

Invitation to Tender

Cleaning Public Toilet Facilities in Parishes of St Endellion, St Minver Highlands & St Minver Lowlands

30 January 2024

1. About the Parishes

St Endellion, St Minver Highlands and St Minver Lowlands are Coastal Parishes lying mostly within the North Cornwall Area of Outstanding Natural Beauty. The area comprises of Polzeath, New Polzeath, Port Isaac, Rock, St Endellion in addition to other Hamlets. Key tourist attractions are the village of Port Isaac from 'Doc Martin' fame and the blue flag surf beach of Polzeath, and so visitor numbers can be very high, particularly in School Holidays. The provision of clean and safe public toilets may have a significant impact on the visitor experience to the area.

2. About the Facilities

There are 6 Public Toilet Facilities in total currently cleaned by Corserv.

Toilet Facility	Parish	What3Words
Polzeath Beach	St Minver Lowlands	nets.mend.dice
New Polzeath Car Park	St Minver Highlands	cuter.salaried.globe
Port Isaac Main car park	St Endellion	unable.duration.cleansed
Port Isaac New Road Car Park	St Endellion	spires.golf.decisions
Port Isaac Harbour	St Endellion	critic.shatters.control
Port Gaverne	St Endellion	collides.generally.pens

All facilities are open all year, apart from Port Gaverne which closes after October half term until Easter holidays.

3. Scope of Services

This tender is to provide the community and visitors with a clean, safe, well equipped public toilet experience. Services are to include

- Daily clean of the toilets before midday(excluding 25 December)
- Clean/scour and disinfect all urinals, WC pans
- Clean/scour handwash basins
- Empty / clean litter bins.
- Sweep / Scrub / wash clean floor areas, including entrance to facility
- Collect and dispose of litter and debris within 5 metres of each building
- A weekly clean of doors, frames, window ledges, paintwork etc
- A top up evening clean is required 1 July – 14 September after midday
- Replenishment of washing units with liquid soap
- Replenishment of Paper Streams, toilet roll dispensers
- Report any damages to Parish Clerk
- Facilitate 3rd Party Legionnaire testing and Sanitary waste collection
- Timesheet to be completed each visit

The purchase of consumables is also to be included in this tender. This includes toilet paper, soap etc.

4. Tender requirements

The successful tenderer will set pricing for each facility and the ongoing contract will be with the respective Parish Council.

Pricing is to be divided into 12 equal monthly invoices.

Invoicing to each Parish Council in arrears on a monthly basis with 30 days payment terms.

It is recommended that employee wages are set as a minimum of the Living Wage, and annual increases correspond to Living Wage increases.

We advise a site visit to each of the facilities prior to submitting the tender.

Contracts are for 3 years with a 3 month termination period for both parties.

Responses are to be submitted to clerk@stminverlowlands-pc.org.uk

5. Timetable

The timescale of the process is set out below:

Milestone	Date
Date Tender available on Contracts Finder	30 January 2024
Last date for registering interest	13 February 2024
Deadline to return Tender response	26 February 2024 midday
Evaluation of responses	28 February 2024
Award of Contract	29 February 2024
Commencement of Services	1 April 2024

6. Tender submission additional details

- The successful tendered must hold Public Liability Insurance with a limit of indemnity of not less than 5 million (£5,000,000).
- Please detail two customers who would be prepared to provide a reference.
- Please explain how this contract will be resourced to cover illness and holiday etc.
- Do you operate to any ISO standards?
- Please provide any additional costs envisaged in providing this service.

7. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with the requirements of this Invitation To Tender.

8. Disclaimer

The Parish Councils of St Endellion, St Minver Highlands and St Minver Lowlands reserves the right to seek clarification from the tenderers to assist in the consideration of the tender.

The Parish Councils are not bound to accept the lowest price or any tender and will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in by members of the Parish Councils.

The Parish reserves the right to vary any part of the Tender, or not to proceed with the Invitation To Tender at all.