



## RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,  
Rayleigh, Essex, SS6 8JD  
Tel: 01268 741880

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[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)

VAT number: 830 7558 23

12<sup>th</sup> July 2018

Dear Sir or Madam,

### INVITATION TO TENDER – PUBLIC TOILETS REFURBISHMENT, RAYLEIGH

I am writing to invite you to submit a tender in accordance with the enclosed specification to refurbish the public toilets on the ground floor of the Town Council's premises at the above address. The Town Council would like the existing ladies and gents toilets to be changed from their current lay out to being unisex Direct Access cubicles.

I enclose a plan of the current layout for your information with the existing ladies and gents toilets marked in red. The Town Council expects to be able to have at least four unisex Direct Access toilets from the existing ladies and gents. Each cubicle should house its own toilet basin, cistern, mirror, hand washing/drying facilities. At least one cubicle should include a baby changing facility and space to wheel in a pushchair. There is no need to consider facilities for the disabled as the existing disabled toilet on the site will remain unchanged. The existing exterior doors for the ladies and gents toilets are currently on the wall of the Pavilion that is facing Websters Way car park. However, it is expected that, in the new lay out, at least one of the new exterior doors will need to be located on the same side of the Pavilion as the existing disabled toilet door, which currently has windows only.

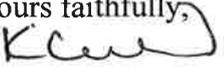
The Town Council has been instructed by the Local Planning Authority Rochford District Council that it will be necessary for it to seek planning approval before this work can commence. It will therefore be necessary for your tender submission to include a lay out plan to scale of the new Direct Access cubicles and an exterior view plan showing the positions of the replacement doors and windows. Both plans must be suitable for the Town Council to submit as part of its planning application. **Please note that the project will not proceed if RDC does not approve the planning application.**

The existing public toilets are open 7 days a week from 7.00am to 5.00pm and may be viewed by you during this time. The Town Council office is on the first floor of the Pavilion and is open from 9.00am to 3.30pm Monday to Friday if you would like clarification on the specification or if you would like to discuss any other options. You may also telephone or email any enquiries, details above. Please submit your tender in accordance with the attached specification in the enclosed envelope by the due date of:

**FRIDAY 7<sup>th</sup> SEPTEMBER 2018 at 12.00noon**

Please request for the appropriate return envelope to be sent to your postal address if you have accessed the specification electronically.

Yours faithfully,

  
Mrs K Cumberland  
Town Clerk

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that the plans we submit may be used as part of the Town Council's planning application and the project will not proceed unless planning approval is given.

I/We understand that no increased cost of labour and or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

**CONTRACTOR DETAILS**

Signed.....

For and on behalf of.....

Address.....

.....

Post Code.....

Telephone.....

Mobile Telephone no.....

E-mail Address.....

Date.....

**TOTAL COST OF PROJECT £.....**

**SPECIFICATION TO REMOVE PUBLIC LOBBY AREAS OF THE MALE AND FEMALE PUBLIC TOILETS IN THE PAVILION, KING GEORGE V PLAYING FIELD, RAYLEIGH**

1. Build stud walls to convert toilets into at least 4 single unit Direct Access cubicles.
2. Remove windows and walls as necessary to provide and install new steel security doors to match existing and paint. Reposition the 2 existing steel security doors as required.
3. Tile all walls from floor to ceiling in the new cubicles.
4. Provide and install new WCs, mirrors, basins with hand driers and soap dispensers and any alterations for plumbing. Use existing equipment where possible. Install toilet roll dispensers. All equipment to be vandal proof.
5. Painting to any surfaces that is required i.e. ceilings and woodwork
6. Provide and install new lighting and extractor fans to each new cubicle
7. Install baby change facilities in 2 of the cubicles using existing equipment
8. One cubicle to be large enough to be able to accommodate a pushchair (should also have a baby change unit in this cubicle)
9. Remove existing heaters from toilets and disconnect electricity connections
10. Box in Pipework. Install larger waste pipes capable of dealing with the amount of use for a public toilet (existing waste pipes are inadequate).
11. Remove tiled flooring in all areas and install flooring as used in the lift lobby area on the ground floor of the Pavilion. No joins or uneven surfaces for cleaning.
12. Additional locks on all doors for staff to gain access to all cubicles in an emergency.
13. Apply for Building Regulations.
14. Produce lay out and exterior view plans for the planning application that will be submitted to the District Council by the Town Council.
15. Change water heating system, which is currently from tanks on the first floor of the Pavilion, to supply and fit water heaters to individual sinks (or provide hot water for more than one cubicle) with controlled hot taps, either by pir or pressure controls. Taps to be vandal proof and unable to be left running.
16. Means to isolate water supply for toilet and washing facilities if needs turning off in separate cubicles.
17. Remove all rubbish from site

# EXISTING PLAN FOR PUBLIC TOILETS

## WEBSTERS WAY CAR PARK

Approximate line of perimeter fence

RED AREAS ARE EXISTING LADIES & GENTS TOILETS

KING GEORGE V PLAYING FIELD

