



Victoria Hall Cleaning

Specification of Requirement

Kidsgrove Town Council

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Town Clerk

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ISSUED: 1st June 2023

SPECIFICATION BRIEF

1. Purpose

The purpose of this project is to undertake cleaning of Victoria Hall, Kidsgrove

2. Background

Kidsgrove Town Council was created in 1974 when Kidsgrove Urban District Council became part of Newcastle Under Lyme borough Councils part of the Local Government Act 1972. The Town Council serves the community of Kidsgrove including Talke, Butt Lane, Newchapel and Mow Cop and elects 20 members.

The Town council are currently looking to outsource their cleaning contract for the Victoria Hall venue.

3. Site Location

The address of the site is Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove ST7 4EL

4. Specification Requirements

Victoria Hall Cleaning

There are two aspects to this specification and prices are invited for 10 hours a week cleaning over a fixed 24 month period for the following:-

- Cleaning of The Victoria Hall inclusive of cleaning supplies.
- Cleaning of The Victoria Hall with the supplies provided by the Town Council.

It is a condition of the contract that a large degree of flexibility is expected to ensure that the Town Council can accommodate the cleaning needs of the wide range of events hosted in the venue.

For example, cleaning after an event on a Saturday evening to ensure that the Hall can be utilised at 9am on a Sunday morning

The areas to be included in the contract will include toilets, kitchen, hall, meeting rooms, offices and access areas.

It is expected that the personnel will have the relevant certificates to carry out the works and be fully trained in handling the cleaning materials required.

5. Evaluation of Returns

The following information is required as part of the return:-

- Detailed product specification for items included in the project.
- Detailed methods for items included in project
- A Programme of Works
- Qualifications of personnel working on the project
- RAMS and Public Liability insurance certification to the value of 10 million pounds is required.
- Professional Indemnity Insurance to the value of £2 million pounds.

The project will be evaluated separately on the following basis:-

- 40% price
- 20% product specification details and any perceived added value.
- 40% flexibility method details

6. Programme of Works

A detailed programme of works to be provided for the project, with an anticipated start date ideally July 2023

7. Fees and Payment Arrangements

Upon completion of the work to the satisfaction of the Town Council the contractor will submit an invoice for payment monthly. Invoices will be paid within 30 days of receipt in line with Government Regulations. The Town Council wishes to appoint a self employed / company and the person appointed will not be employed directly by Kidsgrove Town Council

8. Contact details and site visit

The project is being led by Kidsgrove Town Council. For any enquiries or clarifications please contact Kidsgrove Town Council on 01782 782254 or accounts@kidsgrovetowncouncil.gov.uk

Accompanied site visits can be arranged by prior appointment preferably between 9am and 1pm Monday – Thursday

9. Returns

Deadline for returns is midnight on Sunday 2nd July 2023