

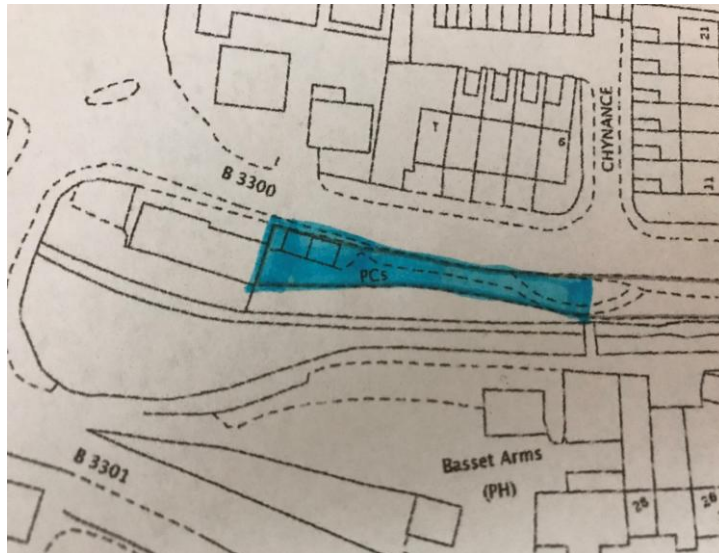
Invitation to Tender

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

October 20th 2025

Period of Contract

1st April 2026 to 31st March 2029



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

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 legislation¹ 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. ²
- The contractor will have full public liability insurance, a health & safety policy and appropriate risk assessments in line with current Health & Safety Legislation.³ 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.

¹ Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)

² Environmental Protection Act 1990 (EPA 1990), Waste (England and Wales) Regulations 2011, Waste Duty of Care Code of Practice (DEFRA, 2018), Control of Pollution (Amendment) Act 1989, Environmental Permitting (England and Wales) Regulations 2016

³ Health and Safety at Work etc. Act 1974 (HASAWA), Management of Health and Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998 (PUWER), Personal Protective Equipment at Work Regulations 1992 (as amended 2022), Manual Handling Operations Regulations 1992, Work at Height Regulations 2005, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Electricity at Work Regulations 1989,

The successful contractor will provide within their tender bid:

1) Covering Letter to include:

- a. A single point of contact for all contact between the tenderer and PPC during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief.
- c. Confirmation that the tenderer holds current valid insurance and, if successful, supporting documentation will be provided as evidence:
 - i. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
 - ii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
- d. Conflict of interest statement: Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and PPC, its members or staff.

2) Experience Details of similar contracts currently held or has been held in the last 2 years. (No more than 2 A4 pages)

3) Climate Action Plan A detailed breakdown of the environmentally sensitive products that will be used in line with the council Climate Action Plan (attached)

4) Budget A quotation for each of the 5 rates requested in the above brief.

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- Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:
clerk@portreath-pc.gov.uk
 - Any request for site visits should be directed to the Clerk. Site visits will be available w/c 3rd November 2025
clerk@portreath-pc.gov.uk

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. **Tender returns will be assessed on the basis of the following tender award criteria:**

Covering Letter	
Acceptable covering letter including confirmation of the requirements outlined above	Pass/ Fail
Climate Action Plan	5
Details of how the tenderer supplier is going to contribute to Portreath Parish Climate Action Plan	
Experience	5
Details of similar contracts currently held or has been held in the last 2 years. (No more than 2 A4 pages)	
Budget	25
A fixed fee for each of the 5 rates detailed above.	

Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, PPC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

PPC is not bound to accept the lowest price or any tender. PPC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with PPC's internal procedures and PPC being able to proceed.

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

Date for tenders to be received	17 th November 2025
Date for tenders to be decided	19 th November 2025
Date for notification of successful tender	By the 11 th December 2025
Date for commence of contract	1 st April 2026

For further information or to submit a tender contact the Clerk:

Lucy Jose - Clerk to the Council
Portreath Parish Council
Portreath Parish Office and Community Hub
Sea Front
Portreath
Cornwall
TR16 4NN

clerk@portreath-pc.gov.uk