*Hatfield Peverel Parish Council is seeking quotes for its contract office cleaning.*

The below requirements must be included in the bid and should be submitted to the Office via post or email (parishclerk@hatfieldpeverelpc.com) BY 28TH AUGUST 2023. Please include the following in your bid:

* Price per visit
* Price to include the additional ‘fortnightly’ tasks
* Copy of public liability insurance and any other relevant documents

Visits to the Parish Council Office are strongly encouraged and must be arranged by calling 01245 382865.

**Weekly visits are required during office opening times (AM only) and will include the following duties:**

**Weekly Duties**

Main Office:

Empty bins

Clean and buff sink

Clean kitchenette worktop

Vacuum and wash floor

Toilet:

Sanitary ware sanitised, cleaned and dried

Vacuum and wash floor

Lobby:

Vacuum and wash floor

**In addition:**

**Fortnightly Duties (every other week)**

Main Office:

Dusting and polishing

Cleaning inside and outside window

Toilet:

Cleaning inside and outside window

Empty bin (paper towels)

External:

Clear cobwebs over windows, door, post box, defibrillator and noticeboard

Contractors must be flexible over day changes which may sometimes be required due to staff absence