



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR
Tel: 01952 814338 ✉ enquiries@newportshropshire-tc.gov.uk

31st March 2021

To Whom it May Concern

Newport Town Council Public Toilets Maintenance Contract

Newport Town Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

Contract Specification, Location Plan, Contract Monitoring Form, References Form and Tender Form

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Newport Public Toilets Maintenance Tender
C/o Mrs Louise Tunks
Newport Town Council
The Guildhall, 1 High Street, Newport, Shropshire, TF10 7AR

By
10 am Friday 30th April 2021

Your tender submission must comprise the following information:

- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender

If you require any further information please give me a call, the office is open between 10 am – 3 pm Monday to Friday.

During COVID-19 the Public Conveniences have reduced its opening hours to 9:00 am to 4:00 pm daily, however this is a temporary measure and tenders should be submitted for normal opening hours specified in the tender.

The facility also receives a deep clean by a separate company every 3 weeks and will continue monthly after the pandemic.

The Facility will be closed when cleaning is being carried out, and appropriate signage will be in place to notify users of this.

Yours sincerely

Louise Tunks

WORK TO BE CARRIED OUT UNDER CONTRACT

The work to be carried out under the terms of the contract shall comprise the following specifications relate to all male, female, disabled conveniences and baby changing facilities at the public toilets in Stafford Street car park in Newport, Shropshire. The public toilets opening hours are Monday to Friday 8 am to 6pm – Saturday & Sunday 8 am – 4:30pm.

Public Toilets Specification

- I. The following tasks are to be completed on a daily basis:
- II. The contractor will be a key holder for the public toilets and responsible for daily opening and closing of the facility
- III. All toilets will be unlocked before 8.00 am on a daily basis.
- IV. All toilets will be examined for any faults immediately on opening. If required, attempt in the first instance to free blocked toilet pans or shut of water prior to reporting the blockage or leakage to the Client. Carry out an internal and external visual assessment of the general state of repair of the building; check all fixtures for serviceability and report to Client if necessary.
- V. Damaged items of danger to the public will be reported to the Client immediately, In this case amenity will be locked to prevent Public access.
- VI. Clean up and remove all general rubbish, and other foreign matter including; glass within the toilet block and within three metre perimeter (block paving area) of the building and surrounding footpaths Sweep block pavers and weed regularly.

Internal Cleaning

VII. *Cleaning of Sanitary Receptacles*

Scrub and wipe down all toilets, urinals, hand basins, taps sets, All sanitary receptacles will be free of spots, stains, and finger marks. All sanitary receptacles will be free of unpleasant odours. Sanitise all taps, hand driers, soap dispensers, handrails and door handles daily.

VIII. *Cleaning of Toilet Room Fixtures*

All surfaces of washbasins, toilets, and urinals will be free of dust, dirt, and spots. The wall surfaces will be free of spots and smears. All toilet seats will be sanitised and free of spots and stains. The seat hinges will be free of mould. The plumbing fixtures will be free of mould and water stains.

IX. *Cleaning of Supply Dispensers, Tile Walls, Stall Partitions, Doors, Shelves, Mirrors and Floors*

All supply dispensers will be clean and free of finger marks and water spots. All shelves and shelf brackets will be free of gum, dust, fingerprints, water stains, smudges and

SUBMISSION OF TENDER

7. Tenders must reach the Town Clerk, at the address given on the tender invite letter, in a sealed envelope endorsed 'NEWPORT PUBLIC TOILETS MAINTENANCE CONTRACT' by not later than 10 am Friday 30th April 2021
8. The Town Council does not undertake to accept the lowest tender.

FORMAT OF CONTRACT

9. The formal contract between the successful tenderer and the Town Council shall comprise this written specification, the written tender submitted by the contractor and the Town Council's written acceptance of the tender. Subsequent variations to the contract shall be by exchange of letters between the Council and the contractor.
10. Termination of contract can be exercised by either party by giving in writing six months notification or at any time where the provisions of this contract are not being served in the opinion of the council.

Example Cleaning Monitoring form

<u>Date 2021</u>	<u>Time</u> <u>Arrive Am</u>	<u>Time</u> <u>Depart</u> <u>AM</u>	<u>Time</u> <u>Arrive PM</u>	<u>Time</u> <u>Depart PM</u>	<u>COMMENTS - Eg filled soap, toilet rolls</u> <u>used, ect</u>
Sunday 1 August					
Monday 2 August					
Tuesday 3 August					
Wednesday 4 August					
Thursday 5 August					
Friday 6 August					
Saturday 7 August					
Sunday 8 August					
Monday 9 August					
Tuesday 10 August					
Wednesday 11 August					
Thursday 12 August					
Friday 13 August					
Saturday 14 August					

REFERENCES FORM

<u>Example of Works</u>	<u>Firm /Company and Service Supplied</u>	<u>Dates</u>	<u>Contact Details for Reference Provider</u>

