



05 February 2023

**PENZANCE COUNCIL – PENLEE HOUSE GALLERY & MUSEUM CLEANING
PROVISION COSTED SPECIFICATION**

Penzance Council is sourcing appropriately qualified contractors to submit a quote to provide a daily cleaning service at Penlee House Gallery & Museum.

Project background:

Penlee House Gallery & Museum is a gallery open to the public Monday to Saturday (Monday to Sunday in July to September). The building includes a number of exhibition galleries, a shop, café and offices. Penlee House has for a significant number of years, worked with the same cleaning provider. Now, due to retirement the Gallery is seeking a new provider for a 12-month cleaning contract.

Penzance Council requires a suitable experienced contractor to undertake:

1. Two hours of daily cleaning every morning 8.30am-10.30am Monday – Friday using below schedule of basis for work.
2. Two hours of daily cleaning every morning 9.00am-11.00am on Saturdays using below schedule of basis for work.
3. Two hours of cleaning every Sunday morning from 14th July-29th September 2024 9.00am-11.00am using below schedule of basis for work.
4. Monthly mopping of Gallery wooden floors within the two hours using below schedule of basis for work.

A full breakdown of works can be found at the end of this specification.

In order for Penzance Council to appropriately plan and budget for the subsequent contract, we would require the successful contractor to supply accurate details of:

- a) Service provision including staffing
- b) Method of work
- c) Products to be used
- d) Equipment to be used
- e) Insurance information
- f) Cost breakdown including:
 - hourly rate for weekdays
 - hourly rate for weekends
 - product costs/mark up on products if to be procured by client
 - equipment hire costs

Returned quotations for the cleaning contract will be assessed on three main criteria in order to appoint the successful contractor to undertake this work:

- 1) **Comprehensive explanation on how the contractor will achieve the requirements set out in points 1 – 4 = 30%**
- 2) **Cost = 40%**
- 3) **History/Evidence of having carried out similar pieces of work in the past = 30%**

The breakdown of works can be discussed on a visit to view the premises or as an informal conversation by phone. We welcome any recommendations for a more efficient cleaning provision to be included in any quote provided.

If you would like an informal conversation about the cleaning requirements or to arrange a site visit, please contact Verity Anthony vanthony@penleehouse.org.uk / 01736 363625. A handover with the current contractor can be provided at the commencement of any contract.

Quotations for the survey should be returned to vanthony@penleehouse.org.uk by 5pm on 16 February 2024.

We would like to begin this contract on or before 22 March 2024.

PENLEE HOUSE: WEEKLY CLEANING SCHEDULE

MONDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish toilet roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing
- Empty office bins, sort paper recycling and bag up
- Sweep Downstairs exhibition Galleries' and dust skirting boards.

TUESDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish toilet roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing
- Vacuum landing and stair carpet and dust, including skirting boards.
- Empty office bins, sort paper recycling and bag up
- Clean main offices (Learning and Admin)
- Clean coach house toilets and mop floor

WEDNESDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish toilet roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing
- Vacuum landing and stair carpet and dust, including skirting boards
- Empty office bins, sort paper recycling and bag up
- Clean side offices – (Research Room and Curator)

THURSDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish toilet roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing
- Clean glass and polish wood
- Empty office bins, sort paper recycling and bag up
- Clean coach house toilet and mop floor

FRIDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish toilet roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing
- Empty office bins, sort paper recycling and bag up
- Spot Check paintwork and walls for marks and scuffs (café usually needs doing);
- Vacuum and dust upstairs: Museum carpet (local history & archaeology) & Gallery 5.

SATURDAY MORNING

- Vacuum café floor and wash
- Vacuum shop carpet and entrance vestibule
- Clean toilets, check and replenish loo roll, mop toilet floors
- Vacuum stair carpet; dust hall and landing

- Monthly: Mop Gallery 5
- Monthly: Mop Downstairs Galleries
- Monthly: Clean brass strips on back stairs and shop carpet strip
- Monthly: Clean interior patio windows