

# COWES TOWN COUNCIL

Council Chamber:- The Library  
Northwood House, Cowes

Twinned with Deauville – France  
Friendship links with  
Bulls – New Zealand  
and Cowes - Australia



Town Mayor  
Councillor Stuart Ellis

All communications to:-  
The Town Clerk  
Northwood House  
Ward Avenue  
Cowes  
Isle of Wight  
PO31 8AZ  
Telephone: (01983) 209022

[townclerk@cowestowncouncil.org.uk](mailto:townclerk@cowestowncouncil.org.uk)  
[deputytownclerk@cowestowncouncil.org.uk](mailto:deputytownclerk@cowestowncouncil.org.uk)

13 February 2026

Dear Sir / Madam

## Invitation to Tender

### Scope: Public Conveniences Cleaning and Litter Picking Contract

Cowes Town Council is pleased to invite you to tender for the public conveniences cleaning and litter picking contract.

**Date / Term:** Contract to commence 1 April 2026 – 31 March 2027 (1 year initially).

### Locations:

- **Medina Road – open all year round**
- **Mornington Green – open all year round**
- **Northwood Park – open between 1 April and 31 October (closed in the winter)**
- **Northwood Recreation Ground – open all year round**
- **The Cut - open all year round**
- **The Parade – open all year round.**

Your quotation should include:

- A breakdown of the cleaning costs and an estimate of the consumables for each toilet block for both summer and winter rates (see Specification for details)
- An hourly rate for carrying out minor maintenance
- Call Out charge for attending to additional issues (blockages etc).

The invitation to tender will open at Noon on 13 February 2026. Once open you will be able to download the tender documents\*.

This procurement is being conducted under the Government Find a Tender procedure.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant.

The contract will be subject to Cowes Town Council's requirements and satisfactory performance through continuous monitoring and performance review.

Any questions concerning this document or the tendering process should be sent to the Town Clerk at Cowes Town Council by email [townclerk@cowestowncouncil.org.uk](mailto:townclerk@cowestowncouncil.org.uk) no later than Noon on Friday 6 March 2026.

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

Cowes Town Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Cowes Town Council reserves the right not to contract or contract only in part with any applicant.

Applicants:

- Shall either destroy or return all documentation related to the tender process if Cowes Town Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should Cowes Town Council discover any arithmetical errors in the Applicant's tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Cowes Town Council.
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

The contract will be entered into on the basis of the total tender package (inclusive of VAT) which will be included as part of the Contract Documents including any amounts made and agreed during the tender proposal assessment period.

The information supplied within this ITT and accompanying documents reflects Cowes Town Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- Cowes Town Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates.
- Cowes Town Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant.

- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
- Neither this ITT nor any information supplied by Cowes Town Council should be relied on as a promise or representation as to its future requirements.
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

**\*Tender Documents:**

- **Tender Advert**
- **Instruction To Tender (ITT)**
- **Public Convenience Cleaning & Litter Picking Specification**
- **Schedule 1 - Premises Details**
- **Supplier Evaluation Form**
- **Tender Return**

**Tenders are to be returned in a plain securely sealed envelope bearing the words 'Tender' followed by 'Public Conveniences Cleaning and Litter Picking Contract', addressed to: Town Clerk, Cowes Town Council, Northwood House, Ward Avenue, Cowes, Isle of Wight PO31 8AZ.**

**The closing date for tender returns is 12 Noon on Monday 9 March 2026.**

Yours faithfully

*Patrick Jolin*

Mr Patrick Jolin  
Town Clerk

[www.cowestowncouncil.org.uk](http://www.cowestowncouncil.org.uk)