



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

Tel: 01529 303456
Email: enquiries@sleaford.gov.uk

Clerk of the Council

Sleaford Town Council is inviting tenders for the supply of cleaning and maintenance services at public toilets situated in Sleaford, Lincolnshire for a competitive price of a maximum of **£28,000** excluding VAT.

Our intention is to award this contract for an initial 12-month period, with potential to extend if both parties are in favour.

Contract Description.

To be responsible for the opening, cleanliness and hygiene, and the maintenance for the following locations:

- Moneys Yard Toilets
- Museum Toilet
- Boston Road, Recreation Toilets

The extent of the cleaning refers to the inside and includes the supply and provision of all services, products, and consumables:

- Clean Wallgate units (where installed)
- Supply of all consumable items i.e., soap, toilet paper.
- Weekly legionella testing.
- Clean and refill toilet roll dispensers.
- Clean off any dirty marks/ chewing gum/ graffiti.
- Clean/scour and disinfect all urinals, WC's pans.
- Clean/scour hand wash basins.
- Empty and clean sanitary bins and/or litter bins.
- Replenish liquid soap in dispensers (and/or Wallgate units).
- Replace batteries in soap dispensers.
- Scrub and wash floor areas, including entrance to facility.
- Sweep floor areas as necessary.
- Check for health and safety issues and report/rectify as appropriate.
- Submit a monthly inspection report with the invoice.

Hard copies of the tender documents must be submitted in a marked envelope to Chris Pilkington, Town Clerk & Responsible Financial Officer at the following address:

Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard
Sleaford, Lincs, NG34 7TW

In addition to submitting a hard copy of the tender, electronic versions can also be submitted by e-mail with the prefix 'TENDER' in the subject heading of the e-mail and the tender documents attached to it. The e-mail address to which tenders should be sent is enquiries@sleaford.gov.uk

Timings

Tenders must be received by Sleaford Town Council no later than 1pm on Monday 11th September 2023

Once Tenders have been received, they will be reviewed to ensure they meet the specification before being presented to a meeting of the Town Council.

End.