



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

Dear Prospective Contractor

Bleadon Parish Council – Refurbishment of Public Toilets

Thank you for expressing an interest in undertaking works for Bleadon Parish Council.

This document is in three parts:

- Part 1 provides some basic information and tells you the basis upon which we will evaluate your tender.
- Part 2 contains site specific information, together with locations and photos. The photos are not intended to be exhaustive and if you are in any doubt as to the areas covered by this contract you should contact us before submitting a bid.
- Part 3 is the tender document. This is what you must complete and submit to us if you would like to bid for works by Noon on 15th August 2025 – late submissions will not be considered. We will generally only consider submissions which follow the form of Part 3. This is because Part 3 includes a number of important declarations that we require of you as a potential contractor.
- For the purposes of this contract, the Council will use the standard JCT Minor Works Building Contract terms and conditions. The JCT Minor Works contract is an industry standard contract produced by the Joint Tribunals Council.

If you have recently submitted a tender submission for other work for Bleadon Parish Council, you may leave sections in relation to quality, references etc blank as we will use the information previously supplied - unless you tell us that we should not. However, please make sure that you complete the basic contact information and the Priced Submission.

The Council has limited funding available (£30,000) and, therefore, reserves the right not to progress elements of the works.

If you have an particular accessibility needs which might require you to submit information in a different way, then please let us know and we will do our best to accommodate your needs.

We look forward to receiving your tender.

C P Bolt

Parish Clerk & RFO
Bleadon Parish Council
parishclerk@bleadonparishcouncil.co.uk

Bleadon Parish Council

Tender for Refurbishment of Public Toilets

Bleadon Parish Council

PART 1

GENERAL INFORMATION

- 1: INTRODUCTION
- 2: INSTRUCTIONS TO TENDERERS
- 3: EVALUATION

SECTION ONE - OVERVIEW

1.1 INTRODUCTION

This tender pack relates to the proposed refurbishment of the public toilets in the Parish of Bleadon.

Bleadon Parish Council appoints contractors to undertake a variety of works and contractors will be expected to operate in a manner that reflects Parish Council values and objectives. To this end, we expect that contractors will:

- i) Behave in a professional, courteous, and respectful manner to all parishioners when going about their duties.
- ii) Be capable of delivering the quality and standard of presentation specified.
- iii) Provide solutions which fully comply with any relevant legislation, including compliance with Building Regulations

1.2 QUESTIONS ABOUT THE TENDER

- a. Any questions relating to this tender must be raised in writing and prior to the closing date for submissions.
- b. Questions should be addressed to the Clerk to the Parish Council by email to parishclerk@bleadonparishcouncil.co.uk or by letter to Bleadon Parish Council, Coronation Hall, Coronation Road, Bleadon, North Somerset. BS24 0PG.
- c. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

1.3 MANAGEMENT OF THE CONTRACT – SUPERVISING OFFICER

- a. The Council will appoint a Supervising Officer to liaise with the successful contractor and who will be the sole person responsible for giving instructions to the contractor and confirming that tasks have been completed satisfactorily.
- b. Unless otherwise stated, the Supervising Officer will be the Parish Clerk & RFO to Bleadon Parish Council. Any change to the name of the Supervising Officer will be communicated to the Contractor in writing.
- c. Any works carried out without the specific instruction coming from the Supervising Officer will not be considered authorised and the Contractor may not be paid for such works.

SECTION TWO – INSTRUCTIONS TO TENDERERS

2.1 TENDER SUBMISSION

- a. Your submission must be received by The Clerk to the Council by Noon on 15th August 2025. Submissions received after the closing time and date will not be considered.
- b. Your completed paperwork should be emailed to parishclerk@bleadonparishcouncil.co.uk or sent to:

Bleadon Parish Council
Coronation Hall
Coronation Road
Bleadon
North Somerset
BS24 0PG

2.2 PREPARATION OF TENDER

- a. It is the responsibility of Tenderers to obtain for themselves, at their own expense, all available information necessary for the preparation of their Tenders.
- b. Tenderers should visit relevant sites to ascertain all relevant conditions likely to affect the execution of the works, and to thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have full done so before submitting a tender.

2.3 CONFIDENTIALITY

- a. All information supplied by Bleadon Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations for preparation and submission of the tender.
- b. All information submitted may need to be disclosed and/or published by the Council.
- c. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of the Council and their legal advisors in interpretation thereof shall be final and conclusive in any dispute, difference or questions arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- d. Accordingly, if you consider that any of the information provided is commercially confidential, please identify it and explain (in broad terms) what harm might result from disclosure and or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any correspondence marked 'confidential', or equivalent, should not be taken to mean that the Council accept any duty or confidence by virtue of that marking.

2.4 PERIOD OF VALIDITY

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the date of Tender.

SECTION THREE - EVALUATION

- a. Should there be any ambiguity in the tender documents the Council may contact tenderers to clarify specific matters.
- b. The evaluation process will include an emphasis on quality as well as price.
- c. Each tenderer will be subject to technical, commercial and financial analysis.
- d. The Council may seek the advice of professionals with specific expertise to evaluate the tender.
- e. The structure of the tender evaluation model is presented below.

Description	Form of Evidence	Allocation
Insurance requirements	Copy of supporting information	Pass/Fail
Certificate of Collusive Tendering	Signed Tender Submission	Pass/Fail
Health & Safety	Documentation	5%
Environmental	Documentation	5%
References	Result of Enquiries	5%
Price	Priced Submission	85%

Bleadon Parish Council

PART 2

DETAILED SPECIFICATION AND SITE LOCATIONS

INTRODUCTION

A1: PUBLIC TOILETS

June 2025

INTRODUCTION

- a) The Contractor should confirm that they are fully aware of the extent of the areas subject to works and the descriptions and photographs may not fully describe those areas.
- b) In the event of the contractor failing to appreciate the full extent of the areas covered or the manner of works to be performed or the quality of finish to be achieved then the opinion of the Supervising Officer will prevail and the Contractor shall be expected to undertake the works fully as though they were fully aware, with no additional payment being made.
- c) Headings and maps are provided to assist in identification of the specific locations.

A1 – Play Area

Background and Context

The Parish Council operates and maintains publicly accessible toilets within the village centre of the Parish of Bleadon. The Parish Council assumed responsibility for the toilets following the proposed closure by North Somerset Council some years ago. The general position of the toilet block is shown on the plan below.



The What3Words location of the toilet block is as follows:

///creatures.mouse.snack

Despite the pressures upon local services, the Parish Council is committed to continuing to provide publicly accessible toilets. This is in part due to the age profile of the Parish, with many of its residents being older. It is also due to proximity of the toilets to a well-used play area, which the Parish Council is also seeking to upgrade/improve.

Regrettably, the existing toilet block has been the subject of vandalism and counter measures to reflect the experiences of the Parish Council feature within the specification which follows.

The Parish Council has consulted publicly and reviewed other options to achieve its end objective, which is to have two fully accessible toilet cubicles. These alternative options have included a new build within the general vicinity and making nearby toilets within halls accessible to the public on a 24/7 basis. There is support for retaining the existing building, which is generally in good condition and of a design which is in keeping with its environment. As a consequence, the Council has determined that its ambition can best be achieved by reconfiguring the existing toilet block and is inviting tenders on this basis.

Current Configuration

The existing toilet block is a brick-built structure with rendered walls and a pitch tiled roof (please see photos which follow). It is sub-divided into a section for 'ladies' and a section for 'gentlemen'.



The ladies' section is accessed from the front of the building. The gentlemen's section is accessed from the rear of the building.

Within the ladies' section, there are two toilet pans with high level cisterns, a sink, soap dispenser and hand dryer. There are also waste receptacles for sanitary products which form part of a contract with Rentokil.



Within the gentlemen's section, there is one toilet pan with a high-level cistern and toilet paper dispenser, a floor level urinal, sink, soap dispenser, hand dryer and a small storage cupboard, which houses electrical and other service points. There is also a waste receptacle for sanitary products which forms part of a contract with Rentokil.



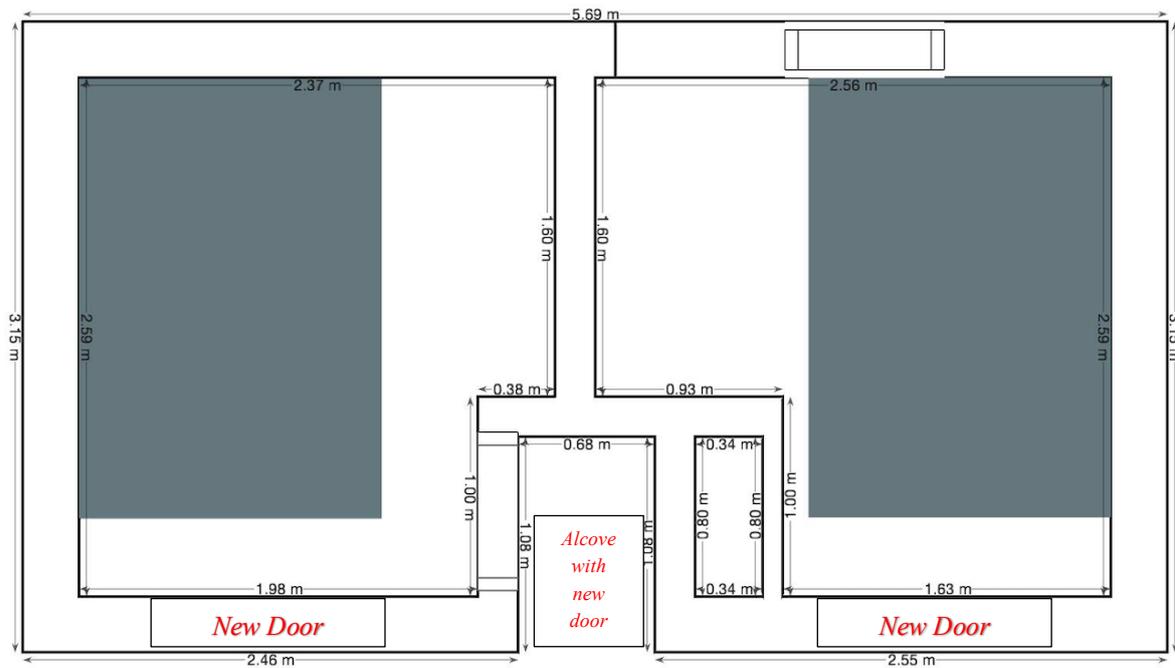
Both sections have relatively modern lighting systems with PIR detectors. The block is connected to mains power, water and drainage.

Both sections are publicly accessible 24 hours per day, without the need for specific access arrangements e.g. codes or payment.

Proposed Configuration

The Council has evaluated the physical space available and believes it can achieve two fully disabled access toilet cubicles without the need to increase the footprint of the existing building. In coming to its conclusion, the Council has used the latest available design guidance setting out the minimum space requirements for a fully disabled

access toilet cubicle. The plan below provides a rough guide in relation to the current size and configuration of the toilet block. The grey shaded areas represent the space which would be required in order to meet the minimum requirements. Based upon providing two fully accessible toilets, the space available exceeds the design standards.



The Council would, therefore, like to create two identical accessible unisex toilet cubicles within the existing footprint. The following expectations would apply:

- Both cubicles would be accessed from the front with separate doors for each cubicle (as illustrated in the diagram above). This would mean blocking up the rear access to the current section for gentlemen. It would also mean the provision of new disabled access doors.
- Given height differentials, existing pathways would likely have to be raised (and possibly widened) to create reasonable access. In turn, the height of grassed areas adjoining pathways may also need to be raised to create a level 'step off'. Prospective contractors priced submissions should include costs associated with creating raised pathways. In the event that a prospective contractor feels that alterations to existing pathways are beyond the service they are able to provide, then this must be made clear within their priced submission.
- The resultant 'alcove', which currently forms part of the entrance to access the ladies' section (and is shown in the photo below) would then be used for storage and would have its own door access from the front and be sectioned off from the new toilet cubicle (as illustrated in the diagram above).



- Proposed products should be low energy and water consumption.
- Due to problems experienced with past vandalism, the following will apply:
 - Each cubicle will feature fixtures and fittings which are specifically designed to be vandal proof.
 - Each cubicle will have wall, floor and other surface finishes which are 'easy clean' and, where possible, resistant to graffiti.
 - The entrance doors to the two cubicles should have the ability to be locked externally. The Council would be particularly interested in proposals which might allow for remote/timer locking e.g. by way of an electromagnetic lock or similar. Whilst the Council is committed to maintaining 24-hour access to the toilets, there may be circumstances e.g. repeated vandalism, which might necessitate the need to institute temporary closures at certain times of the day. The doors do not need to include provision for payment as the Council wishes to maintain a policy of providing free access to public toilets.
 - Toilet paper dispensers should be of a type/design which prevents a continuous amount of toilet roll being dispensed. This is because the council has experienced pans being deliberately blocked with excessive amounts of toilet paper. The Council accepts that a committed individual would still be able to use toilet paper to block a pan regardless of the type of paper dispenser, but the current arrangements make it unnecessarily easy.
- Each cubicle will feature – as a minimum – the following:
 - A self-flushing toilet pan
 - A urinal – with flush facility
 - A free draining sink with motion activated tap
 - A motion activated hand dryer
 - Toilet paper dispensers (of a type which will prevent excessive amounts of toilet paper being dispensed in 'one go')
 - A baby changing table or similar
 - Surface and mirrors positioned to enable the changing of stoma bags
 - Mirrors/reflective surfaces of sufficient size and height to cater for those in wheelchairs
 - Hand/grab rails to enable those with mobility issues to access the full range of facilities available
 - LED lighting with PIR detectors
 - Lockable compartments for the provision of 'sign in' sheets and important information for users of the cubicles.

- Refillable soap dispensers

Special Considerations

To the best of the Council's understanding, planning permission will not be required to undertake the envisaged works. This position will be confirmed with the Local Planning Authority (being North Somerset Council) prior to the commencement of any works. Building Regulation approval will be needed and the Council will expect the successful contractor to act at its agent in this respect. If this is a function which a prospective contractor is unable to perform, then please make this clear within the priced submission. The submission will not be rejected if a prospective contractor is unable to meet the Council's requirements in this respect. However, it is imperative for clarity on this point so that the Council can make alternative arrangements to discharge its responsibilities in relation to compliance with Building Regulations.

The Council is not seeking to introduce hot water as part of the refurbishment. The current toilet block has pressurized cold water and the Council is satisfied that this will be sufficient to meet its requirements.

The small rear section of the toilet block behind the ladies' section is currently unused (see photo below). The rear section of the gentlemen's section (also shown in a photo below) will no longer be utilized and both it and the ladies' section should be screened off to prevent access. The Council is open to suggestions as to how best this can be achieved. The Council may wish to install rainwater collection tanks in these areas. This 'grey' water would then be used for watering planters within the general area, although the Council is open to proposals to use grey water in the flushing of toilets. At this stage, prospective tenderers need only price for the screening of the rear sections of the toilet block. Any proposals relating to 'grey' water will be confirmed with the successful contractor and treated as a contract variation.



Similar to the point above, the Council may wish to discuss with the successful contractor the potential for the installation of solar panels on roof surfaces and, if progressed, such works would be treated as a contract variation. However, the Council recognizes that the installation of solar panels may be outside of the scope of some prospective contractors and the primary reason for raising this issue at this stage is so that prospective contractors can be cognizant of the potential proposal when considering their designs/phasing of works.

The Council is not seeking to introduce heating or insulation, although sufficient insulation should be provided to ensure that cold water pipes do not freeze – the Council has not experienced any problems of this nature in the past.

Windows – other than those requiring removal to accommodate new doors – can be retained.

The works to the front of the building (new access doors) will require new lintels, which the Council accepts will result in disruption to existing render. The blocking up of the existing rear entrance (to the gentlemen's section) will also require new render. Any new/replacement render should be of the same style as the existing render. Prospective contractors should also price for the repainting of the toilet block (in white) once all other works are complete.

The Council is not intending to provide temporary toilets during the duration of any works. Prospective contractors will, therefore, need to provide a definitive timetable with a firm completion date for the works. Failure to meet the completion date will potentially be addressed through contractual terms and conditions.

The mains drainage within the area has been surveyed and details will be made available to the successful contractor. For the purposes of this tender, it is not envisaged that any works to the mains drainage will be required, other than those occasioned by way of reconfiguring connections to new sanitary ware.

The timing of works will need to be discussed and agreed with the Supervising Officer to ensure adequate notice is given regarding the closure of any surrounding areas. The grassed area to the front of the toilet block will potentially be used for the installation of outdoor gym equipment. Prospective contractors should not, therefore, rely upon the availability of this space for material storage etc. However, there are hard surface areas immediately adjacent to the toilet block which can be used for this purpose.

The Council is aware of recent court rulings in relation to gender/identity and potential implications in relation to the provision of toilets. The Council is of the opinion that its proposals are consistent with legislative expectations. The exact nature of any door signage will be confirmed with the successful contractor, but contractors should assume within their priced submission that some form of signage will be required.

All waste must be removed by the contractor using a registered waste carrier.

Bleadon Parish Council

PART 3

TENDER SUBMISSION DOCUMENTS FORM

SECTION ONE:	GENERAL INFORMATION
SECTION TWO:	FINANCIAL BACKGROUND
SECTION THREE:	QUALITY
SECTION FOUR:	ENVIRONMENTAL
SECTION FIVE:	HEALTH & SAFETY
SECTION SIX:	HUMAN RESOURCES
SECTION SEVEN:	EQUAL OPPORTUNITIES
SECTION EIGHT:	REFERENCES
SECTION NINE:	COLLUSIVE TENDERING
SECTION TEN:	PRICED SUBMISSION

SECTION ONE - GENERAL INFORMATION

1.1 ORGANISATION DETAILS

Name of Company/Organisation in whose name business is transacted.

Contact Person

Contact Address

Telephone number:

Email:

1.2 What are your main business activities?

1.3 What geographic areas do you mainly cover?

1.4 What is the legal status of your organisation (e.g. Sole Trader, Limited liability partnership, public limited company, private limited company, charity, etc.)

Date of formation:

Company Registration Number (If applicable):

VAT Registration Number (if applicable):

Registered Address of Company (if different to that provided above)

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?
YES/NO

If yes, please provide details below.

Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?
YES/NO If yes, please provide details below.

Please give names and addresses of Directors/Partners or your organisation.

Name	Address	Role in organisation

SECTION TWO – FINANCIAL BACKGROUND

2.1 TURNOVER

Shortlisted contractors may be required to provide details of their turnover over the last 3 years (sets of accounts may also be required).

2.2 INSURANCE

Please provide evidence e.g. copies of certificates that the following insurance is in place:

1. Public Liability Insurance is in place to the value of £5,000,000 (five million pounds).
2. Employers Liability Insurance.
3. If your main business activity is not as an arboriculturist, a copy of the relevant extract of your policy schedule (or other relevant documentation) confirming your ability to undertake tree related works.

SECTION THREE – QUALITY

3.1 QUALITY ASSURANCE

Please provide details of any quality assurance accreditation that your company holds.

Description of accreditation	Date obtained

3.2 PROFESSIONAL ORGANISATIONS

Please indicate membership of any professional or trade organisations

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3.3 QUALIFICATIONS

Please provide details of any relevant qualifications held by you and your employees (Use a separate sheet if necessary)

Name of Employee	Qualification

3.4 PREVIOUS EXPERIENCE

Please provide below a short summary below of your previous experience

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SECTION FOUR – ENVIRONMENTAL

- 4.1 Do you have an environmental Policy? YES/NO (if YES please enclose)
- 4.2 Tenderers are required to remove from site(s) all waste materials – please confirm in the box below if you are a registered waste carrier, or – if you are not – provide confirmation that you will achieve this status prior to commencement of the contract.

SECTION FIVE – HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health & Safety.

- 5.1 Please provide a copy of or link to your Health & Safety Policy.
- 5.2 What measures are in place to ensure that your employees will conform with the policy when on the Parish Council or public premises or grounds? Please provide details below.

SECTION SIX – HUMAN RESOURCES

- 6.1 How many employees does your organisation have?

- 6.2 If you have a management and employee structure, please provide this on a separate sheet.

SECTION SEVEN – EQUAL OPPORTUNITIES

It is law that as a public body which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection. We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply with our obligations in legislation please answer the following questions –

- 7.1 Is it your policy as an employer to comply with your statutory duty under current UK Race Relations legislation? YES/NO
- 7.2 Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation? YES/NO
- 7.3 In the last three years has any finding of unlawful discrimination in any field been made against your organisation? YES/NO
- 7.4 Have you or your organisation been convicted in the last 3 years of breaching any area of UK legislation? YES/NO

SECTION EIGHT - REFERENCES

Please provide contact details of two organisations, customers or individuals that can provide references as to the quality of your work. The Parish Council may contact these referees as part of supplier evaluation. You do not need to provide references if, within the last 12 months, you have been contracted by Bleadon Parish Council to undertake works.

Reference One:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

Reference Two:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

SECTION NINE - CERTIFICATE AS TO COLLUSIVE TENDERING

In signing this tender, the contractor understands and certifies that:

- The Tenders submitted herewith are bona fide Tenders intended to be competitive.
- They have not fixed or adjusted the amount of the Tenders under or in accordance with any agreement or arrangement with any other person.
- They have not done and undertake that they will not do at any time before the hour specified for the return of the Tenders any of the following acts: -
 - Communicate to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tenders (except where the disclosure, in confidence, of the approximate amount of Tenders was essential to obtain insurance premium quotations required for the preparation of the Tenders);
 - Enter into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tenders to be submitted; and
 - Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenders or proposed Tenders any act or thing of the sort described above.

SECTION TEN – PRICED SUBMISSION

Please attach details of your proposal e.g. examples of products and materials to be provided, layout plans and methodology to this priced submission.

Prices should be fully inclusive of all aspects of the works to be undertaken and you should ensure that you are fully aware of the extent and scope of the works embraced. For the avoidance of doubt, prices should be based upon both supply and installation. If you are unable to meet any specific aspects of the Council’s requirements, then please ensure that you have made this clear in your submission.

You may modify the table below to reflect your specific scheme proposals but please ensure that you are clear in this respect and that the ‘Total Price’ figure reflects the full costs of your proposal.

	Description	Sub Totals	Totals
A1	Refurbishment of Toilets <ul style="list-style-type: none"> • Sanitary ware • External doors • Internal finishes • Raised pathways • Other building works • External painting • Other (please specify) 	£	£
	TOTAL PRICE (Exc of VAT)		£

Signed:

Position in Company:

Date: