



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

9th October 2017

Dear Sir or Madam,

**CLEANING & MAINTENANCE CONTRACT
PUBLIC TOILETS, CROWN HILL RAYLEIGH.**

Please find enclosed specification for the cleaning and maintenance of public toilets at Crown Hill, Rayleigh, Essex.

You are invited to submit a tender as per the specification. Tender documents must be returned sealed, in the envelope provided, to the Town Clerk, Rayleigh Town Council Offices, The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD by no later than

NOON on Monday 20th November 2017

Emails will not be accepted.

Please note that:

1. If a person submitting a tender is to his knowledge related to any member(s)/employees of Rayleigh Town Council he/she and the person he/she is related to shall disclose the relationship in writing to the Town Clerk
2. Canvassing of members of the Town Council or any committee or sub-committee or employee(s) for any contract under the Town Council shall disqualify the contractor from such a contract.

Yours faithfully,

Mrs K Cumberland
Town Clerk

COSTS – PUBLIC TOILETS, CROWN HILL, RAYLEIGH

	2017/18	2018/19	2019/20	2020/21	TOTAL COSTS FOR CONTRACT
	3 months 1st January 2017 to 31st March 2018	12 months 1st April 2018 to 31st March 2019	12months 1st April 2019 to 31st March 2020	12 months 1st April 2020 to 31st March 2021	
Operating Hours: Monday to Thursday 7am to 6pm Friday and Saturday 7am to 3am the following day and Sunday 9am to 6pm					
Cleaning every 3 hours					
Cleaning 3 times a day					
Operating Hours: Monday to Sunday 7am to 6pm					
Cleaning every 3 hours					
Cleaning 3 times a day					

CROWN HILL PUBLIC TOILETS, RAYLEIGH

PUBLIC TOILET MAINTENANCE AND CLEANSING SERVICE CONTRACT

Rayleigh Town Council will have a long term (10 years) lease with Rochford District Council for a new 4 cubicle modular toilet block (male, female, unisex and disabled), which is to be installed at the top of Crown Hill, Rayleigh. This site, which will include a small piece of adjoining land, is in the centre of a busy town and is expected to be well used by the public. The site that is included within this specification is marked on the attached plan bordered in red and with blue diagonal lines. The specification does **NOT** include the existing public toilet building and surrounding land that is due to be retained by Rochford District Council for a purpose other than public toilets.

The new toilet building is yet to be built and the completion is expected in December 2017.

The aim of this service contract is to provide clean, well serviced public toilets that are maintained to the highest standards of cleanliness and that are available throughout specified operating hours. All cubicle doors will have an automatic locking facility.

For the avoidance of doubt, all contract staff shall be employees of the Contractor and not of Rayleigh Town Council. The Contractor shall be fully responsible for discharging all liabilities in respect of the employment of the contract staff and shall indemnify Rayleigh Town Council against any liability, costs and expenses in respect thereof.

Save to the extent expressly assumed by Rayleigh Town Council, the Contractor shall be responsible for ensuring compliance with the obligations of Rayleigh Town Council under the long term lease of the facility from Rochford District Council.

The Contractor shall indemnify and keep indemnified Rayleigh Town Council against all liability, damages, costs claims and expenses whatsoever incurred by Rayleigh Town Council arising directly or indirectly out of any breach of the provisions of this agreement by the Contractor or its staff or employees.

1. Repairs and Maintenance

1.1 Minor repairs and maintenance should be conducted by the Contractor (who has been given appropriate training) to prevent or stop water leaks, including clearing blockages in pipework. Problems that cannot be resolved by the Contractor should be immediately reported to the Town Council or dealt with by calling an emergency plumber as necessary. Water should be cut off by the Contractor at stop cocks as necessary.

1.2 The Contractor is responsible for taking the decision to close and then re-open the toilets to the public if this becomes necessary during normal operating hours. The Contractor must provide an out of operating hours service to Rayleigh Town Council as required.

2. Contract Staff

2.1 The Contractor is responsible for adhering to all legal requirements which are in place for the duration of this contract, in relation to new and existing staff. The Contractor will also ensure that staff receive the correct training to the BICSc level of competence and that they have attended and completed the Cleaning Operators Proficiency Certificate (COPC). Contract Staff should be able to meet Rayleigh Town Council's requirements, including minor maintenance and repair of toilets and

7.2 Grass should be cut regularly and weeds removed. Flower or shrub beds should be maintained. Pathways should be swept and kept clear and safe to use. Leaves should be removed. Rayleigh Town Council is responsible for conducting an annual tree survey of any trees on site and any necessary work to the trees to ensure public safety and to prevent damage to the toilet building. None of these trees have preservation orders.

7.3 After snowfall all paths and the entrance areas to the toilets should be cleared and suitable signs displayed to warn the public of slippery conditions. Snow shall be stacked to the side of the path, applying rock salt to the cleared surface to prevent icing. Avoid salt damage to adjacent landscape areas and the toilet building. Any turf or plant loss shall be made good by the Contractor at his/her own expense. The contractor at his/her expense shall supply rock salt. Cleared snow shall not be piled on any bed or shrubbery. Where snow falls have been so heavy as to present danger to trees, hedges, bushes and other features by causing possible collapse, on instruction from Rayleigh Town Council, remove snow by beating, stacking, sweeping or other appropriate method.

8. Interior & Exterior Maintenance

8.1 Check the building for damage or structural defects on a regular basis, including water services to prevent wastage. Effect minor repairs and maintenance work at times to avoid disruption to the public's use of the toilet facility. Report any defects of a substantial nature to Rayleigh Town Council immediately. Change time switches if necessary when clocks go forwards/back.

8.2_The Contractor is required to replace all interior light fittings as necessary, both interior and exterior, at his/her expense immediately on discovery or as notified.

9. Communication with Rayleigh Town Council

9.1 The Contractor will be expected to keep Rayleigh Town Council fully informed of any incidents on a daily basis and is expected to attend monthly meetings to discuss all aspects of the contract. The Contractor is responsible for reporting any health and safety issues to Rayleigh Town Council.

10. Accidents/Emergencies

10.1 The Contractor should report any accidents that affect members of the public to Rayleigh Town Council for inclusion in the Accident Record Book. Contract Staff should respond to any emergency calls whenever the device is activated from the toilet cubicles and should call the appropriate emergency services without delay. Contract Staff should seek advice from the Contractor before over riding the locking mechanism and entering locked cubicles if this becomes necessary and only after giving adequate warnings to the occupant.

11. Lost Property

11.1 The Contractor will be required to keep a record of all property lost or found in the toilets or the adjacent land. Details of the person reporting such finds/losses should be recorded. All lost property items shall be properly labelled and passed immediately to Rayleigh Town Council.

12. Cleaning Requirements

12.1 The Contractor must leave toilets, changing room/buildings in a neat, tidy, clean condition on completion of cleaning duties. All cleansing materials and products should be in accordance with those specified by the toilet installation company. A list of cleaning products must be supplied to Rayleigh Town Council and no changes should be made without prior agreement.

Toilet Rolls

Anti-vandal toilet roll holders, which reduce waste, should be installed by the Contractor. Toilet rolls will be supplied and replaced by the Contractor as required and of a type approved by Rayleigh Town Council.

Floors

Remove litter and chewing gum and dispose in accordance with current legislation, remove all soil traces, wash with a germicidal detergent solution. Pay particular attention to corners and edges; remove all standing liquid. Deep clean floors once a month.

12.7 Cleaning of General Areas

Once per week

1. Partitions and Doors
Remove dust from top surfaces
2. Windows
Cleaned and dry polished
3. Window Ledges
Damp wipe and where possible dry polished

Once per Month

1. Ceilings
Remove dust and cobwebs
2. Window Frames and Walls
Wash with neutral detergent and where possible dry polish
3. Deep clean floors

Once per Quarter

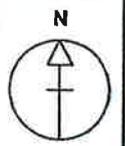
Deep clean by specialist, registered company at the expense of the Contractor

13. Variation to the Contract

13.1 Rayleigh Town Council reserves the right to vary this contract in consultation with the contractor.



TITLE NUMBER
EX752518



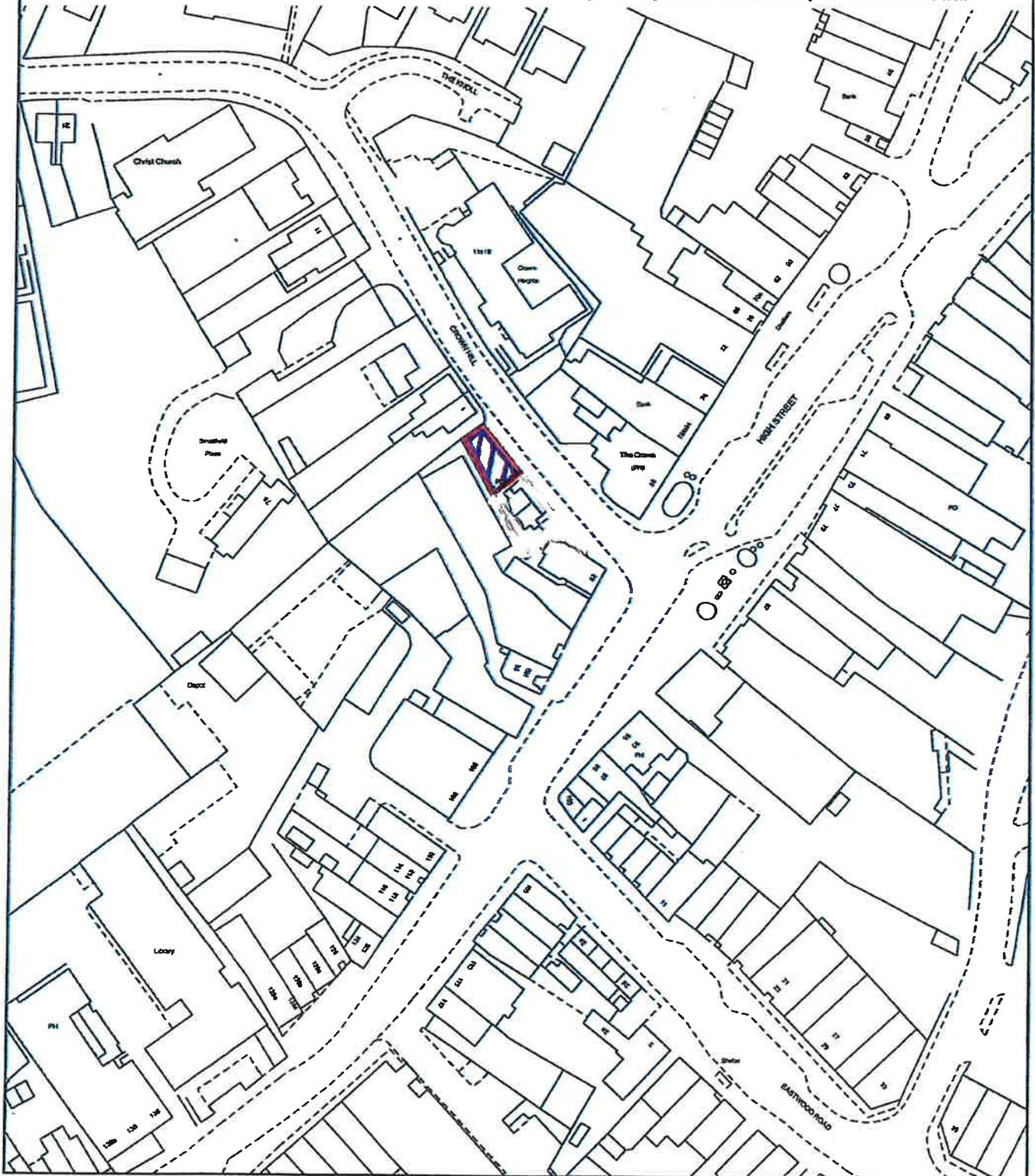
ESSEX : ROCHFORD

ORDNANCE SURVEY MAP REFERENCE:

TQ8090NE

SCALE 1:1250

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This title plan shows the general position of the boundaries: it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Public Guide 7 - Title Plans.

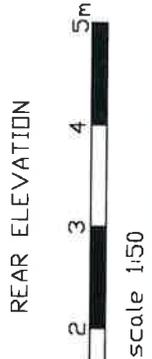
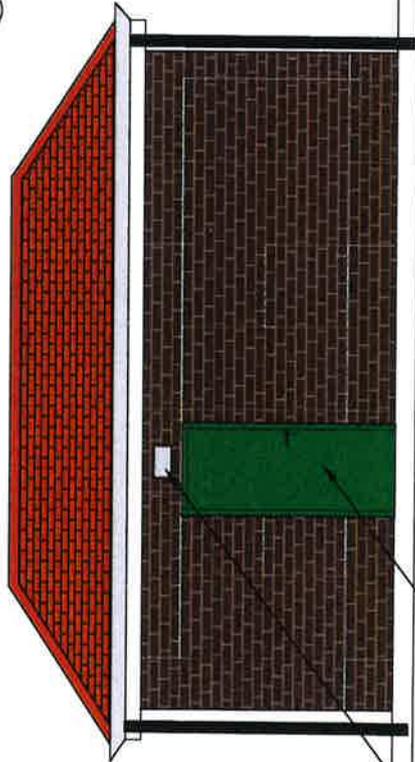
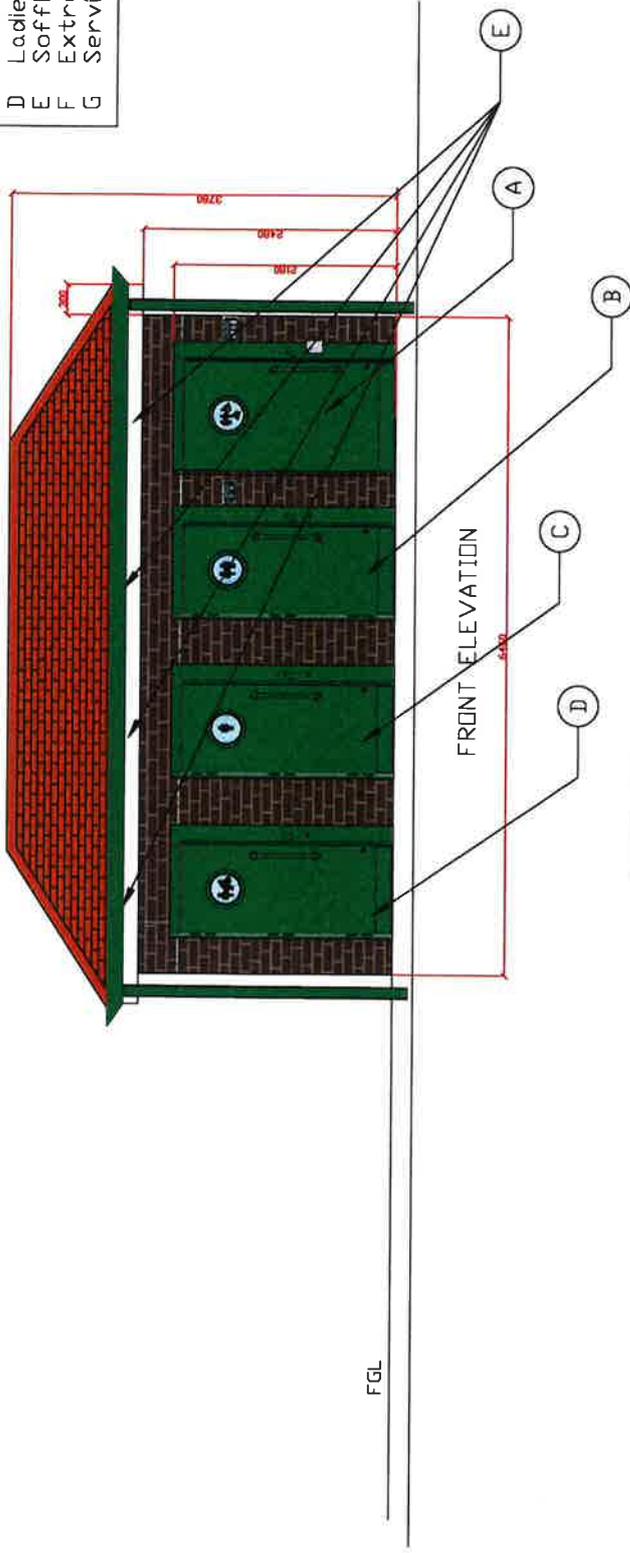
This official copy shows the state of the title plan on 25 August 2005 at 14:01:01. It may be subject to distortions in scale. Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original. Issued on 25 August 2005.

This title is dealt with by the Peterborough District Land Registry.



+ NEW TOILETS TO BE LOCATED ADJACENT TO EXISTING TOILET BUILDING, WHICH WILL REMAIN FOR ANOTHER PURPOSE. TOWN COUNCIL WILL BE RESPONSIBLE FOR NEW TOILET BUILDING & LAND MARKED IN BLUE DIAGONAL LINES.

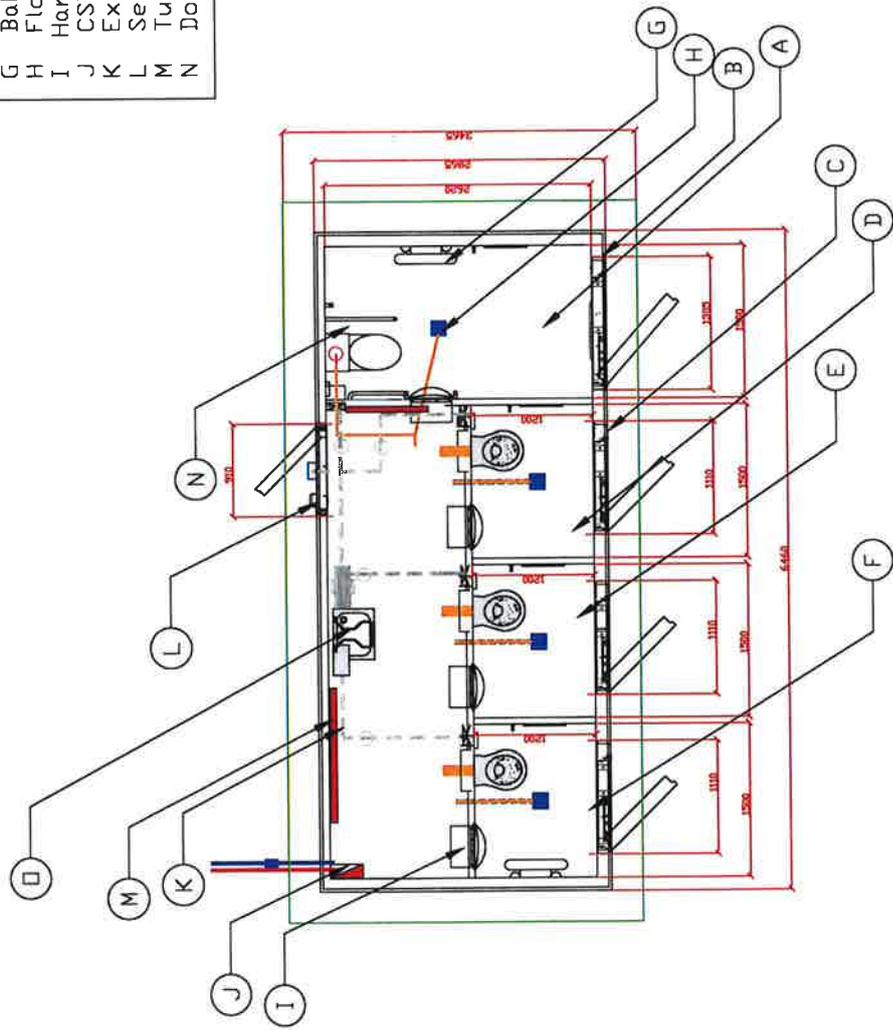
- A Accessible
- B Unisex
- C Gents
- D Ladies and baby change
- E Soffit lights
- F Extract system
- G Service door



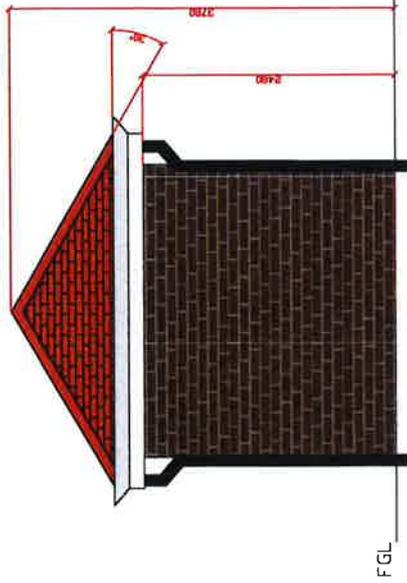
REV	DATE	DESCRIPTION	CLIENT
			ROCHFORD DISTRICT COUNCIL
DRAWING TITLE			PROVISION OF MODULAR WC
SCALE			1:50
DRAWN BY			V. DAVIES
CHECKED BY			
DATE			14/08/2018
DRAWING NUMBER			HM-RDC-CHR-02
REVISION			

healthmatic
 HEYMAN ROAD
 CAVE WASH IN. ESTATE
 CAVE WASH IN. ESTATE
 CAVE WASH IN. ESTATE
 CAVE WASH IN. ESTATE
 TEL: 01249 822063
 FAX: 01249 823140
 E-MAIL: 038@healthmatic.co.uk

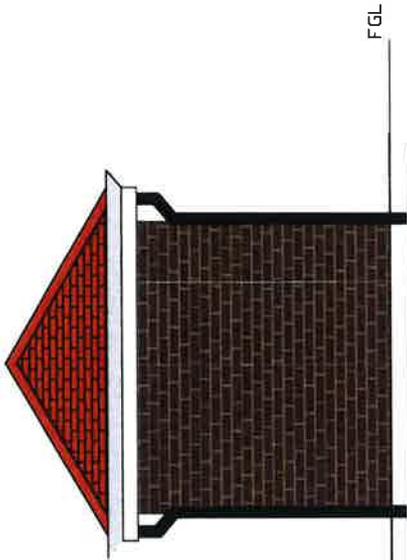
- A Accessible to DDA part M
- B Coinpay and radar key facility
- C Coinpay
- D Unisex
- E Gents
- F Ladies and baby change
- G Baby change
- H Floor gully
- I Handwash/dryer
- J CSU
- K Extract min.6L/sec
- L Service door
- M Tubular heater
- N Doc. M pack



REV	DATE	DESCRIPTION	CLIENT
			ROCHFORD DISTRICT COUNCIL
DRAWING TITLE			
PROVISION OF MODULAR WC			
CROWN HILL, RAYLEIGH			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	AUG-2017	V DAVIES	
@A3			
			REVISION REVISION NUMBER REVISION REVISION
HEATHMATIC 1000 WOODHURST ROAD WOODHURST, WIMBORNE, DORSET BH15 2JF TEL: 01204 880003 FAX: 01204 880004 EMAIL: sales@healthmatic.co.uk WWW: www.healthmatic.co.uk			HM-RDC-CHR-01



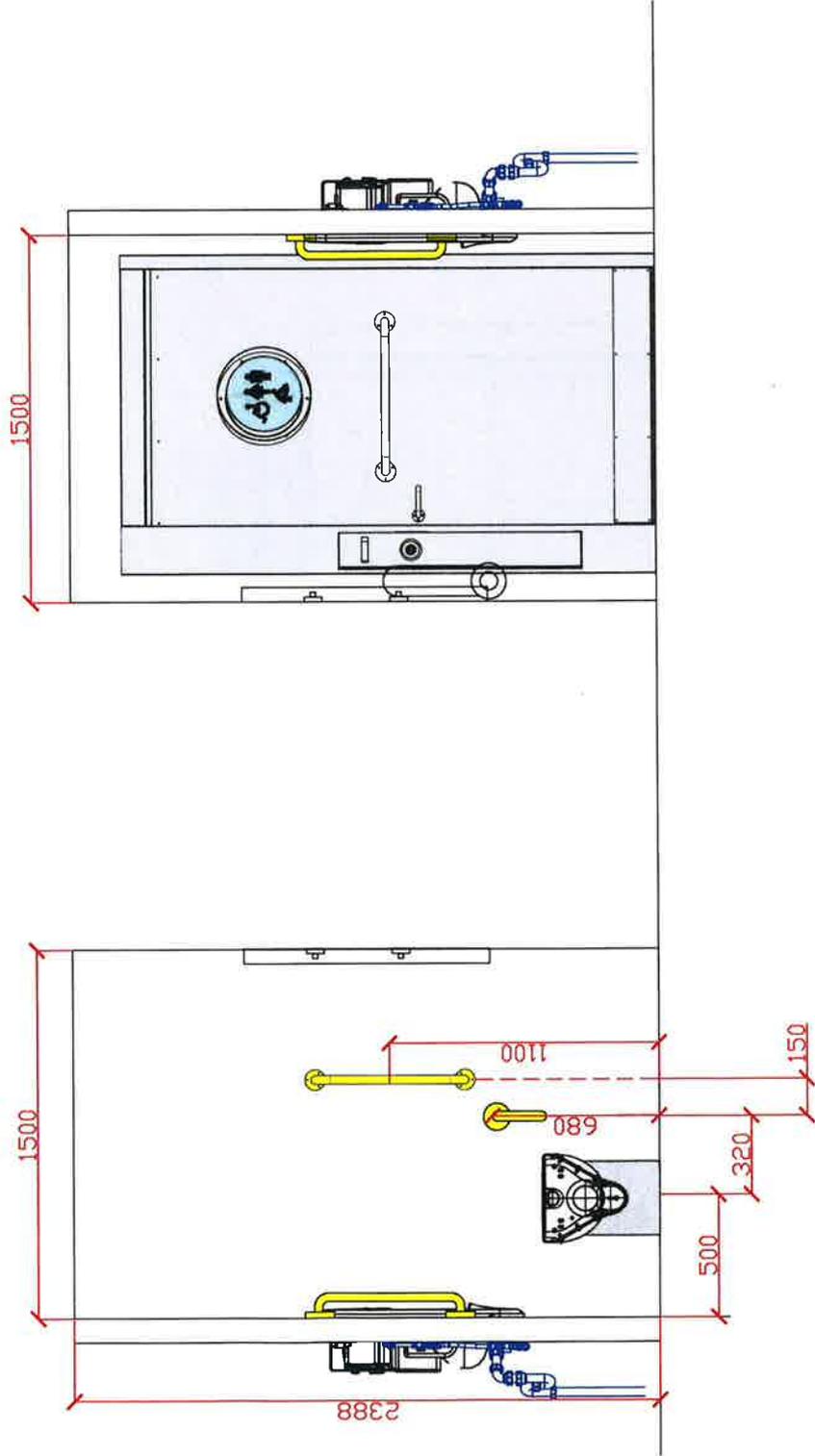
LEFT ELEVATION



RIGHT ELEVATION



REV	DATE	DESCRIPTION	CLIENT
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			DRAWING TITLE
			PROVISION OF MODULAR WC
			CROWN HILL, RAYLEIGH
			SCALE DATE DRAWN BY CHECKED BY
			1:50 14/5/2018 V DAVIES
			@A3
			healthmatic
			HEALTHMATIC LTD CROWN HILL, RAYLEIGH, ESSEX, S.S.24 9JG TEL: 01204 820663 FAX: 01204 820140 EMAIL: info@healthmatic.co.uk
			DRAWING NUMBER REVISION
			HM-RDC-CHR-03



DOOR WALL

PAN WALL

ACCESSIBLE CUBICLE DETAIL

REV	DATE	DESCRIPTION	CLIENT

ROCHFORD DISTRICT COUNCIL

PROVISION OF MODULAR WC

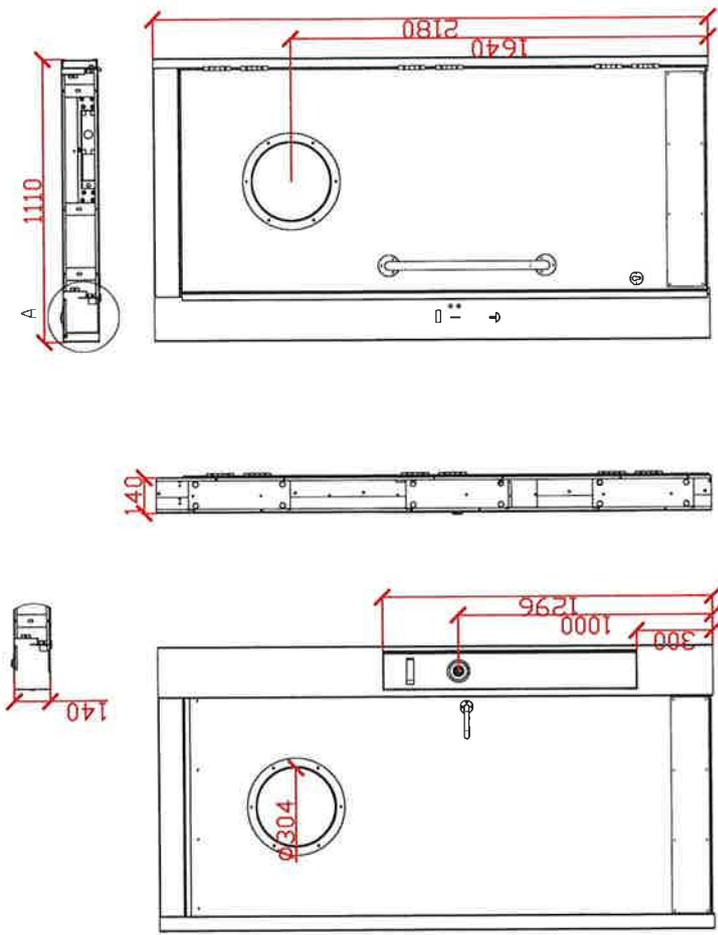
CROWN HILL, RAYLEIGH

SCALE DATE DRAWN BY CHECKED BY
1:20 AUG-2007 B V DAVIES

@A3

healthmatic
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DUNALUNY CO. WICK Fax: 01249 862064
E-MAIL: info@healthmatic.com
SHEET NO. DRAWING NUMBER REVISION

HM-RDC-CHR-05



ACCESSIBLE DOOR DETAIL

REV	DATE	DESCRIPTION	CLIENT
			ROCHFORD DISTRICT COUNCIL
			PROVISION OF MODULAR WC
			CROWN HILL, RAYLEIGH
			SCALE 1:20
			DRAWN BY V DAVIES
			CHECKED BY
			DATE
			SCALE
			DRAWING NUMBER
			REVISION

healthmatic

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