



## **CONTRACT NOTICE 2018-2021**

### **Road Ends Toilets Maintenance (Value exceeds £25,000 for years)**

This notice describes the scope of work in the procurement of a contract for the opening, closing and cleaning of the 'Road Ends' Public Toilets in Prudhoe.

#### **SCOPE OF WORK**

The Town Council is in the process of acquiring these toilets under a 'Community Asset Transfer'. These are located on West Road, after the junction with South Road, travelling west.

The toilet block includes:

- male toilets with urinals, one toilet cubicle, one sink and a hand dryer.
- an accessible toilet with radar key lock.
- female toilets with two cubicles, one sink and a hand dryer.

The following is required under the contract:

- To ensure high quality cleaning of all areas inside the toilet block.
- To unlock and clean the toilets every day (excluding Christmas Day), so that they are open to the public from 7:00 am (this time may be subject to change).
- To check and lock the toilets every day (excluding Christmas Day), so that they are closed to the public from 6:00 pm (this time may be subject to change).
- To ensure the storage cupboard is well stocked with toilet rolls from Essity.
- To replace toilets rolls and soap as required.
- To advise the council of any damage as soon as uncovered.
- To provide all labour, tools and equipment (excluding toilet rolls) to maintain and ensure pristine appearance at all times.
- To liaise with Prudhoe Town Council to ensure a high standard of service is maintained.

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#### **PROCUREMENT**

All procurement documents are available on-line at <http://www.parish-council.com/prudhoe> or can be collected from the Town Council Office or will be posted out to interested parties.

The Council's Financial Regulations require the Council to ensure that value for money is obtained in respect of all contracts for the supply of goods and services, and to ensure that set procedures for the obtaining of tenders and quotations are adhered to.

The Council's Standing Orders require all decisions and resolutions by the Council, including those agreeing to the award of contracts, to be taken by the public meeting of the meeting of the Council in a form prescribed by law.

The Council will award the 'Road Ends Toilets' contract based on 'Cost' and 'Service'.

#### **PROCUREMENT/AWARD TIMESCALE**

19<sup>th</sup> February 2018 – Invitation to tender posted

16<sup>th</sup> March 2018 – Contract closing date

19<sup>th</sup> March 2018 – Cllrs to open and review tenders, with recommendation to go out with Ordinary Meeting Papers on 22<sup>nd</sup> March 2018 (section 68, private & confidential)

28<sup>th</sup> March – Contract agreed by Council

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