



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

13th March 2025

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND an extraordinary meeting of the **TOWN COUNCIL** to be held on **20th March 2025** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **6.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 5:45pm

A handwritten signature in black ink, appearing to be "K Noble", written on a light blue background.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Burnham and Highbridge Town Council

Councillor R. Baker
Councillor P. Clayton
Councillor J. Flurry
Councillor A. Hendry
Councillor A. Matthews
Councillor L. Millard
Councillor M. Murphy
Councillor S. Perry (Chair)
Councillor B. Vickers

Councillor S. Barber
Councillor M. Facey
Councillor G. Gudka
Councillor R. Keen
Councillor B. Metcalfe
Councillor P. Mills
Councillor K. Pearce
Councillor C. Searing
Councillor P. Wynn

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Extraordinary Town Council Meeting Agenda

20th March 2025

- 452.0.T25 Apologies for absence**
- 453.0.T25 To receive any declarations of interest on items included on this agenda**
- 454.0.T25 To consider the public conveniences cleaning tender submissions report and award the 2 year contact**

Report for councillors: Public Conveniences Cleaning Contract

Issued to: Extraordinary Council - 20th March 2025

1. Purpose of Report

To consider tender submissions for awarding a 2 year contract for cleaning of the public conveniences on South Esplanade, Apex Park, Oxford Street Car Park and Crosses Penn.

2. Background

With the Town Council taking on the provision of public conveniences on 1st April 2025, the Council agreed to procure cleaning services for these facilities. The contract is for a 2 year period, with the option to extend it for a further year.

The contract was advertised on the Government Contract Finders website.

The submission deadline was Midday on Monday 10th March 2025. The submitted tender documents were opened at 1 pm at the Council Offices by Councillor Clayton, the Town Clerk, Deputy Clerk and Estates Manager.

Five tenders were received, however, one submission was invalid as it was not submitted in the requested format.

Specification and Checklist

Each tender was checked against the specification.

Each company tendering was requested to provide the following:

- The form of tender – giving a breakdown of costs.
- A Health & Safety statement (risk assessments and method statements to be provided prior to the commencement of the work).
- Insurance details to include public liability to a minimum of £5 million.
- Minimum of two contact details of clients the company has undertaken similar work, where references can be taken.

The submissions have been reviewed against the specification and scored accordingly.

	Company 1	Company 2	Company 3	Company 4
Annual cost includes annual cleaning costs including equipment and waste removal, 2 x deep cleans per year and emptying of sanitary bins.	£39,688.80 RPI index linked for year 2	£63,656	£68,904.10	£49,959.07
Price score (60%) (lowest/actual*60)	60	37.40	34.56	47.66
Quality Assessment				
Experience score (30%)	15	15	15	15
Health and Safety score (10%)	10	7	7	7
Total score (max 100)	85	59.4	56.56	69.66
Position	1	3	4	2

References have been sought for all the companies, however, only a few have been received to date, these have not been included in the scoring. References will be followed up for the company awarded the contract.

Company 1

Cost Assessment

The costs presented also include all consumables.

Maintenance hourly rate £62.50

Quality Assessment

Health & Safety – Statement and comprehensive document provided, including accident statistics, risk assessments and method statements, accreditation details and ISO certificates.

Excellent environmental standards.

How standards are checked is outlined in detail.

Company 2

Cost Assessment

Consumables priced separately

Hand soap £7.45 (5 litre)

Toilet rolls £20.24 (pack of 12 mini jumbo 3")

Bin bags £13.34 (case of 200)

Maintenance hourly rate £60.00

Quality Assessment

Health & Safety –Details of policies and accreditations, CHAS and ISO certificates provided.

How standards are checked is outlined in detail. No accident statistics provided.

Excellent environmental standards.

Several examples of positive feedback from other customers provided.

Company 3

Cost Assessment

Consumables priced separately

Hand soap £7.95 (5 litre)

Toilet rolls £29.98 (pack of 12 mini jumbo)

Bin bags £12.57 (case of 200)

Maintenance hourly rate £45.00

Quality Assessment

Health & Safety – Detailed policy statement provided.

How standards are checked is outlined in detail.

Company 4

Cost Assessment

Consumables priced separately

Hand soap £16.00 (5 litre)

Toilet rolls £28.00 (pack of 12 mini jumbo)

Bin bags £20.00 (case of 200)

Maintenance hourly rate £24.00

Quality Assessment

Health & Safety – Statement and detailed information provided.

It is evident from the analysis that Company 1 has provided the most well rounded submission, being able to provide all of the information requested and a price that is very competitive. This is a well-established company working with many Councils, although they have only recently started providing this service in the South West.

Although the analysis leaned more towards the cost (60%), this contract is provided for facilities that are in constant use by the public, therefore quality (40%) assessment has to be considered.

3. Financial Implications

All the tender submissions are within the allocated budget for this service. However, as detailed information regarding consumables and maintenance works was not provided by Somerset Council, these costs are unknown.

If the Council appoints a Solicitor to prepare the contract, this will cost in the region of £1,500 + VAT.

4. Recommendation

All the companies scored highly, however, Company 1 scored the highest.

The contract should be awarded subject to satisfactory references, provision of all required health and safety documentation and confirmation of waste licenses.

Due to the significant cost of the contract, the Town Council should seek legal advice in regard to drawing up a contract.