision panels		/		
0.5	Glazed partitions			/	
0.6	The internal side of the windows				Every 4 months
Entrances, Lobby and Reception Areas					
1.1	Sweep/Vacuum/Mop flooring	/			
1.2	Empty waste bins				When full and a Fri
1.3	Sweep/Vacuum/Mop flooring (Information Services Store/Kitchenette)		/		
1.4	Windowsills			/	
1.5	Wet carpet clean				Every 6 months
1.6	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
1.7	Vacuum any upholstered furniture		/		
1.8	Remove cobwebs		/		
Conferencing, Meeting Rooms and Tenant Offices					
2.1	Sweep/Vacuum/Mop flooring	/			
2.3	Empty waste bins	/			
2.4	Clean waste bins			/	
2.5	Windowsills			/	
2.6	Wet carpet clean				Every 6 months
2.7	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
2.8	Vacuum any upholstered furniture		/		
2.9	Remove cobwebs		/		
2.10	Door glass vision panels	/			
2.11	Glazed partitions				Every 2 weeks
Restroom and Kitchenette area					

3.1	Sweep/Vacuum/Mop flooring				Tue & Thur
3.2	Clean all worktops and sinks	/			
3.3	Clean tiled areas				Every 2 weeks
3.4	Clean outside of kitchen appliances		/		
3.5	Empty waste bins and replace bin liners				When Full & a Fri
3.6	Empty contents and clean fridges internally				Every 6 months
3.7	Wipe clean furniture		/		
3.8	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
3.9	Remove cobwebs			/	
3.10	Clean glass vision panels in doors		/		
3.11	Clean microwave internally			/	
Toilets and Showers					
4.1	Sweep/Vacuum/Mop flooring	/			
4.2	Clean and disinfect all sanitary ware	/			
4.3	Clean/Disinfect all taps/flush handles/drainage holes	/			
4.4	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
4.5	Wipe soap dispensers, hand dryers, and any other fittings		/		
4.6	Replenish toilet rolls *	/			
4.7	Clean splashbacks	/			
4.8	Clean mirrors	/			
4.9	Remove cobwebs		/		
4.10	Clean all cubicle door partitioning, including hinges			/	
4.11	Clean tiled areas (Walls)			/	
4.12	Scrub tiled floors				Every 6 weeks
Staircases, Landings, Corridors and Lift					
5.1	Sweep/Vacuum/Mop corridor flooring				Tue & Thu
5.2	Vacuum North staircase & landing	/			
5.2	Dust balustrades, handrails and remove cobwebs				Every 2 weeks
5.4	Clean and polish all cladding to lift surfaces				Every 2 weeks
Main Hall (Flooring = As per manufacturer recommendation)					
6.1	Sweep/Vacuum/Mop flooring		/		
6.2	Polish/Buff Hall floor		/		

6.3	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
Caterers Kitchen (Civic Centre)					
7.1	Deep clean, including ventilation				Every 12 months
Glazing Cleaning					
8.1	Interior & Exterior cleaning of glazed entrance doors, glazed lobbies & Chamber windows		/		
8.2	Cleaning of exterior windows and frames (All sites)				Every 3 months
8.3	Cleaning of gutters/facia/cladding (All sites)				Every 12 months

** Report Toilet Roll stock levels to Facilities who will ensure adequate stock is available to the cleaner.*

ITEM 2 The below specification applies to the Trowbridge Museum, The Shires Shopping Centre, Court Street, Trowbridge BA14 8AT

Ref	Description	Daily	Weekly	Monthly	Other
0.1	Sweep/Vacuum all public space flooring	/			
0.2	Spot-clean all glass exhibits		/		
0.3	Clean taps, flush handles, dispensers, splashbacks, urinals, mirrors, replenish toilet rolls* Windowsills, tiles, sweep and mop floors to all toilets	/			
0.4	Wipes sides, sink, spot clean cupboard doors, clean microwave & vacuum kitchen, and staff rest area		/		
0.5	Empty waste bins				When Full & a Fri
0.6	High-level cleaning throughout the building.			/	
0.7	Brick Dust, to Hoover/dust throughout the building		/		
0.8	Damp wipe plastic trunking in public areas			/	
0.9	Clean internal glazing, vision panels & frames				Every 2 months
0.10	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
0.11	Remove Cobwebs			/	
0.12	Cleaning of steel girders in the Learning Hub				Every 2 months
1.1	Sweep/Vacuum/Mop main entrance, stairs, landings, and lift flooring	Mondays weekly			
1.2	Clean glass panels, and windowsills in lift and stair areas				
2.1	Sweep/Vacuum/Mop Collection office and Activity room	Tuesdays weekly			

2.2	Wipe windowsills and frames, Collection Office, and Activity Room	
3.1	Buff concrete flooring on 3 rd floor	Wednesdays weekly
4.1	Buff concrete flooring on 2 nd floor	Thursdays Weekly
5.1	Sweep/Vacuum/Mop offices	Friday Weekly

** Report Toilet Roll stock levels to Facilities who will ensure adequate stock is available to the cleaner.*

ITEM 3 The below specification applies to Longfield Community Centre, Weavers Drive, Trowbridge. BA14 7DZ (The DVSA contracts its own cleaner for their room)

Ref	Description	Daily	Weekly	Monthly	Other
Office/Waiting Room					
0.1	Vacuum flooring		/		
0.2	Dust windowsills			/	
0.3	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
0.4	Clean glass vision panels in doors				Every 2 weeks
0.5	Clean the internal side of the window				Every 4 months
Kitchenette					
3.1	Sweep/Vacuum/Mop flooring		/		
3.2	Clean all worktops and sinks		/		
3.3	Clean tiled areas			/	
3.4	Clean outside of kitchen appliances			/	
3.6	Empty contents and clean fridges internally				Every 6 months
3.9	Remove cobwebs			/	
3.10	Clean glass vision panels in doors		/		
All Toilets					
4.1	Sweep/Vacuum/Mop flooring	/			
4.2	Clean and disinfect all sanitary ware	/			
4.3	Clean/Disinfect all taps/flush handles/drainage holes	/			
4.4	Clean skirting and low-level ledges				Every 2 weeks
4.5	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers		/		
4.6	Replenish toilet rolls *	/			
4.7	Clean splashbacks	/			

4.8	Clean and Polish mirrors	/			
4.9	Remove cobwebs			/	
4.10	Damp Wipe all doors and toilet partitioning, including hinges			/	
Corridors/Lobby					
5.1	Sweep/Vacuum/Mop flooring		/		
5.2	Remove cobwebs			/	
5.4	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 weeks
Main Hall (Flooring = As per manufactures recommendation)					
6.1	Sweep/Vacuum/Mop flooring		/		
6.2	Polish/Buf floor				Every 2 weeks
6.3	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers			/	

** Report Toilet Roll stock levels to Facilities who will ensure adequate stock is available to the cleaner to access.*

ITEM 4 The below specification applies to Walkers Yard Units 2&3, Raleigh Court, Off Polebarn Rd, Trowbridge. BA14 7EF

Ref	Description	Daily	Weekly	Monthly	Other
All Toilets					
0.1	Sweep/Vacuum/Mop flooring				Tues & Fri
0.2	Clean and disinfect all sanitary ware				Tues & Fri
0.3	Clean/Disinfect all taps/flush handles/drainage holes				Tues & Fri
0.4	Dust dispensers, hand dryers, radiators, and any other fittings			/	
0.5	Clean splashbacks		/		
0.6	Clean and Polish mirrors		/		
0.7	Remove cobwebs			/	
0.8	Damp Wipe all doors and toilet partitioning, including hinges			/	

Note: Toilet Roll for this site is managed directly by the Neighbourhoods team.

ITEM 5 The below specification applies to Trowbridge Cemetery Buildings, The Down, Trowbridge. BA14 7NJ

Ref	Description	Daily	Weekly	Monthly	Other
Office/Waiting Room					
0.1	Sweep/Vacuum/Mop flooring		/		
0.2	Dust windowsills			/	
0.3	Skirting, doors, ledges, radiators, switches, push-plates, handles and extinguishers				Every 2 months
0.4	Clean glass vision panels in doors				Every 2 weeks
0.5	Clean both sides of the window				Every 4 months
0.6	Clean all worktops and sinks		/		
0.7	Clean the outside of any kitchen appliances			/	
0.8	Remove cobwebs			/	
All Toilets					
1.1	Sweep/Vacuum/Mob flooring				Tues & Fri
1.2	Clean and disinfect all sanitary ware				Tues & Fri
1.3	Clean/Disinfect all taps/flush handles/drainage holes				Tues & Fri
1.4	Clean skirting				Every 2 weeks
1.5	Dust dispensers, hand dryers, radiators, and any other fittings				Tues & Fri
1.6	Replenish toilet rolls *				Tues & Fri
1.7	Clean splashbacks				Tues & Fri
1.8	Clean and Polish mirrors				Tues & Fri
1.9	Remove cobwebs and high-level dust			/	
1.10	Damp Wipe all doors and toilet partitioning, including hinges			/	
Chapel					
2.1	Sweep/Vacuum/Mob Floor				Every 2 weeks*
2.2	Wipe Alter, Organ, Chairs				Every 2 weeks*
2.3	Skirting, Doors, Ledges, Radiators, Switches, Push plates and Handles			/	
2.4	Remove Cobwebs			/	

* Report Toilet Roll stock levels to Facilities who will ensure adequate stock is available to the cleaner to access.

* Frequency may vary depending on use, the contractor should allow for 30 attendances to the chapel per year. The customer will provide an update on usage based on bookings.

ITEM 6 The below specification applies to Public Toilets, Trowbridge Park, St Stephen's Place, Trowbridge. BA14 8AH – Expected to be in operation by late May/Early June 2024

Ref	Description	Daily	Weekly	Monthly	Other
All Toilets					
0.1	Sweep/Vacuum/Mob flooring	/			
0.2	Clean and disinfect all sanitary ware	/			
0.3	Clean/Disinfect Wallgate Wash/Drier Unit and Radiator	/			
0.4	Replenish Toilet Roll and Soap*	/			
0.5	Clean splashbacks	/			
0.6	Clean and Polish mirrors		/		
0.7	Remove cobwebs			/	
0.8	Damp Wipe all doors and toilet partitioning, including hinges			/	

* Report toilet roll and soap stock levels to Facilities who will ensure adequate stock is available to the cleaner to access.

Important notes:

- i. The service provider is to supply bin bags where required as part of the SLA.
- ii. The service provider to provide all cleaning chemicals, supplies and equipment. The Council has a dedicated cleaning cupboard for the contractor to use at each site and all electrical equipment must be fit for purpose (PAT).
- iii. The service provider MUST ensure COSHH files are up to date and present in each store cupboard.
- iv. The service provider MUST present the customer updated Risk Assessments, method statements and relevant insurances annually.
- v. The council requires the cleaning to be carried out before 7:30 am Monday to Friday. **Where agreed with venue managers**, cleaning in the evening (from 5 pm) is acceptable ONLY when there are no events taking place that evening.
- vi. For cleaning over the weekend for the Civic Centre, & Longfield the venue managers will provide committed bookings monthly in advance for the contractor to allocate resources. Any changes to the calendar will be notified by a venue manager at least 72 hours' notice to the service provider by email. The contractor should include 'Bank Hours' as listed below, invoiced monthly to cover the weekend cleaning requirements.

Civic Centre- Average 30-weekend bookings per year = 10 hours per month (30 x 4 hrs / 12 months)

Longfield- Average 26-weekend bookings per year = 4.5 hours per month (26 x 2 hrs / 12 months rounded up to the nearest half hour)

- vii. The public toilets (ITEM 6) are for 7 days per week.

viii. The service provider should be available for meetings with the building managers regularly. This should be arranged and diarised with the following building managers:

Sue.Ashford@trowbridge.gov.uk – Civic Centre & Longfield CC (Venue/Events)

Paul.Costello@trowbridge.gov.uk - Civic Centre (General), Trowbridge Cemetery

Hannah.Lyddy@trowbridge.gov.uk – Trowbridge Museum

Carl.Maddox@trowbridge.gov.uk – Walkers Yard & Public WC's

ix. The customer will provide a communications book for daily contact in the following locations:

<i>Civic GF Staff Base-</i>	related to the Venues/Events areas at the Civic & Longfield.
<i>FF Facilities Office-</i>	related to the Civic general areas, stock & reporting issues and Trowbridge Cemetery.
<i>Museum Staff Room-</i>	related to all Museum cleaning enquiries.
<i>Walkers Yard Unit 2-</i>	related to Walkers Yard units and public WC's.

x. For ease and clarity, the equipment and materials supplied by the service provider will remain solely for their purpose and will not be used by the customer. The customer will procure their own equipment and materials which will be stored in separate cupboards/cabinets.

5. Quality Control

The service provider will provide the customer with a consistent standard of service, one that should exceed our expectations. The customer expects:

- Use of a daily checklist in each venue based on the detailed specification ITEM 1-6
- Copies of Health and Safety, Risk Assessments, Insurance and Training to be updated annually.
- Regular (at least quarterly) meetings with the Venue Managers

A quality control system should be an integral part of the service provider care policy and should identify or measure key elements of the contract, to promote the delivery of a consistently high-quality service. Such as:

- Standard of Cleanliness
- Health and Safety
- Safety of Equipment
- Cleaning Materials
- COSHH
- Staff Employment and Training
- Customer Care
- Personal Appearance incl Uniforms & ID

6. Term of Agreement

The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until 30th March 2026

In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 60 days' notice to the other Party.

Except as otherwise provided in this Agreement, the obligations of the Service Provider will end upon the termination of this Agreement.

7. Performance

The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

8. Confidentiality

Confidential information (the "Confidential Information") refers to any data or information relating to the Customer, whether business or personal, which would reasonably be considered to be private or proprietary to the Customer and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Customer.

The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Service Provider has obtained, except as authorized by the Customer. This obligation will survive indefinitely upon termination of this Agreement.

All written and oral information and material disclosed or provided by the Customer to the Service Provider under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Service Provider.

The town council's privacy statement can be found on the town council website. [Privacy - Trowbridge, The County Town of Wiltshire](#)

9. Non-Solicitation

Any attempt on the part of the Service Provider to induce to leave the Customer's employ, or any effort by the Service Provider to interfere with the Customer's relationship with its employees or other service providers would be harmful and damaging to the Customer.

The Service Provider agrees that, during the term of this Agreement, the Service Provider will not in any way directly or indirectly:

Induce or attempt to induce any employee or other service provider of the Customer to quit employment or retainer with the Customer;

Otherwise, interfere with or disrupt the Customer's relationship with its employees or other service providers;

Discuss employment opportunities or provide information about competitive employment to any of the Customer's employees or other service providers; or

Solicit, entice, or hire away any employee or other service provider of the Customer.

10. Return of Property

Upon the expiry or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or Confidential Information which is the property of the Customer.

11. Capacity/Independent Contractor

In providing the Services under this Agreement it is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

12. Notice

All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

FACILITIES & NEIGHBOURHOODS MANAGER
TROWBRIDGE TOWN COUNCIL
THE CIVIC CENTRE ST STEPHENS PLACE
TROWBRIDGE, England, BA148AH
Email: karl.buckingham@trowbridge.gov.uk

'SERVICE PROVIDER'

13. Modification of Agreement

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing and signed by each Party or an authorized representative of each Party.

14. Assignment

The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

15. Inurement

This Agreement will inure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

16. Titles/Headings

Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

17. Governing Law

It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Country of England, without regard to the jurisdiction in which any action or special proceeding may be instituted.

18. Severability

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

19. Waiver

The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Signed by Customer 'Trowbridge Town Council'

Name:

Title

Date:

Signature:

Signed by Service Provider

Name:

Title:

Date:

Signature:

20. SUBMISSION OF TENDER

Tenders must reach the Town Clerk, at the address given on the tender invite letter, in a sealed envelope endorsed '**TTC CLEANING SERVICES**' by no later than noon **Monday 18th March 2024**

Please ensure that you allow sufficient time to follow the instructions provided. Trowbridge Town Council is not obliged to accept the lowest or any tender during this process should all criteria not be met in full. Late applications will not be considered in any circumstances.

The Evaluation Process

The contract will be awarded based on the value and the quality of the information provided in the tender submission.

The weightings assigned will be as follows:

Most Economically Advantageous Criteria:	Weighting %
Cost	60%
Quality of Tender Application & Information	40%
Total	100%

Assessment	Score Awarded	Interpretation
Excellent	5	Excellent response with detailed supporting evidence and no weaknesses. Response demonstrates that the Tenderer will provide excellent services if awarded.
Good	4	Good response with good supporting evidence and minimal weaknesses. Response demonstrates that the Tenderer will provide good services if awarded.
Satisfactory	3	Satisfactory responses with satisfactory supporting evidence but lacks sufficient detail to award a higher mark. Response demonstrates that the tenderer will provide satisfactory services if awarded.
Poor	2	A response/answer/solution with reservations. Lacks convincing detail and the methodology to be applied. Medium risk that the proposed approach will not be successful
Very Poor	1	An unacceptable response with serious reservations. Limited detail of methodology to be applied. High risk that the proposed approach will not be successful
Unacceptable	0	Failed to address the question.

A score of 2 or less will render the submission ineligible and it will be withdrawn from process.

Unsuccessful suppliers may request feedback from the adjudication panel if required.

All costs and expenses associated with presentations shall be borne by the tenderers.

21. REFERENCES

Applicants should include examples of similar works undertaken.

22. VARIATION TO COST

The Town Council will only consider an annual variation of the cost in November of the contract due to inflationary pressures.

23. FORMAT OF CONTRACT

The formal contract (SLA) between the successful tenderer and the Town Council shall comprise of sub-sections 3-20 in this tender documentation.

Termination of the contract can be exercised by either party by giving in writing 60 days notification or at any time when the provisions of this contract are not being served in the opinion of the council.

FORM OF TENDER FOR CLEANING SERVICES

CO. NAME -----

ADDRESS-----

CONTACT NAME -----

EMAIL ADDRESS-----

TELE. NO. -----

MOBILE-----

I / we having read the terms of the specification and contract conditions and hereby offer to execute the works in accordance with them for the sum of

ITEM 1: Civic Centre £.....per month, £.....per annum

ITEM 2: Trowbridge Museum £.....per month, £.....per annum

ITEM 3: Longfield CC £.....per month, £.....per annum

ITEM 4: Walkers Yard £.....per month, £.....per annum

ITEM 5: Trowbridge Cemetery £.....per month, £.....per annum

ITEM 6: Public Toilets

£.....per month, £.....per annum

Additional costs which may occur must be specified below;

This is a 24-month contract (with an option to extend to 3 years) which may be determined by either party with 6 months' notice in writing. The Council will consider an annual inflation increase during its annual budgetary process (normally November).

Our insurance details are attached along with the reference form.

Contractor	Office Use Only
Signed- _____ _____ Full Name _____ _____	Signed _____ _____ L Allan – Town Clerk <u>Trowbridge Town Council</u>

or and on behalf of:

Date -----

Date -----
