



SHERE PARISH COUNCIL
*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere
and a large part of Abinger Hammer*

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Tanyard Hall
30 Station Road
Gomshall
Guildford
Surrey
GU5 9LF

8 February 2019

Tender – Tanyard Hall, Gomshall Cleaning Contract

Shere Parish Council has a duty to seek tenders once every three years for work carried out on a regular basis in the Parish. Anyone willing to quote for the following contract should submit a quotation to the Parish Council at the above address ensuring that the conditions stated in paragraph three of this document are adhered to.

All applicants must be able to produce public liability insurance documentation for the sum of £10 million pounds and also agree to undertake all work in accordance with Shere Parish Council's Health and Safety policy (a copy of which will be issued upon acceptance of tender or upon request). Submission of a risk assessment will also be necessary prior to commencement of the contract.

Closing date for tenders is 12 Noon on 22 March 2019. These must be sent to the above address in a sealed envelope with the words 'Tanyard Hall tender' printed in the top left hand corner of the envelope. The names and addresses of two referees should also be submitted with the quotation unless the tenderer has previously undertaken work for Shere Parish Council. However, please note the following:

- Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment.
- A councillor or a member of a committee or sub-committee shall not attempt to persuade the Council to vote in a person for appointment to or by the Council or to persuade the Council to vote in favour of a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

Schedule of work required over a period of approximately two hours per week.

Schedule of work required:

Regular cleaning of interior of building, on a weekly basis, to consist of:

- Vacuuming through all carpeted areas and the washing of kitchen and toilet floor areas.
- Dusting all rafters and areas cobwebs and dust could accumulate.
- Cleaning toilets and refresh toilet rolls and soap dispensers as required.
- Cleaning kitchen work surfaces and sink on a weekly basis.
- Keeping windows clean on the inside.
- Removal of rubbish
- Limited clean of parish office- clean carpets, clean windows (inside) cobwebs from ceilings and dust desks and computer equipment but leave all the filing surfaces.
- Any other cleaning duties reasonably requested by the Clerk

Any general maintenance issues are to be reported to the Clerk.

S Hoyland
Clerk to Shere Parish Council