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Tender

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

Portreath Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-067550

Procurement identifier (OCID): ocids-h6vhtk-05d1c8

Published 22 October 2025, 3:13pm

Scope

Reference

PPC/25-01

Description

Tenders are invited for the management of the public toilets for the period 1st April 2026 to the 31st March 2029.

Opening times:

The public toilets are open daily, every day of the year including all bank holidays.

Toilets will normally be opened by 08:00 and closed at 20:00 or dusk (whichever is sooner) daily.

Rate 1 Low Season - Autumn/Winter excluding school holidays - October 1st. to March 31st.

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.

Rate 2 School Holidays - October, February & May Half Term, Christmas & Easter Holidays (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, minimum of one additional check during opening hours.

Rate 3 Normal Opening - Spring/Summer (excluding school summer holidays) - April 1st to Sept. 30th.

Daily: Unlock all toilets, full clean of all toilets, (cleaned as required, consumables topped up, bins emptied as required), locking all toilets, daily health & safety checking, minimum of one additional check during opening hours.

Rate 4 Peak Opening - School Summer Holidays Only (July/August/September 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 a further two times during the opening hours (cleaned as required, consumables topped up, bins emptied as required), locking all toilets, daily health & safety checking.

Additional/Reactive Opening/Closing (chargeable at the appropriate rate for the season)

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 the Council Representative.

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.

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

Monthly: Clean ventilator extractor vents.

Opening times

The public toilets are open daily, every day of the year including all bank holidays.

Toilets will normally be opened by 08:00 and closed at 20:00 or dusk (whichever is sooner) daily.

Rate 5 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 Council representative

General

- The contractor will provide all their own equipment, cleaning equipment, consumables and toilet paper. Environmentally sensitive products to be used in line with the Councils Climate Action Plan. Contractors must comply with the current legislation for the management hazardous substances. 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 in line with the current legislation.
- The contractor will have full public liability insurance, a health & safety policy and appropriate risk assessments in line with current Health & Safety Legislation. 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 Council representative who will be responsible for the day-to-day supervision.

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

The Contract will run from 1st April 2026 to 31st March 2029. Opportunity to tender for works from 1st April 2029 will be advertised in Autumn 2028.

Total value (estimated)

- £85,000 excluding VAT
- £102,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 90900000 - Cleaning and sanitation services
- 92000000 - Recreational, cultural and sporting services
- 98000000 - Other community, social and personal services

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

UK suppliers

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

10 November 2025, 12:00pm

Tender submission deadline

17 November 2025, 12:00pm

Submission address and any special instructions

Tender returns

All tenders for the above work must be returned by email or in a sealed envelope clearly marked TENDER FOR THE CONTRACT OF THE MANAGEMENT OF THE PUBLIC TOILETS: PORTREATH to the Clerk by 12 noon on Monday 17th November 2025.

Emailed tenders should be sent electronically to: Clerk@portreath-pc.gov.uk

Or posted to Portreath Parish Council Office & Community Hub, Sea Front, Portreath, Cornwall, TR16 4NN

Tenders may be submitted electronically

No

Award criteria

Name	Description	Type
Covering Letter	Acceptable covering letter including confirmation of the requirements outlined in the full ITT.	Quality
Climate Action Plan	Details of how the tenderer supplier is going to contribute to Portreath Parish Climate Action Plan as outlined in the ITT	Quality
Experience	Details of similar contracts currently held or has been held in the last 2 years. (No more than 2 A4 pages)	Quality
Budget	A quotation for each of the 5 rates requested in the ITT.	Cost

Weighting description

As described in the ITT

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[ITT Management of Toilets Oct 2025_FINAL .pdf](#)

Full ITT

[Portreath Parish Climate Action reviewed JAN 2025.pdf](#)

Climate Action Plan as described in the ITT

Contracting authority

Portreath Parish Council

- Public Procurement Organisation Number: PGMT-4314-JJDH

Portreath Parish Council Office & Community Hub

Portreath

TR16 4NN

United Kingdom

Contact name: Lucy Jose

Telephone: +447722051928

Email: clerk@portreath-pc.gov.uk

Website: <http://www.portreath-pc.gov.uk>

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government