



PORTREATH  
PARISH COUNCIL

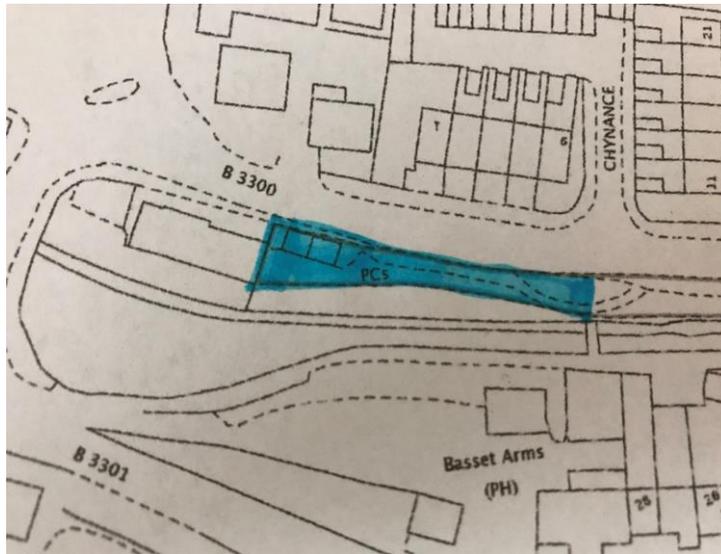
# Invitation to Tender

## Contract for the Management of the Portreath Parish Public Toilets, TR16 4NN

### October 1<sup>st</sup>. 2022

Period of Contract

1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026



Tenders are invited for the management of the public toilets for the period 1<sup>st</sup> April 2023 to the 31<sup>st</sup> March 2026.

#### **Low Season – Autumn/Winter excluding school holidays – October 1<sup>st</sup>. to March 31<sup>st</sup>.**

**Daily:** Unlock two toilets, full clean of two toilets, (cleaned as required, consumables topped up, bins emptied as required), lock two toilets, daily health & safety checking.

#### **Low Season – Autumn/Winter school holidays – October 1<sup>st</sup>. to March 31<sup>st</sup>.** (In line with Cornwall School Holidays as published by Cornwall Council)

**Daily:** Unlock all toilets, full clean of all toilets, (cleaned as required, consumables topped up, bins emptied as required), lock all toilets, daily health & safety checking.

#### **Normal Opening – Spring/Summer excluding school holidays – April 1<sup>st</sup> to Sept. 30<sup>th</sup>.**

**Daily:** Unlock all toilets, full clean of all toilets, all toilets checked at least once during the day (cleaned as required, consumables topped up, bins emptied as required), locking all toilets, daily health & safety checking.

#### **Peak Opening – School holidays – April 1<sup>st</sup> to Sept. 30<sup>th</sup>.** (In line with Cornwall School Holidays as published by Cornwall Council)

**Daily:** Unlock all toilets, full clean of all toilets, all toilets checked at least two times during the day (cleaned as required, consumables topped up, bins emptied as required), locking all toilets, daily health & safety checking.

#### **Additional duties to be included in day rates above**

**Daily:** Complete daily attendance sheets (to be returned to clerk monthly). H&S checks to ensure no hazards exist to staff or members of public.

**portreathparishcouncil@gmail.com**



**Weekly:** Clean, sweep and mop floor in the service corridor. Handwash unit traps to be opened and flushed through.

**Monthly:** Take electricity meter reading and forward to the Clerk & Councillor representative as advised. Clean ventilator extractor vents.

### **Opening times**

Toilets will normally be opened at 0800 and closed at 2000 daily. (See below)

### **Additional/Reactive Opening/Cleaning**

At times such as where weather conditions, unforeseen circumstances, extended school holidays, high demand occur, periodic checks and opening / closing of the toilets, other than specified above to be carried out at the contractor's discretion and with agreement of Councillor representative

### **Reactive Maintenance/Repairs**

Minor maintenance/repairs to be carried out as required within the contractor's capabilities. A separate hourly rate to be quoted for this. Any repairs required to be reported immediately to Councillor representative

### **General**

- The contractor will provide all their own equipment cleaning equipment, consumables and toilet paper. Environmentally sensitive products to be used whenever possible. MSDS to be provided and kept in toilet service corridor for use by operatives.
- The contractor will remove all waste materials from toilet cubicles daily and dispose correctly from site weekly.
- The contractor will have full public liability insurance, a health & safety policy and appropriate risk assessments in line with The Health & Safety at Work act 1974. Any sub-contractor employed by principal contractor must also hold full public liability insurance. Valid copies of these documents to be provided to the clerk.

Payment for services each month in arrears will be made on the submission to the Clerk of a completed invoice. Payments will be made via BACS.

The rates agreed at commencement of contract will increase annually in line with the government official RPI as quoted for March at the end of each contract year. (Ordinarily published in April). The increase will be subject to a satisfactory review of services in the preceding year

Contact with this Council is the nominated Councillor representative who will be responsible for the day-to-day supervision.

ianstewartppc@outlook.com

All work will be subject to ad hoc inspection by the Council.

The Contract will run from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026. Opportunity to tender for works from 1<sup>st</sup> April 2026 will be advertised in Autumn 2025.

**portreathparishcouncil@gmail.com**



Date for tenders to be received	15th November 2022
Date for tenders to be decided	21 <sup>st</sup> November 2022
Date for notification of successful tender	16 <sup>th</sup> December 2022
Date for commence of contract	1 <sup>st</sup> April 2023

All tenders for the above work must be returned to the Clerk by 12 noon on Wednesday 15<sup>th</sup> November 2022.

For further information or to submit a tender contact the Clerk or Chairman, Cllr. Ian Stewart:

Lucy Jose - Clerk to the Council  
16 Glenfeadon Terrace  
Portreath  
Cornwall  
TR16 4JX

Cllr. Ian Stewart: [ianstewartppc@outlook.com](mailto:ianstewartppc@outlook.com)