



## **MAINTENANCE OF PUBLIC TOILETS & PUBLIC AREAS CONTRACT FOR 3 YEAR PERIOD BETWEEN JAN 1<sup>ST</sup> 2026 TO 31<sup>ST</sup> MARCH 2029**

Tenders are invited for the contract to clean and maintain the public toilets and public areas, as per the following schedule. An annual rolling contract has been put into place which itself will be reviewed every 3 years (the period). This will only continue each year if positive performance, site reviews and assessments are made.

Intention to terminate the contract may take place in writing from either party providing a minimum of 6 weeks' written notice is given.

### **PUBLIC TOILETS**

Mawnan Parish has a small toilet block situated on the corner of Grove Hill & Parc-an-Manns, opposite the Red Lion Pub in the centre of the village of Mawnan Smith containing male, female and disabled toilet facilities. These are open 24 hours a day, 365 days a year.

#### ***Works to be carried out three times per week:***

1. Clean and sanitise all toilets, associated wash basins, bins, mirrors, sanitary fittings and tiles.
2. Sweep and wash all floors and remove excess moisture with a clean mop.
3. Replenish toilet paper, soaps and sanitiser/disinfectant points as necessary.
4. Clean around outside of building, removing litter and taking it away to be disposed.

#### ***Other weekly tasks or as necessary:***

1. Wash all ledges, sills and door fittings to remove and dust and cobwebs at all levels
2. Remove all waste into the public litter bin outside
3. Unblocking of WCs, urinals and wash basins, as required\*\*\*
4. Replenishment of consumables from stocks

### **PUBLIC AREAS**

This includes : The Bus Shelter and surrounding area

Village Seats (by Parish Council Notice board and on grass verge opposite Village Stores on the junction of Carlidnack Road and Sampys Hill)

#### **Bus Shelter, Phone Box and Surrounding Area** (corner of Grove Hill& Parc-An-Manns)

1. Sweep and remove all litter, leaves and debris on paths surrounding public toilets
2. Ensure that the phone box remains free of litter and in good order.
3. Sweep around area of bus shelter/ phone box and remove all litter.

**Village Seats** (one outside Doctors Surgery and 3 opposite Village Stores on Carwinion Road junction)

1. Sweep around public seats and remove litter and debris to public rubbish bin situated by toilet block.
2. Twice annually (March & Sept) wipe down all seats with an algae removal produce to ensure longevity of the seats.

#### **Additional Small Works**

There is the scope that additional minor works may be requested over the period of the contract. These would be of a similar nature to those included within the body of the contract (basic handy-person works in nature), which would be required to be invoiced as a separate item.

\*\*\* The contractor shall provide all necessary machinery, tools, materials and supplies for the proper execution of the work and notify the clerk of any consumables (soap, toilet rolls, urinal blocks, toilet cleaner & refuse bags) that need replacing before they run out. Supplies of these to be kept in the small, locked storage area within the toilet block.

**DEADLINE FOR TENDERS IS NOON ON 10<sup>TH</sup> DEC 2025**

## **Requirements**

### **Insurances:**

The contractor must have:

- A minimum of £2million public liability cover
- A personal accident insurance policy
- Employers liability cover – if applicable
- Valid training certificates for any powered tools or hazardous materials to be used

These documents must be presented to the Council for them to view and take copies before the contract is awarded.

The work may be inspected after completion and the contractor will be required to make good at their own expense any defects, which may have arisen within 4 weeks due to poor materials or workmanship, or immediately where a Health and Safety risk is evident or to ensure land management can take place. All invoices must be submitted with supportive documentation.

Before starting work the contractor will:

- Provide a programme of work to the Council's satisfaction
- Provide and agree method statements illustrating how they will go about the work (e.g. erecting safety signs, disposal of waste, tools to be used etc.)
- Agree how they will comply with Health and Safety Regulations, COSHH requirements (e.g. use of biocides etc.)
- Provide public liability insurance documents
- Provide personal accident insurance documents
- Provide employers liability insurance documents if applicable

Before starting work the Council will:

- Provide information concerning any other matter to be brought to the contractor's attention
- Information concerning access to the sites and landowner details

Periodic performance review and assessment will take place in consultation with the contractor. Any additional requirements to the contracted terms (but within the spirit of the contract) will be discussed with the clerk prior to taking place, as will any purchase for supplies outside of the norm.

Applicants are advised to inspect all areas before submitting their quotation. The price quoted should reflect the conditions as seen at the time of inspection. The Council will not be responsible for any maintenance to equipment or any damage caused to contractor's equipment.



## TENDER TO MAINTAIN THE PUBLIC TOILETS & PUBLIC AREAS

Please print clearly

NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

Please find enclosed my tender for the contract for maintaining the public toilets and public areas, as per the published schedule for the period Jan 1<sup>st</sup> 2026 to 31<sup>st</sup> March 2029

I confirm that I will prove the Council will copies of all the requested paperwork before commencing any work.

**TENDER COST FOR THE WORK AS SPECIFIED:** £ \_\_\_\_\_ per month/ per annum  
Please provide any additional notes on a new page or by email (to which this response is attached).

SIGNED : \_\_\_\_\_

DATE : \_\_\_\_\_

### **CLOSING DATE FOR RECEIPT OF TENDER IS NOON ON 10<sup>th</sup> DEC 2025**

Please return to the Clerk to Mawnan Parish Council, at address below, by email or, if by letter, in a sealed envelope, clearly marked **PUBLIC SPACES TENDER**.

Clerk: Mrs M Mercer, The Parish Office, Mawnan Memorial Hall, Sampys Hill, Mawnan Smith, Cornwall TR11 5EW

Tel: 01326 251022

Email : [clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)

Website: [www.mawnan.org.uk](http://www.mawnan.org.uk)