

# **LANIVET PARISH COUNCIL**

## **BUS SHELTER & NOTICEBOARD CLEANING CONTRACT**

You are invited to submit a fixed price tender for Bus Shelter and Noticeboard Cleaning as indicated in the schedule below, for a period of 4 years, 2020/2021/2022/2023. The fixed price should be for the year 2020 with increases for 2021/2022/2023 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.

All Bus Shelters in Lanivet shall have the glass cleaned and ensure the area is free of debris, once a month.

Noticeboard Area in Lanivet shall be swept and washed down and glass cleaned on noticeboard once a month.

Contractors shall be responsible for providing suitable machinery and equipment for each task they undertake and that the maintenance and safety procedures are carried out for the safe use of that machinery and 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.

### **Note!!**

Both areas are to be priced separately, as the Parish Council reserves the right to appoint different Contractors to each area and remove any area from the schedule at any time. The work is to be carried out once a month.

All tenders must contain the total price, for each Bus Shelter and the noticeboard area, as the Parish Council may require changes the schedule in the future.

Part of the Contract is to also inform the Clerk/Chairman of any issues that may arise immediately with any of the Bus Shelters or the noticeboard area. 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
- Equipment for works
- Public Liability £5 million minimum
- Employer's Liability £10 million minimum.

Without the above, tenders will not be accepted.

**Closing Date for Tenders - Monday 16<sup>th</sup> March 2020**