

Banwell Parish Council
Invitation to Tender – Cleaning Services

Banwell Parish Council invites quotations for the provision of cleaning services at:
Banwell Youth & Community Centre (YCC), West Street, Banwell. BS29 6DB

Cleaning requirement

The Council requires the Youth & Community Centre to be cleaned 4 times each week.

The areas requiring cleaning will vary depending on the day and use of the building.

As a general guide:

- **Sunday and Monday** will usually involve the main hall, kitchen and toilet areas;
- **Wednesday** will normally require a more comprehensive clean of the building;
- **Friday** will usually involve the upper area of the building, kitchen and toilet facilities.

This is intended as a guide only and reflects the usual pattern of YCC use. The successful contractor will be responsible for ensuring that the areas in use are maintained to a good standard of cleanliness.

Mandatory site visit

A site visit is mandatory before submitting a quotation. Contractors should use the site visit to assess the building, the normal cleaning pattern and the level of work required. Following the site visit, contractors should determine the number of hours they consider necessary to provide the regular weekly cleaning service and submit a fixed weekly price based on that assessment.

Main cleaning duties

Cleaning will generally include:

- vacuuming and mopping floors;
- cleaning toilets, kitchen areas and surfaces;
- emptying bins;
- dusting and wiping surfaces;
- cleaning internal glass and doors where required; and
- other general cleaning required to maintain the areas in use to a good standard.

Additional routine checks

As part of the regular weekly service, the contractor will also be expected to:

- carry out the weekly flushing of little-used sinks/taps as directed by the Clerk; and
- check and record fridge, freezer temperatures and clean water container.

These tasks should be included within the fixed weekly price.

Equipment and cleaning materials

The Council currently provides:

- colour-coded mops & flash floor cleaner.
- vacuum cleaner;
- refuse sacks;
- paper hand towels, hand soap & hand sanitiser;

Contractors should state within their quotation whether they propose to:

- provide own general cleaning products, sprays, cloths & other small cleaning materials; or
- use cleaning products and materials provided by the Council.

Where the contractor proposes to supply their own cleaning products and materials, any additional cost should be clearly identified within the quotation.

Additional cleaning

Additional cleaning may occasionally be required outside the normal weekly cleaning pattern, for example following one-off events, functions or unusual bookings. Any additional cleaning must be agreed in advance with the Clerk. Additional authorised cleaning will be paid at the hourly rate quoted

Contractor requirements

The successful contractor will be expected to:

- hold Public Liability Insurance and Employers' Liability Insurance where applicable;
- comply with relevant health and safety requirements, including COSHH;
- provide appropriate risk assessments where required;
- provide a reliable cleaning service on Sunday, Monday, Wednesday and Friday;
- have reasonable flexibility to undertake occasional additional cleaning when requested; and
- provide references if requested.

Quotation

Please provide the following:

- Suggested number of hours required for the regular weekly cleaning;
- Fixed weekly cost for the regular four cleans, excluding VAT
- Hourly rate for additional cleaning: excluding VAT

Please also confirm:

- whether cleaning products and small cleaning materials are included within the weekly price;
- your ability to provide the regular Sunday, Monday, Wednesday and Friday cleaning service;
- your ability to undertake occasional additional cleaning;
- the level of Public Liability Insurance held;
- whether Employers' Liability Insurance is applicable and held; and
- details of any relevant cleaning experience.

The fixed weekly cost should cover the normal cleaning requirement described above and should not be subject to additional hourly charges where the normal weekly cleaning takes longer than the contractor originally anticipated.

Award of contract

The Council is not obliged to accept the lowest quotation. The Council will consider:

- the fixed weekly cost and proposed number of cleaning hours;
- relevant experience;
- reliability and ability to provide the required cleaning pattern;
- flexibility for occasional additional cleaning; and
- insurance and health and safety arrangements.

Contract commencement

The anticipated contract commencement date is: **1st April 2027**. The successful contractor will be required to enter into a cleaning services agreement with Banwell Parish Council.

Submission of quotations

To arrange the mandatory site visit, please contact the Clerk. clerk@banwellparishcouncil.gov.uk

Quotations should be submitted to: tender@banwellparishcouncil.gov.uk no later than **midday on 30th Oct 2026**. Late tenders may not be considered. Tenderers will be notified November 2026.