

**SPECIFICATION OF REQUIREMENT****1 Introduction/Background**

Morningside is a two form entry Primary School located in Hackney, with wider community provision offered by a Children's Centre on site. The school was awarded an Outstanding judgement by Ofsted in June 2017. It caters for around 500 pupils aged from two years to eleven years, as well as other families through daily activities for Early Years children.

The school is looking to procure a firm of competent and capable cleaning providers who shall be able to ensure that the staff and pupils are able to teach and learn in a clean and aesthetically pleasing environment. The main school building was originally constructed by the London School Board in 1884 and remains in fair condition, while the Children's Centre was constructed in 2008. The former covers an area of approximately 2,800 square metres but the latter is considerably smaller.

**2 Purpose**

The contract shall encompass all aspects of school cleaning, which includes, but is not limited to: classroom and office cleaning, toilet cleaning and the management of staff and working patterns. (Full details are listed in Schedule 1).

**5 Costs**

5.1 Please give a detailed breakdown of costs (excluding VAT), demonstrating staff hours, salary, on-costs, TUPE, materials, administration and insurance. Please split these costs into distinct headings under the school's cleaning provision and the Children's Centre's cleaning provision. If there are any additional costs outside the listed criteria please detail these separately.

5.2 The successful tenderer should provide details of any discounts for prompt payment.

**6 VAT**

6.1 Please state clearly when submitting prices whether or not VAT will be charged.

6.2 Where the contract price agreed between the School and contractor is inclusive of any VAT, further amounts will not be paid by the School should a vatable supply claim be made at any later stage.

6.3 Where the overall contract price is exclusive of VAT, the School will pay any VAT incurred at the prevailing rate (currently 20%). If the VAT rate changes the School will pay any VAT incurred at the new rate.

6.4 It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

**END OF DOCUMENT 2**