

Bus Shelter Cleaning Contract
Wellesbourne and Walton Parish Council
1st January 2020 - 31st December 2022



1 This section deals with the service operation required for bus shelter cleaning.

- 1.1 The Contractor shall maintain the highest standard of bus shelter cleaning during the Contract duration.
- 1.2 Unless otherwise stated herein the Contractor may use such machinery and plant and methods as he thinks best to achieve a good standard of cleaning.
- 1.3 The Contractor shall ensure that he has adequate machinery to cover for any breakdown or failure which prevents the Contractor from complying with the required frequency cleaning.
- 1.4 If the Contractor is prevented from carrying out the programme because of any special event the Contractor will be expected to catch up to accord with the requirements of the Contract.
- 1.5 The Contractor shall be expected to attend on site in an emergency situation and, subject to having the necessary training/qualifications and equipment to carry out work in accordance with current legislation. Such works to be agreed with the Clerk to the Council, Chairman of the Council or Chairman of the Highways, Environment and Emergency Committee and invoiced separately.
- 1.6 The Contractor shall report any dangerous or other urgent works that he notices to the Clerk of the Council while carrying out his routine cleaning duties. The Contractor shall have allowed in his tendered rates for such reporting costs.

2 Relations with the Public

- 2.1 The Contractor's staff are permitted to ask members of the public to move to allow all aspects of contract work to be carried out. Failure to get members of the public to move will not be accepted as a reason for not fulfilling Contractual obligations.
- 2.2 If members of the Public refuse to move, the Contractor's staff shall return as soon as the Location/Area is clear and it is possible to complete the job.
- 2.3 The Contractor's staff shall be polite and courteous on all occasions.

3 Payment and Dispute Procedures

- 3.1 Payment will normally be made monthly, being authorised at the Parish Council meeting on the first Tuesday of the month, following receipt of an invoice detailing work during the previous month.
- 3.2 Any complaint shall be made to the Contractor in writing. The Contractor will have 5 working days to rectify the problem (at his own cost) or make written representation to the Parish Council giving reasons why he/she should not do so.
- 3.3 If the Parish Council consider that the Contractor has not conformed to the requirements of the Contract the Parish Council reserve the right to reduce payment to the Contractor.
- 3.4 If the terms of the Contract are breached on more than 3 occasions the Parish Council reserve the right to terminate the contract forthwith.

4 General

- 4.1 It is the responsibility of the contractor to arrange insurance liabilities against damage to person or property in the course of carrying out this contract and to provide the Parish Council with copies of all such insurances.
- 4.2 The contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974, and any subsequent Acts or amendments as apply.
- 4.3 The following should be reported to the Clerk to the Parish Council:-
 - Finding of sharps
 - Incidents involving members of the public.

Wellesbourne and Walton Parish Council

Bus Shelter Cleaning Contract

1st January 2020 – 31st December 2022

Specification

Location of bus shelters marked on map on page 3

1. Chestnut Square

Brick construction bus shelter to be cleaned by sweeping and by biocide spraying
Frequency - Twice a month
In addition to carry out a quarterly deep clean

2. Stratford Road

Glass and aluminium construction to be cleaned by sweeping, biocide spraying and
squeeze cleaning glass areas
Frequency – Twice a month

3. Charlecote Road

Glass and aluminium construction to be cleaned by sweeping, biocide spraying and
squeeze cleaning glass areas
Frequency – Twice a month

4. Dovehouse Drive

Glass and aluminium construction to be cleaned by sweeping, biocide spraying and
squeeze cleaning glass areas
Frequency – Twice a month

In addition:

- to remove any broken glass at a cost agreed between the contractor and the Parish Council Clerk
- to undertake any emergency cleaning and removal of graffiti at a cost agreed between the contractor and the Parish Council Clerk
- to identify any problems at the site and to report to them to the Parish Council Clerk.

To Wellesbourne and Walton Parish Council

Firm price tender for the Contract of bus shelter cleaning for Wellesbourne and Walton Parish Council for 1st January 2020 to 31st December 2022

I/We.....

Of.....

Address.....

Having examined the specification for the above work and read the enclosed conditions under which contracts are made, offer to complete the work for the sum specified below:

£.....per bus shelter, per clean

£.....per quarterly deep clean of bus shelter at Chestnut Square

£..... monthly total for 4 bus shelters to be cleaned twice monthly

VAT is / is not (delete as applicable) payable in addition to all the above figures.

This tender, together with the written acceptance of it by the Parish Council, shall constitute a binding contract.

Signed.....**Date**.....

Of (address if different from above).....

Signed.....**Date**.....

Of 2 School Road, Wellesbourne, CV35 9NH

On behalf of Wellesbourne and Walton Parish Council