



Halstead Town Council

Queens Hall
Chipping Hill
Halstead
Essex, CO9 2BY
Tel: 01787 476480

townclerk@halsteadtowncouncil.org.uk

Invitation to tender for works for Halstead Town Council (to be advertised on HTC website, in the Halstead Gazette, and provided to individual contractors on request)

Tender number : 02/20

Name of company	
Name of main contact	
Address	
Landline	
Mobile	
Email	
Website	
References ; please supply 3 relevant trade references, or provide link to website. It is useful for the Council in making its choice of contractor to see evidence of previous work	
Accreditations/memberships of trade bodies	
Date of establishment of company	
Level of public liability insurance and policy number	
Do you have any connection with Halstead Town Council, any of their employees, or any individual councillor?	

Specification of works to be carried out for the Council

Timescale of works	Daily cleaning of public toilets owned by Halstead Town Council in Kings Road Halstead
Location of works	Kings Road Halstead CO9 1DD
Description of works to be carried out (To be specified in each case by HTC)	Toilets are opened and closed automatically at To clean thoroughly daily before closure To clean in the middle of the day To keep consumables – soap and toilet paper - supplied
	To remove rubbish at each cleaning session
	To keep service area clear of rubbish
	To report any damage or issue immediately to Halstead Town Council
	To maintain 24 hour contact by mobile / email
	To bill the Town Council on a monthly basis

Tender

This quotation is valid until	Date :
Payment terms	
Breakdown of price according to specification description excluding VAT	
Daily cleaning	Cost
Consumables	Cost
Total price excluding VAT	
VAT (if applicable)	

A contract will be awarded based on the following criteria:

- Quality
- Experience
- Cost
- Proposed invoicing and payment processes

Evidence of public liability insurance must be produced before the start of the works, and all contractors must meet all relevant Health and Safety legislation in carrying out their part of the contract.

Date :

Signed :

Name :

Applications to be sent to townclerk@halsteadtowncouncil.org.uk or to
Town Clerk
Halstead Town Council
Queens Hall
Chipping Hill
Halstead CO9 2BY

Closing date 6 March 2020