

Appendix A: Specification

**REQUEST FOR QUOTATION
For the Supply of Industrial Office Cleaning:**

1. Contract Duration

For Supply of Services:

For the supply of Office and Window Cleaning Services to Bradbury House, 33-34 Market Street, Highbridge, TA9 3BW.

The Contract duration will be 01 June 2019 to the 31 May 2021, with an option to extend on an annual basis for a further 2 years.

2. Goods, Services or Works Description

TOILETS:

Ground Floor - Ladies, Gents and Disabled, First Floor – Ladies and Gents

Clean and sanitize all sanitary ware and basins

Clean and sanitize walls and partitions

Mirrors should be clean and smear free

Wash and wipe window sills, hand drier and doors

Wash and sanitize door handles

Empty bins and replace liners

Sweep and wash floors to ensure they are clean and free from dust, debris, residue and marks

Replenish consumables where necessary

KITCHENS:

Ground Floor and First Floor

Empty bins and replace liners – recycling will be managed by office staff

Clean and sanitize sinks

Wash and wipe work tops, inside of microwaves and fridges

Wash and wipe window sills and doors

Wash and sanitize door handles

Sweep and wash floors to ensure they are clean and free from dust, debris, residue and marks

OFFICES, VAULT AND STORES, INCLUDING MEETING ROOM

Empty bins and replace liners: empty into black bags and paper recycling as appropriate.

Fill paper recycling bags to $\frac{3}{4}$ full or until not too heavy to comfortably lift (all paper and cardboard)

Clean desk tops (move small items)

Dust glass screens and surrounds and reception hatch in main office

Dust picture frames, top of noticeboards/whiteboards, clocks and other wall furniture

Disinfect all telephones – taking care not to depress any buttons

Wash and wipe window sills and doors

Wash and sanitize door handles

Vacuum floors and crevices

HALLWAY AND STAIRS

Wash and wipe window sills and doors

Wash and sanitize door handles

Wash and sanitize bannisters and handrails

Vacuum floors and stairs

GENERAL

Ensure non-recyclable rubbish (except PHS sanitary bins) is securely tied in black bags and placed in the wheelie bin

Cobwebs are removed from skirting boards, walls and ceilings

Ensure ceiling air vents, smoke detectors and heat detectors are free from dust and cobwebs

EXPECTATION

The expected standard after cleaning and waste collection is:

- All surfaces should be free from dust, residue and marks
- All fixtures and fittings should be free from dust, debris, residue and marks
- Floors should be clean and free from dust, debris, residue and marks
- All waste bins empty with new liners
- All waste should be contained according to office recycling preferences
- All mirrors and tiles should be clean and smear free
- Doors and partition glazing should be clean and smear free
- All door handles should be washed and sanitized

Cleaning products and supplies must be provided and included within the quotation.

3. Lead times/Delivery

3 hours per day (09.00 – 12.00)

3 days per week (preferably Monday, Wednesday, Friday)

4. Address and Contact Details

For the supply of Office and Window Cleaning Services to Bradbury House, 33-34 Market Street, Highbridge, TA9 3BW.

5. Confidentiality

During your cleaning operations you may take sight of and be entrusted with information of the Consortium and its member Boards as well as their dealings, transactions and affairs. Some of this information is or may be confidential despite the public nature of those bodies and the Chief Executive's office. Therefore, you are required to keep confidential all information you come into contact with.

All your employees shall not during or after the period of the contract divulge to any person or make use of any confidential information covering the activities or finances of the Consortium, its member Boards or any of their dealings and transactions with, or confidential information supplied by any person or body having dealings with the Consortium or any of its member Boards.

All door codes, memoranda or other records of confidential information which is acquired, received or made by your Company and employees during the course of the contract should not be retained beyond the end of the contract. Any information which should be retained in accordance with best practice shall remain the property of the Consortium and its member Boards and must be surrendered by the Company to someone duly authorised by the Board at the termination of the contract.

6. Consumables and hardware

Upon commencement of the contract you will supply and may store, in the designated areas with appropriate attention to secure storage, industrial cleaning products, consumables and hardware such as vacuums, mops and brushes, as necessary for the nature of your business. You will endeavour to protect the indoor environment with a particular attention to health and safety of the occupants, visitors and works of the building.