

Lydney Town Council
Request for Quotation – Cleaning Services for Council Offices
August 2025

1. Introduction

Lydney Town Council is seeking quotations from suitably experienced individuals or businesses to provide regular cleaning services for the Council Offices. This contract will be awarded on a self-employed basis. The appointed contractor will not be an employee of the Council.

2. Scope of Work

The cleaning responsibilities include, but are not limited to:

- Cleaning and sanitising two staff toilets (these are maintained in good condition).
- Dusting of all accessible surfaces.
- Vacuuming all carpeted areas.
- Mopping tiled floors.
- Occasional vacuuming and wiping of staff chairs.

The contractor will be expected to supply their own cleaning products and equipment unless agreed otherwise.

3. Work Schedule

Cleaning must be carried out **outside normal office hours**—specifically:

- **Before 8.30am**, or
- **After 4.30pm**

The preferred working time is **Wednesdays between 6.00am and 8.00am**, but this may be adjusted by mutual agreement to accommodate personal or operational needs.

Initial requirement:

- Start date: **w/c 8th September 2025**
- Additional two-hour deep clean: **An Afternoon - Each September (annually) to be agreed**

4. Terms of the Contract

- **Rate of Pay:** Based on quotation per hour - with a maximum of two hours for cleaning; (to be reviewed November each year).
- **Invoicing:** Contractors must invoice monthly in arrears, by the first Thursday of the following month.
- **Payment Terms:** Payment will be made via BACS during the following week.
- **Contract Type:** Self-employed arrangement – no entitlement to paid leave or employee benefits.
- **Notice Period:** Two weeks' notice required from either party to terminate the agreement.

5. Security and Access

The successful contractor will be provided with:

- A key to the Council Offices.
- Instructions on how to set and unset the security alarm.

It is the contractor's responsibility to ensure the building is properly secured after each visit.

6. Quotation Submission

Quotations should include the following:

- Name and contact details.
- Confirmation of ability to meet the scope and schedule.
- Hourly rate.
- Relevant cleaning experience and/or references.
- Public liability insurance (if held).

Please submit your quotation in writing to:

The Town Clerk

Lydney Town Council
Council Chambers, Claremont House, High Street, Lydney GL15 5DX
Gloucestershire

or via email: assistant.clerk@lydneytowncouncil.gov.uk

Deadline for submissions: by noon on Friday 29th August

7. Evaluation Criteria

Quotes will be assessed based on:

- Relevant experience and reliability.
- Ability to meet the specified schedule.
- Value for money.
- References and/or reputation.

8. Additional Information

The Council is seeking to appoint a contractor under a self-employed agreement as described above.

Lydney Town Council reserves the right to accept or reject any quotation and is not bound to accept the lowest bid.