



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey, GU27 2HG
01428 654305 · www.haslemeretc.org

1 July 2022

Dear Sir/Madam

Haslemere Town Council Invitation to tender for the provision of cleaning services

You are hereby invited by Haslemere Town Council to tender for the provision of cleaning services specified in the enclosed set of documents. Please note that there are two separate specifications as follows:

- i. Haslemere Public Toilets (“HPT”)**
Daily cleaning of the public toilets in Haslemere High Street car park, to include opening and closing the toilet
- ii. Haslemere Town Hall (“HTH”)**
Twice weekly cleaning of the Town Hall in Haslemere High Street (days on specification are suggested only)

Additional Information

- a. You are invited to tender for one or both of the specifications listed above, please ensure that you indicate on your acknowledgement letter which specifications you intend to tender for
- b. The awarded contract will cover a four-year period; 1st April 2023 to 31st March 2027.
- c. The Council is seeking a fixed-price contract to cover all details outlined in the specification.
- d. There may be times when additional work is required which would not be covered by the enclosed specification. The Council therefore requests that you provide a breakdown of your hourly and daily charges should the need arise to employ additional services.
- e. The tender must be delivered as a hard copy to the Town Hall and the envelope clearly marked with the reference of which tender is being quoted. If you are tendering for both specifications, please use separate envelopes.
- f. All tenders must be received at the Town Hall no later than **9am on Friday 29th July 2022**. It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Council will not consider tenders received after that time.

- g. The Council is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.
- h. Awarding of the contract will take place as soon as possible after the closing date.

Sustainability

Please respond to the following questions on sustainability.

1. Have you read and understood Haslemere Town Council's Climate & Biodiversity Motion?
[Climate & Biodiversity Emergency Motion | Haslemere Town Council \(haslemeretc.org\)](#)
2. Do you have a written Sustainability of Environmental Policy? If yes, please provide a copy. If no, please indicate at what stage your company is at of developing one.
3. Do you meet the Government Buying Standards for cleaning products and services?
Mandatory/Best practice level?
[Government buying standards for cleaning products and services](#)

Correspondence or enquiries connected with the tender which require attention before the date outlined above, or communication stating that no tender will be submitted, should be sent to the Town Clerk on the details below.

Please acknowledge receipt of this Invitation to Tender confirming your intention to submit a tender as requested by **5pm on Friday 22nd July 2022**.

Yours faithfully

Yours faithfully

Pippa Auger
Deputy Town Clerk
deputy.clerk@haslemeretc.org