

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley BD16 1AL

CLEANING CONTRACT

Relating to

Bingley Town Council Offices and Public Toilets

Myrtle Place, Bingley

West Yorkshire

BD16

MAIN TERMS & DEFINITIONS

1. The Client is Bingley Town Council, Myrtle Place, Bingley BD16
2. The Cleaning Contractor (Contractor) is
3. This agreement begins on TBC and is for a period of 12 months, with an automatic renewal if the contract is not terminated for whatever reason.
4. The contract sum in respect of the services provided is £TBC per annum
5. The external Toilets will be open between the hours of 9AM to 6PM on each day of the week, and the offices will be open between 12-00PM and 3-00PM from Monday to Friday. (TBC) Other than detailed below, any cleaning will take place outside those hours other than by arrangement.

6. CONTRACTOR DUTIES

Daily

The external toilets are to be thoroughly cleaned three times a day, during hours of opening and the works will include the following:

Cleaning, disinfecting and sanitising all floors, walls, WC pans, wash hand basins and baby changing facilities.

Replenishment of soap and hand sanitiser dispensers as necessary.

Replenishment of toilet rolls and paper towels (if used) as necessary.

Following each cleaning operation to sign, date and indicate the time the work was undertaken on the provided notice, and to ensure that all surfaces are sufficiently dry to allow usage.

Report any problems regarding the above to the Town Clerk or other designated person.

Should the emergency alarm in the public toilets be activated, the contractor agrees to act as the first point of contact for anyone needing assistance, and will provide the relevant contact details which will be displayed in an appropriate location.

Weekly

Thoroughly clean the offices and internal toilet, such works to include the following:

Vacuuming of the carpet.

Thoroughly clean all desks, kitchen units and filing cabinets.

Thoroughly clean the toilet, including disinfecting and sanitising all floors, walls, WC pans and wash hand basins.

Replenishment of soap, toilet rolls and paper towels (if used) as appropriate

Monthly

Remove weeds and other plant growth from the external paving to the front of the premises and the gravelled area surrounding the building.

Special Events

For any 'one off' events in central Bingley, if requested by the Town Council, the contractor will undertake the daily duties during the period of the event. Any costs incurred will be in addition to the normal monthly fee and will be agreed between the Contractor and Client prior to the date of the event

CLIENT OBLIGATIONS

7. The Client agrees that during the period of this agreement the Offices and Toilets will be kept in good repair and condition and any reported issues will be dealt with in a prompt manner.
8. The client will ensure that the Contractor has access to a supply of water and electricity to enable the satisfactory undertaking of his duties.
9. The client will also provide suitable facilities for the storage of the Contractor's cleaning materials and equipment.
10. The client agrees to pay the Contractor for the services provided within a period of 28 days from receipt of an invoice.

GENERAL CONDITIONS

11. In the event of the client wishing to terminate this agreement, due to effluxion of time, at least one month's written notice in writing must be provided.
12. In the event of the contractor failing to satisfactorily comply with his duties, without any suitable explanation, the client will be able to terminate this agreement with immediate effect.
13. Should the client seek to vary the cleaning programme due to a change of circumstances, the contract sum will be adjusted accordingly at a rate to be agreed.

14. This Agreement will be construed in accordance with and governed by the laws of Country of England.
15. This Agreement will pass to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns of the client and contractor.
16. This Agreement may only be amended or modified by a written instrument executed by both the client and contractor.
17. The clauses and paragraphs contained in this Agreement are intended to be read and construed independently of each other. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.
18. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.
19. This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or otherwise.

SIGNED for and on behalf of the Bingley Town Council by:

..... Bingley Town Council

SIGNED for and on behalf of the Contractor by:

.....Director or Company Secretary

DATE OF THIS AGREEMENT.....