



Goxhill Parish Council

Invitation to Contract

Goxhill Parish Rooms

Goxhill Parish Council are seeking quotations from a **suitably experienced Cleaner** to look after all aspects of cleaning for the Parish Rooms and Library. All cleaning equipment and materials will be provided by the Parish Council.

The services must include:

- General dusting and cleaning of windows (inside & out), window ledges, skirting boards
- Polishing furniture & computer tables/monitors/keyboards
- Hoovering carpets – lobby, parish room and library
- Cleaning – kitchen sink area, toilet and washbasin
- Mopping kitchen and toilet floors
- Light maintenance work – weedkilling in car park, occasional painting and maintenance work as and when required
- Clearing the land drain that runs under the parish rooms (just outside the parish room front entrance)

Start date

The successful applicants contract will begin on: **1st June 2019**

Length of Contract

The contract term is for an initial period of 4 years, with a view to extending this, if the service is satisfactory. The successful applicant will be required to submit a monthly timesheet and invoice.

Hours of work

The position is for 2 hours per week

Payment

Payment will be 12 equal amounts which will be paid by BACS after the full Council meeting has taken place (first Thursday of every month). This pricing requirement must be clearly shown in your submitted quotation.

Further information can be obtained from the Clerk, or any member of the Parish Council.

Should you be interested in quoting for this please submit your quotations to:

FAO: Parish Clerk
Goxhill Parish Council
Parish Rooms
Howe Lane
Goxhill
DN19 7HS.

Or email goxhillparishcouncil@gmail.com

The Closing date is: 12 noon on 20th April 2019.

Many Thanks

Vicky Haines
Clerk to the Council