



EVENTS

Invitation to Tender

TOILETS



Littlehampton Town Council Events

Invitation to Tender for Toilets

You are invited to provide a tender for a three-year contract to provide Toilets at Littlehampton Town Council Events from April 2026 to March 2029.

Littlehampton Town Council is looking for a contractor that will deliver high quality, professional services that meet the Council's vision to produce quality, safe events that enhance the profile of the Town and visitors.

To ensure a fair and consistent process please complete the tender form in Appendix A.

Contract

Any contract will be between the designated contractor and Littlehampton Town Council.

Tenders should be based per event as requested.

Tenders

Tenders must be submitted by email, addressed to the Town Clerk, Laura Chrysostomou tenders@littlehampton-tc.gov.uk

Please return your tender by midnight on **3 March 2026**.

You are required to submit separate prices for each event, exclusive of VAT. Please use Appendix A. Any pictures or additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the tender.

The successful company will be required to enter a contract with Littlehampton Town Council. All relevant certifications including Risk Assessments and Public Liability Insurance will be required at this point for the Councils records.

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1. Introduction and Information	
1.1. Introduction	
1.1.1.	Littlehampton Town Council invites organisations to submit tenders for a three-year contract (April 2026 – March 2029) to deliver high-quality, professional toilet services. The Council is recognised for hosting free, safe, and well-organised events that attract thousands of visitors annually
1.1.2. Service required	The Council requires a Toilets contractor to provide support for the Town Council's core event programme and additional ad hoc events. Details of our requirements are laid out in section 2.
1.1.3. Budget	The allocated budget for 3 years is between £14,500 – 19,500
1.2. Information for tenderers	
1.2.1. Confidentiality	<p>Our information</p> <p>Bidders shall use the tender documentation and any other information furnished to them under the tender documentation for the purposes of responding to the tender exercise. All such documents and information bidders receive shall remain the property of Littlehampton Town Council, shall be kept confidential and shall be returned to Littlehampton Town Council on request.</p> <p>Reproduction of any parts of the tender documentation is authorised only for the preparation of the response. Bidders shall ensure that all such copies are destroyed when no longer required in connection with tender documentation.</p> <p>Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.</p> <p>Bidders shall not transfer, assign, or distribute this tender documentation to any other company or person without written permission from Littlehampton Town Council's Town Clerk. A failure to gain the required authority will prevent consideration for tender.</p> <p>Your information</p> <p>If your quotation is successful, some details will be available to the public via our financial declarations or by Freedom of Information. Unsuccessful tenders will be</p>

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kept for six years (Limitation Act 1980). By submitting your quotation, you accept these terms. If quoting for more than one service, please include relevant information for the full scope of provision.

Where a bidder identifies information as commercially sensitive, Littlehampton Town Council will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, Littlehampton Town Council might be required to disclose such information in accordance with the information laws. Accordingly, Littlehampton Town Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

- Clearly identify which information is considered commercially sensitive.
- Explain the potential implications of disclosure of such information.
- Provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.

1.2.2. Tender costs

Applicants are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of the tender. By participation in the tender process the applicants accept they will not be entitled to claim from Littlehampton Town Council any costs, expenses, or liabilities whatsoever that are incurred in this tender process, irrespective of whether their tender is successful.

1.2.3. Tender Compliance

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

Persons or organisations submitting a tender are advised that the canvassing of Councillors, officers or members of a committee or sub-committee either directly or indirectly shall disqualify them from the process.

The successful company will be required to enter into a contract with Littlehampton Town Council, and this will require the production of all relevant certification including risk assessments and method statements (RAMS) of the work to be carried out and copies of Public and Employer Liability Insurance. You may wish to submit these documents with your tender.

1.2.4. Third party verifications

Your tender is submitted on the basis that you consent to Littlehampton Town Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender being undertaken by one or more third parties commissioned by Littlehampton Town Council for such purposes.

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1.2.5. Disqualification

Littlehampton Town Council reserve the right to disqualify if:

- The terms and conditions are breached
- There are any errors, omissions or materially adverse changes relating to any information supplied by you at any stage in this tender process.
- Any other circumstances set out in this tender document, and/or in any supporting documents entitle Littlehampton Town Council to reject tender application.

1.2.6. Rights to cancel or vary this tender process

By issuing this tender, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, Littlehampton Town Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential bidder.

It is intended that the remainder of this tender process will take place in accordance with articles within this and associated documentation, but Littlehampton Town Council reserve the right to terminate, suspend, amend or vary this tender process by notice to all bidders in writing. Littlehampton Town Council will have no liability for any losses, costs, expenses or liabilities whatsoever that maybe incurred as a result of such termination, suspension, amendment or variation.

1.2.7. Anti-Bribery

Bidders must ensure during this tender process no breach to all articles outlined within the Bribery Act 2010.

1.2.8. Site visits

If you would like to meet with us or make a site visit, please call 01903 732063 and ask for the Event Manager or e-mail rmarshall@littlehampton-tc.gov.uk

1.3. Evaluation Criteria

1.3.1. Pass/Fail criteria

To be considered, all tenders must:

- Meet all the listed requirements in the invitation to tender
- Complete Section 3 and Appendix A
- Complete all sections of the company questionnaire
- Provide an example of RAMS for the work to be carried out
- Provide a copy of Public Liability Insurance for £10m
- Provide a copy of Employers Liability Insurance for £10m
- Provide evidence of any accreditations, licenses and qualifications, mentioned within the application, when requested

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1.3.2. Added value and price

Scores will be given based on quality and the level of service offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional added value 4

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives limited added value 2

Meets all the criteria 1

1.3.3. Weighting

To ensure best value, the weighting of each section is as follows:

- Price 80%
- Added Value 20%

Examples of Added Value would be areas such as:

Offering other practical enhancements that contribute to the smooth delivery of high-quality, safe events or anything else you think would bring value to the Council.

1.4 Timetables

Day	Date	What
Wednesday	4 February 2026	Tender advertised on LTC website, Contracts Finder and other platforms
Tuesday	3 March 2026	Deadline for submission of completed tenders
Tuesday	10 March 2026	Tenders opened in the presence of at least two Councillors
Thursday	12 March 2026	Evaluation of all tenders
Friday	13 March 2026	Results notified to successful / unsuccessful tenderers
Friday	13 March 2026	Debriefs for unsuccessful tenderers (by telephone)
Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences
Wednesday	1 July 2026	First contract review meeting

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2. Toilets Contract

2.1. Context

This contract will cover two core events in the annual calendar, as well as additional national celebrations, which may happen during the duration of the contract. Appendix A outlines the dates for 2026. Most events take place around the same date each year.

The successful contractor will be expected to provide clean, well-maintained, and appropriately serviced toilet facilities, ensuring safe and hygienic operations across all events. This includes working within agreed budgets, responding promptly to operational issues, and collaborating with the Council to maintain the highest standards of safety, accessibility, and professionalism.

2.2. Service required

Provide clean, well-maintained, and appropriately serviced toilet facilities for all designated events, ensuring safe and hygienic operations throughout.

Comply with event plans and risk assessments to ensure toilet requirements, including placement, capacity, and accessibility meet requirements.

Work within the agreed contract budget, highlighting any additional needs that cannot be met within the timeframe or budget.

Ensure compliance with all relevant health, safety, and hygiene regulations, including waste disposal and environmental standards.

Provide a 24-hour emergency response for urgent operational issues, such as breakdowns or additional servicing requirements during events.

Prepare and deliver detailed risk assessments and method statements for toilet provision at each event in line with current HSE regulations and the Purple Guide.

Supply accessible facilities to meet the needs of all visitors, including disabled access toilets.

Demonstrate proven excellence in delivering toilet services for large-scale public events, with a track record of reliability and professionalism.

2.3. Essential requirements

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At all times working within the relevant legislation and according to good practice, please explain how you would

Deliver and remove units efficiently, including proposed delivery and collection timings. Provide detailed plan of staff numbers, vehicle types, pre-loading/preparation processes, and any systems you use to streamline installation and removal.

Ensure security of units and staff during delivery, installation, and collection, including: Procedures for working on event sites with restricted access, Coordination with the Council's security teams already on site, Methods for safeguarding units left unattended during build or breakdown periods, Measures taken to prevent unauthorised access or tampering.

Provide clean, well-maintained, and hygienic toilet facilities for all designated events.

Ensure compliance with all relevant health, safety, and hygiene regulations, including waste disposal and environmental standards.

Prepare and deliver detailed risk assessments and method statements for toilet provision at each event in line with current HSE regulations and the Purple Guide

Supply accessible facilities to meet the needs of all visitors, including disabled access toilets.

Demonstrate proven experience in delivering toilet services for large-scale public events.

Provide a 24-hour emergency response for urgent technical issues during the event period.

Develop and implement contingency plans for breakdowns or urgent servicing requirements.

Conduct annual reviews and produce a report summarising achievements and outlining improvements for the year ahead.

2.4. Desirable requirements

Environmentally sustainable solutions, such as water-saving technologies or eco-friendly waste disposal systems.

Enhanced facilities that improve visitor experience (e.g., baby-changing units, hand-sanitiser stations, vanity areas).

Additional support services that contribute to the smooth delivery of high-quality events, beyond the core toilet provision

Innovative approaches to reducing environmental impact, such as chemical-free cleaning products or renewable energy-powered units.

Proactive servicing and monitoring systems to ensure facilities remain clean and operational throughout the event.

2.5. Additional information about the contract

The Council values proactive communication and flexibility to adapt to changing circumstances during event delivery.

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Any added value or innovative solutions that enhance safety, sustainability, or audience experience are strongly encouraged.

The contractor will be required to attend planning meetings and site visits as requested by the Council.

3. Documents to complete

3.1. Instructions for completion and submission

3.1.1. To ensure a fair process please provide the tender on the forms included in this section.

3.1.2. Tender submissions by email

Tender submissions should be sent to the Town Clerk via email, tenders@littlehampton-tc.gov.uk or posted to the Town Clerk, Event Support Tender, Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex BN17 5EW by the closing date of **3 March 2026**.

Additional pictures or information that might help the Council to reach a decision are welcomed as part of the tender.

Any queries are welcome and should be sent to rmarshall@littlehampton-tc.gov.uk

3.2. The contract requirements

Please explain how you meet all the requirements. 2,000 words maximum as outlined in section 2.3 and 2.4 essential and desirable criteria.

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3.3. Company Information	
3.3.1. Contact details	
Name of organisation	
Name of person completing the questionnaire	
Position in organisation	
Direct telephone number	
E-mail address	
Company registration number	
Registered company address	
VAT Registration Number	
<p>Are any other departments within your company, or other companies within your parent company quoting for this or any other LTC contract?</p> <p>Details:</p>	
3.3.2. Contracts withdrawn, outstanding claims and criminal convictions	
Has your organisation had a contract prematurely withdrawn or terminated by the client organisation within the last 3 years?	YES / NO
Has your organisation prematurely withdrawn from or terminated a contract within the last 3 years?	YES / NO
Has your organisation not had a contract renewed for failure to perform?	YES / NO
Is your organisation likely to be undertaking work which could give rise to a conflict of interest with this contract?	YES / NO
Have any of the directors/partners/sole trader or senior managers or administrators of the organisation been convicted in any court in	YES / NO

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the UK or elsewhere (other than a motoring offence not resulting in disqualification)? Spent convictions need not be disclosed.	
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If you have answered yes to any of the above, please give details:
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3.4. Insurance Details and Documentation

Public Liability Insurance £10 million minimum

Insurance company	
Policy number	
Expiry date	
Value of cover	

Employers Liability Insurance £10 million minimum

Insurance company	
Policy number	
Expiry date	
Value of cover	

3.4.1. Associations, accreditations and / or relevant qualifications.

Do you or your organisation hold membership of a professional trade organisation or accreditation scheme?	Yes / No
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If yes, please provide details here:

3.4.2. References (Please supply 2 professional referees, ideally where you have provided a similar service, we will only contact them if you reach the final stages of the process).

Reference 1

Client name	
Address	

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Postcode		
Tel		
Email		
Nature of contract		
Reference 2		
Client name		
Address		
Postcode		
Tel		
Email		
Nature of contract		
3.4.3. Health and Safety and Personnel		
Health and Safety Policy		
Do you have a written health and safety policy?		Yes / No
Who in your organisation is ultimately responsible for health and safety?		
Name:		
Position:		
Risk assessments		
We require all contractors, no matter the size of the company, to provide written risk assessments and where applicable method statements, proof of licences and qualifications. See section 3.5. below.		

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Please supply an example risk assessment and method statement with this form, this should ideally be for a similar service.

Sub-contractors

Please confirm that you will be carrying out the work and not sub-contracting another company.

Yes / No

3.5. Documentation and Declaration

I confirm that I have enclosed:

- Example risk assessment
- Example method statement

I confirm that I understand that documentary evidence of the following (where applicable) will be required at a later stage*:

- Public Liability Insurance
- Employers Liability Insurance
- Any other relevant insurance
- Membership of professional bodies
- Accreditations / scheme membership
- Relevant qualifications

*You do not need to enclose copies of this documentation at this stage. If you are selected as the preferred bidder, we will require copies before the contract is confirmed.

I confirm that all the information given is true and no relevant details have been withheld.

Name

Position

Signature (electronic is fine)

Date

Appendix A: Key Events

Please fill in the cost column by completing each row with a total for that specific requirement. Costs must be excluding VAT.

Please provide indicative costs for the below events on the table below.

If there is no extra cost for the item please state £0

Where you are unable to supply please state N/A

Section 1: Key Events		Cost
Armed Forces Day – Saturday 26 June 2026 (usually third Saturday in June)		
Location: East Green, Littlehampton		
Attendance	5,000 – 6,000	
Event Open Period	10:30 – 17:00	
Event Description		
The event starts with a formal parade and service and is followed by a relaxed community event with a military theme. It attracts dozens of enthusiasts with their fascinating military vehicles and displays. A charity fair takes place within the event where uniformed groups raise awareness of their services and fundraise. Activities range from interactive experiences with military items and vehicles to assault courses. Entertainment takes the form of spectacular arena displays such as motorbike stunts and military re-enactments, as well as military bands Security will be on site overnight on Friday 25 June, so equipment can be set up on this day if necessary.		
Set up - Load in and Build – 07:00 – 10:00 Breakdown and Load Out – 17:00 – 20:00		

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<p>Toilets to have the following</p> <p>Toilets are for staff use only – The general public will use public toilets located close to the event site.</p> <p>Adequate toilet paper supply in both units</p> <p>Hot/cold running water or sanitiser stations</p> <p>Soap, paper towels or dryers</p> <p>Adequate lighting and ventilation</p> <p>Emergency response for blockages or breakdowns</p> <p>Waste disposal in compliance with environmental regulations</p> <p>Toilets must be taken away by 20:00 on Sunday 27 June 2026</p>		
Requirements		
1x Accessible Portaloo - Wide doors, grab rails, ramps, and level access		
1x Standard Portaloo		
Delivery		
Subtotal		
Screen on the Green – Saturday 15 August 2026		
Location: East Green, Littlehampton BN17 5LL		
Attendance	3,000 – 7,000	
Event Open Period	18:00 – 23:00	
Event Description		
A 40ft inflatable screen with a powerful sound system is set up on East Green with film goers bringing their own chairs, bean bags and even sleeping bags to enjoy the evening under the stars.		

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The public is given the opportunity to suggest films early in the year before the top three suggestions are put out to public vote for the final movie to be chosen.

Set Up

Load in and Build – 14:00 – 18:00

Breakdown and Load out – 22:30 – 00:00 or Sunday 16 August 2026

Toilets to have the following -

Adequate supply in all units

Emergency restock capability

Hot/cold running water or sanitiser stations

Soap, paper towels or dryers

Adequate lighting and ventilation

Bins for sanitary towels and nappies in female and accessible units

Lighting for night events

Emergency response for blockages or breakdowns

Waste disposal in compliance with environmental regulations

Toilets must be delivered on Saturday 15 and taken away on Sunday 16 by 10:00.

Security will be on site overnight on Saturday 15 August 2026

Requirements

2x Accessible Portaloo's/trailer unit - Wide doors, grab rails, ramps, and level access

3x Trailer Toilets Units -

3+1 Trailer Unit

- 3 female cubicles
- 1 male cubicle (plus urinals)

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Or if not available		
4+2 Trailer Unit <ul style="list-style-type: none"> • 4 female cubicles • 2 male cubicles (plus urinals) 		
Trailer toilet units can be supplied as a combination of the configurations listed above or as three of each type (e.g., three female cubicles and three male cubicles with urinals). Please indicate your proposed configuration and associated costs in the column.		
Delivery		
Subtotal		
Town Show and Family Fun Day – Saturday 12 September 2026 (usually second Saturday in September) Location: Rosemead Park, BN17 6UH		
Attendance	5,000 – 7,000	
Event Open Period	12:00 – 17:00	
Event Description		
The event sees large marquees erected on site to accommodate the horticultural and craft show which attracts approximately 700 entries each year and the community marquee with over 50 stands representing local voluntary groups. High-quality acts perform on a stage, local groups perform in the arena which also hosts a dog show and the remainder of the park is packed with children's activities including inflatables, a beer tent and catering as well as sponsor pitches. Security will be on site overnight on Thursday 10, Friday 11 and Saturday 12 September 2026.		

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Set up Toilets to be delivered on the Thursday 10 September 2026 and Toilets must be taken away by 10:00 on Sunday 13 September 2026. Toilets to have the following Adequate toilet paper supply in both units Hot/cold running water or sanitiser stations Soap, paper towels or dryers Adequate lighting and ventilation Emergency response for blockages or breakdowns Waste disposal in compliance with environmental regulations	
Requirements	
2x Accessible Portaloo - Wide doors, grab rails, ramps, and level access	
5x Standard Portaloo	
Delivery	
Subtotal	
Overall Total for all events	

Contact Details

Rachel Marshall
 Events Manager
rmarshall@littlehampton-tc.gov.uk
 01903 732063
 Littlehampton Town Council
 The Manor House
 Church Street
 BN17 5EW