


Burnham-on-Sea and Highbridge Town Council Public Conveniences Cleaning Contract Specification

Burnham-on-Sea and Highbridge Town Council is seeking costed proposals from suitable companies to carry out cleaning duties of its public toilets to maintain hygiene standards and ensure a pleasant experience for all users of the facilities.

Burnham-on-Sea and Highbridge Town Council has 4 facilities to be cleaned in Burnham-on-Sea/Highbridge.

	<p>South Esplanade, Burnham-on-Sea, TA8 1BT</p>	<p>Ladies 9 x cubicles</p> <p>Gents 3 x cubicles 3 x urinals</p> <p>1 x individual disabled cubicle</p>
	<p>Apex Park, Marine Drive, Highbridge, TA8 1NQ</p>	<p>2 x individual unisex cubicles</p> <p>1 x individual disabled cubicle</p>
	<p>Crosses Penn, Burnham-on-Sea, TA8 2ET</p>	<p>2 x individual unisex cubicles</p> <p>1 x individual disabled cubicle</p>

	<p>Oxford Street, Burnham-on-Sea, TA8 1PF</p>	<p>2 x individual unisex cubicles</p> <p>1 x individual disabled cubicle</p>
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The opening hours are;

Summer 1st April – 30th September 7.30am – 8pm

Winter 1st October – 31st March 7.30am – 5pm

Scope of Work

Toilets are to be cleaned 7 days per week.

The toilets on the South Esplanade are to be opened and locked as part of this contract. The other public conveniences are self-locking.

Cleaning Frequency

Summer – 5 cleans per day for South Esplanade, 4 cleans per day for all other public conveniences.

Winter – 3 cleans per day for South Esplanade and 2 cleans per day for all others public conveniences.

The timing for the cleans are negotiable, however, the Council expect one clean to be carried out either just before the facilities are locked or on opening.

Cleaning Requirements

The awarded contractor will need to supply all cleaning equipment and chemicals. Consumables will be supplied by the contractor, with the cost invoiced to the Council. The contractor will be responsible for ensuring levels are stocked appropriately. It is the Council's preference that eco-friendly chemicals are used and harsh chemicals are prohibited from use.

- Clean and disinfect toilets and urinals – WC pans, seat and surrounds
- Sweeping and mopping of all floor areas and removal of stains/superficial mark and loose debris
- Damp wipe/wash of mirrors, windows, and dispensers (streak free)
- Damp wipe/wash of partition/cubicle walls – keep free from cobwebs, debris, dust and removable stains/graffiti
- Clean and disinfect wallgate and surround
- Damp wipe/wash and disinfecting of hand contact areas - doors, handles and damp cloth wipe of light switches
- Damp wipe/wash and disinfecting of baby changing facilities
- Bins to be emptied and waste removed
- Sanitary disposal units to be emptied daily
- Dust/damp wipe and disinfecting of furniture/fixtures/fittings
- Replenish consumables as required - toilet rolls, soap etc

Additional Duties

- Removal of graffiti or vandalism
- A deep clean to take place at all facilities, twice per year before the change of opening hours
- Minor maintenance

Cleaning Standards

It is the Council's expectations that the toilets are cleaned to a high standard for public use and any issues that appear are raised accordingly.

The Council appreciates that a public toilet can only be as clean as its previous user, however, the standard must be set each day.

Health and Safety Compliance

It shall be the responsibility of the contractor to fully comply with the requirements of legislative Health & Safety Law and Regulations, including COSHH and use of appropriate PPE (personal protective equipment).

The contractor will provide a Health & Safety statement with this application. Risk assessments and method statements prior to the commencement of the contract.

The contractor will provide any information from notifications to the HSE as well as any reports of near misses over the last 2 years.

Waste to be disposed of in accordance with relevant regulations and waste duty of care.

Insurance

The contractor must provide insurance details with their application, to include public liability to a minimum of £5 million.

Duration and Conditions of Contract

The Council is looking to enter into a 2 year contract agreement with a suitable company, commencing on 1st April 2025, with the option to extend for a further 1 year based on service satisfaction.

The Town Council will have the right to terminate the contract early due to any breaches of the contract.

Assessment of Submission

It is the intention of the Town Council to assess its decision based on a quantitative and qualitative assessment. This will be made up as follows;

- 60% price
- 30% previous experience and references
- 10% health and safety and other supporting documents required

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any tenderer in the preparation of this tender or in attending an interview.

Payment Terms

Invoices should be submitted on a monthly basis which will be paid on a 30 day payment basis.

Documents Required and Process

Any company interested in applying for this work, will need to submit the following documents;

- The Form of Tender
- Health and Safety Statement
- Copy of public liability insurance
- Minimum of two contact details of clients your company has undertaken similar works, where references will be undertaken

Please submit any additional information that would be beneficial to the assessment of the tender.

No tender bids will be considered that do not include the requested documents.

Tender submissions must be submitted to – Town Clerk, Burnham-on-Sea and Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE by Noon on Monday 10th March 2025. Submissions received after this date/time will not be considered.

Envelopes should be marked **Strictly Confidential – Public Conveniences Cleaning Tender Return**

Not to be opened before Noon on 10th March 2025.

Queries

This tender is administered by the officer below. Any queries regarding the tender process, the proposed contract or the specification should be addressed to: -

Katherine Noble, Town Clerk

Telephone: 01278 788088

E-mail: townclerk@burnham-highbridge-tc.gov.uk