

CONTRACT NOTICE October 2022-2023
Road Ends Toilets Maintenance

This notice describes the scope of work in the procurement of a contract for the opening, closing, and cleaning of the 'Road Ends' Public Toilets in Prudhoe.

SCOPE OF WORK

This toilet block is located on West Road, after the junction with South Road, travelling west.

The toilet block includes:

- male toilets with urinals, one toilet cubicle, one sink and a hand dryer.
- an accessible toilet with radar key lock.
- female toilets with two cubicles, one sink and a hand dryer.

The following is required under the contract:

- To ensure high quality cleaning of all areas inside the toilet block.
 - To unlock and clean the toilets every day (excluding Christmas Day), so that they are open to the public from 7:00 am (this time may be subject to change).
 - To check and lock the toilets every day (excluding Christmas Day), so that they are closed to the public from 6:00 pm (this time may be subject to change).
 - To ensure the storage cupboard is well stocked with toilet rolls from Essity.
 - To replace toilets rolls and soap as required.
 - To advise the council of any damage as soon as uncovered.
 - To provide all labour, tools, and equipment (excluding toilet rolls) to maintain and ensure pristine appearance at all times.
 - To liaise with Prudhoe Town Council to ensure a high standard of service is maintained.
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PROCUREMENT

All procurement documents are available on-line at www.prudhoetowncouncil.gov.uk or can be collected from the Town Council Office or will be emailed out to interested parties.

The Council's Financial Regulations require the Council to ensure that value for money is obtained in respect of all contracts for the supply of goods and services, and to ensure that set procedures for the obtaining of tenders and quotations are adhered to.

The Council's Standing Orders require all decisions and resolutions by the Council, including those agreeing to the award of contracts, to be taken by the public meeting of the meeting of the Council in a form prescribed by law.

The Council will award the 'Road Ends Toilets' contract based on 'Cost' and 'Service.'

Please provide a fully costed tender to include labour and materials, excluding VAT.

Please provide evidence of the quality of your work and at least two references that are happy to be contacted.

TENDERING TIMESCALES

Tenders must be received by 5:00pm on 14th October 2022.

The Contract will be offered following consideration by the Ordinary Meeting, being held on 27th October 2022.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or staff either directly or indirectly shall disqualify them from the tendering process. You are also advised that information supplied in this document may be disclosable under the Freedom of Information Act 2000.

Tenders can be sent by post or email to:

Shirley Ann Gaut
Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

clerk@prudhoetowncouncil.gov.uk

PROCUREMENT/AWARD TIMESCALE

16th September 2022 – Invitation to tender posted

14th October 2022 – Contract closing date – **extended date**

17th October 2022 – Cllrs to open and review tenders, with recommendation to go out with Ordinary Meeting Papers on 21st October 2022 (section 68, private & confidential)

27th October 2022 – Contract agreed by Council

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The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA
Tel: (01661) 835487

CONTRACTOR'S OBLIGATIONS

Provision of services

In accepting the Council's invitation to provide the services described herein for the agreed tender sum, the Contractor takes responsibility (1) for fulfilling the contract to the standard laid down by the Council, (2) allocating the physical and financial resources (3) supervising their own staff to ensure the delivery of (1) and (2).

If performance is found on inspection by the Council to materially fail to reach the standard required, following inadequate or non-existent remedy on the part of the contractor, the Council will consider itself entitled to withhold all or part of the payment(s) under the contract on the ground of constructive non-performance and the contract will be terminated.

Health and Safety and Insurance

The contractor must ensure compliance with the Health and Safety at Work Act 1974 (as amended), operating at all times with due regard for the health and safety of the public. This requires the production of all relevant certification including a Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

Remedial works

The Council reserves the right to require the Contractor to carry out free of charge any remedial works arising from the contractor's failure to fulfil their obligations under any part of the contract.

Expenses

The Contractor is expected to purchase all materials and supply all equipment required for work carried out under the contract at their own expense (excluding toilet rolls) unless the Council authorises purchase by or on the account of the Council.

Meetings and Reporting

The Contractor shall, on reasonable notice attend a site meeting with representatives of the Council to address any issues arising under the contract.

Payment for services

Following completion and on production of an invoice, payment will be made within 30 days of receipt.