



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FSLCC

Cleaning: Football Pavilion, The Footpath, Poringland

Poringland Parish Council invites tenders for cleaning of the Pavilion at the Welcome Home and Memorial Playing Field, The Footpath, Poringland.

The contract is for approx. 3 hours per week, to be carried out on a Sunday between 4pm and midnight. The contractor must ensure that they do not disturb the neighbouring residents if late night cleaning is preferred.

The Pavilion is used for football on Saturdays and Sundays during the season, and on Wednesday evenings for out of season training. It is used daily for a breakfast club, and is occasionally used for meetings during the week.

Schedule of works:

General cleaning inside pavilion including lounge, kitchen, shower/toilet block and changing rooms:

Weekly

- Brush/vacuum/mop floors as appropriate
- Clean all toilets, urinals and sinks
- Clean shower area
- Clean kitchen
- Dust /wipe surfaces including window sills, tables etc.
- Clean furniture as necessary.
- Replace consumables (toilets rolls/hand towels/soap etc) from the stocks at the Community Centre.
- Empty bins and place in appropriate sacks, taking refuse to the Community Centre grey Veolia bin.
- Replace bin bags with fresh.
- Report any consumables required to the Parish Clerk in time for ordering replacements (toilet rolls/soap/bin bags/cleaning materials etc).
- Ensure Pavilion is left clean and presentable for the week ahead.

Monthly

- Wipe down walls and ceiling in shower and toilet area with anti-bacterial product.
- Clean tops of door frames and de-cobweb entire pavilion.
- Wipe over exterior window sills.
- Sweep around outside of Pavilion.

Outside within playing field:

- Litter pick in field and play area, with particular attention to the basketball hoop/senior swing area, play area, and the dug outs.
- Empty bear bin in play area and leave near bin at front of building.

The Council seeks a fixed weekly price to carry out the above works, based on 3 hours per week. All contractors must carry Public Liability Insurance and will be asked to provide proof of this prior to

commencement of the contract. The successful contractor will be given a key to the gates and the front door of the Pavilion, which must be kept safe at all times. In the event that the same cleaner will not be sent each week, a key safe can be installed on request.

The Council is happy to negotiate with the successful contractor whether they provide their own cleaning materials, or whether the Parish Council provides all equipment and consumables. The intended approach should be set out within the quotation.

The contract will begin on 1st April 2018 for an initial trial period of 6 months. Subject to satisfactory performance, it is expected that the contractor will be appointed until 31st March 2021.

The contract will be subject to a notice period of two months on either side for mid-term termination, except in the case of gross misconduct where it will be immediately terminated.

For further information and to schedule a visit, please contact the Parish Clerk, Catherine Moore on 01508 492182 or email clerk@poringlandparishcouncil.gov.uk.

Quotations should be received by **Friday 26th January 2018**. Council will make their decision at their meeting on Wednesday 31st January 2018, and will inform the successful contractor shortly after.