

Trimley St Martin Parish Council

Invitation to provide a quotation for cleaning of bus shelters and noticeboards in Trimley St Martin for the period 1st October 2026 – 30th September 2027.

A quotation is sought as detailed below.

a) Cleaning of bus shelters in Trimley St Martin

The Parish Council invites quotations clean the 8 bus shelters in the parish of Trimley St Martin in accordance with the following specification:

The bus shelters to be cleaned twice yearly once in October and once in April. Appendix 1 (attached) gives location details of the bus shelters. Bus shelters are mainly glass/Perspex, with the exception of two brick bus shelters. All rubbish to be disposed of by the person awarded the contract.

b) Cleaning of Parish Council noticeboards in Trimley St Martin

Cleaning of 2 noticeboards and one map board outside of the Trimley Memorial Hall, High Road, one noticeboard and map board outside Roselea Nursery, and one map board at Capel Hall Picnic Site to be carried out twice a year in October and April. All rubbish to be disposed of by the person awarded the contract.

General Requirements applicable to both (a) and (b): All tools, equipment, fuel, transport, rubbish bags, etc, will be provided by the contractor. The contractor must comply with all Health and Safety regulations.

Payment: The Council will pay each of the agreed contract fees by 2 instalments (in November and May) until such time as the contract expires or is terminated by the giving of one month's notice by either party. The Council reserves the right to withhold all or part of the payment in the event that, in the opinion of the Council, the Contract has not been fully complied with.

Liability Insurance: The Contractor shall insure himself and all persons (if any) employed by him, against accident and against liability to the public and indemnify the Council against any liability arising from his work or that of his employees. The Contractor shall produce to the Council a valid policy of insurance and evidence that the premiums have been paid.

It is hereby agreed and declared that the Contractor is not a servant or employee of the Council and is responsible for the payment of Income Tax, National Insurance contributions and any other payments required to satisfy his role as a Contractor.

Quotations should be returned to the clerk by close of business on 14th August 2026

Carly Small, Parish Clerk. Tel 07403309634, clerk@trimleystmartin-pc.gov.uk