**Tender Notice:** **Bus Shelter Maintenance, Gateway Signage**

**and Bicycle Shelter Cleaning and Maintenance Contract**

Coleford Town Council are seeking a contractor to undertake bus shelter maintenance,

Coleford gateway signage cleaning and bicycle shelter maintenance and cleaning tasks.

**Contract Duration:** 1st April 2025 – 31st March 2027
**Submission Deadline:** Noon, Wednesday 5th of March 2025

**Overview:**

Coleford Town Council invites tenders for a two-year Bus Shelter Maintenance, Gateway Signage and Bicycle Shelter Cleaning and Maintenance Contract, starting 1st April 2025. The contract will be reviewed annually, with no changes to rate, without prior Council approval.

A possible extension of the contract may be agreed upon by mutual consent, subject to performance.

**Submission Requirements:**

All submissions should be in paper format to Coleford Town Council office at:

4, Mushet Walk, Coleford, Glos GL16 8BQ

The tender notice and any related documentation can be found at:

<https://www.gov.uk/contracts-finder>

**Accompanying Documents:**

* Public Liability Insurance
* Certification and training information
* Equipment details
* Breakdown of costs per scheduled task, including hourly rate
* Two references (preferably local authority based)
* Any recommendations or comments on the schedule

**Contractor Responsibilities:**

* Compliance with all relevant legislation (Health and Safety at Work Act, COSHH Regulations, etc.)
* Use of appropriate and PAT-tested equipment
* Provision of suitable PPE for employees
* Protection measures for staff, public, and property
* Submission of a written Risk Assessment and Method Statement (RAMS) to the Town Council

**Contact Information:** For further details, please see the below information:

🌐 Website: [Contracts Finder - GOV.UK (www.gov.uk)](https://www.gov.uk/contracts-finder) or

 <https://www.colefordtowncouncil.gov.uk/>

📞 Phone: 01594 832103

📧 Email: ctcoffice@colefordtowncouncil.gov.uk

**Office opening hours: Monday – Thursday 9:30am – 5:00pm / Friday 9:30am – 3:00pm**

**Schedule of Tasks**

**Bus Shelter Maintenance**

**Item 1:** Weekly Inspection of 9 bus shelter structures (as below) for signs of visible damage or graffiti, with any defects being reported to the Town Council offices. Weekly clearance of any rubbish, emptying of bins and sweeping out each bus shelter.

**Item 2:** Quarterly pressure washing of each bus shelter.

• Market Place Coleford x 2

• Tufthorn Avenue

• Opp. Eskimarket, Coalway

• Broadwell Bridge

• North Road Broadwell (nr Salvation Army)

• North Road Mile End

• Sunny Bank

• B4228 Staunton Road (nr Thurstan’s Rise)

**Item 3:** Monthly glass cleaning of 9 bus shelters.

**Gateway Signage Cleaning**

Quarterly cleaning of the 7 gateway signs at:

• Bakers Hill

• Coalway Road

• B4228 Perrygrove Road (Opp. Perrygrove Railway)

• Newland Street, Whitecliff

• Mile End Road (Opp. Forest Hills Golf Club)

• The Gorse

• B4228 Staunton Road (Nr. Stowfield Quarry)

**Bicycle Shelter Cleaning and Maintenance**

Annual maintenance checks and bi-annual cleaning of one lockable bicycle shelter.

Location to be confirmed by Coleford Town Council, within 250meters of the town centre.