

# **Bletchley & Fenny Stratford Town Council**



## **Specification for cleaning at Albert Street Public Toilets**

**Quotations Invited for submission by  
31<sup>st</sup> October 2022**

**Required Contract Start Date – 9<sup>th</sup> January 2023**

**Bletchley & Fenny Stratford Town Council  
Sycamore House  
Bletchley  
Milton Keynes  
MK2 3RR  
Tel: 01908 649469  
Email: [will.allen@bletchleyfennystratford-tc.gov.uk](mailto:will.allen@bletchleyfennystratford-tc.gov.uk)**

## **Introduction**

This specification details Bletchley and Fenny Stratford' Town Council's requirement for cleaning provision at Albert Street Public Toilets. The toilet block consists of male, female and disabled facilities. As well as thorough cleaning of the toilets the work specification includes the opening (at the start of the day) and closing (at the end of the day) of the toilet block.

Please contact Will Allen on contacts shown on title page for access to the building, in order to prepare your tender documentation.

## **Real Living Wage**

Bletchley and Fenny Stratford Town Council has aspirations to be (although are not currently) an accredited real living wage employer (currently set at £9.90 per hour). In order to be accredited in this way it is necessary for us to ensure our directly employed staff are paid this "real living wage" and that across the first three years of accreditation that those contracted for works on our behalf, are moving towards paying this rate as a minimum. We would therefore request that you confirm whether you currently pay the real living wage or if you have plans to do so in the future. If you are unable to pay staff at this rate, this will not exclude you from consideration as detailed there is a three year period in order to phase in the use of real living wage paying contractors.

For those who are not currently paying the real living wage but that are able to do so for the specific staff engaged in this cleaning contract, please supply a second quotation showing the additional cost you would charge if you were to do so.

## **TUPE Implications**

It will be necessary to facilitate transfer at current terms and conditions of the current cleaning staff at 24hrs per week from the current contractor to the successful tender from commencement of the contract.

## **Time of Cleaning Activities**

Albert Street Public Toilets are open to the public from 8am – 6pm Mon-Sat and 9:30am-4:30pm on Sundays.

The toilets need therefore to be clean and open before the opening times

The toilets should be cleaned again in the afternoon between 12noon and 2pm

The toilets should be locked at the closing time

Cleaning ready for the start of the day can either be done early morning prior to opening, at the end of the day after closing, or a mixture of the two.

## **Location of Work**

Albert Street  
Bletchley  
MK22UG

## **Description of Premises**

- Female Toilet consisting of 4x cubicles
- Male Toilet consisting of 1x cubicle
- Disabled toilet – single cubicle
- Store Room and access to services

## **Standard of Cleaning Required**

- Front doors to be cleaned internally and externally as required to ensure good cleanliness.
- Window and door handles to be cleaned.
- Wipe down radiators
- Internal doors to be cleaned and any marks removed.
- All hard floors to be litter picked, swept and mopped and effort to be given to doing so in such a way that the floors are not overly wet after cleaning
- Tiled surfaces to be cleaned and marks removed
- Empty litter bins, clean as required.
- Wipe down sanitary bins/nappy bins as required
- Clean and disinfect all baby changing/baby holding units
- All window ledges, skirting boards to be wiped down.
- Ceilings and upper walls to be dusted ensuring all cobwebs are removed.
- Mirrors, hand dryers, sockets, shelves all to be cleaned
- Rear store to be kept clean and tidy and chemicals/equipment/consumables to be stored in an organised and safe manor
  
- Toilets/urinals to be cleaned including
  - Clean toilet bowls thoroughly removing all marks/soiling
  - Clean seats, lids and cisterns (where applicable)
  - Clean underside and sides of toilet pan
  - Clean all associated pipework that is on display
  - Minor blockages encountered should be cleared with use of buckets of water/breaking up of blocked tissue
  - Urinal tops and flushing points
  - Wipe down all doors/cubicles and frames.
  - Wipe down toilet roll holders and replenish rolls
  
- Handbasins to be cleaned including:
  - Sink bowls and undersides
  - Plug holes and taps to be cleaned and regularly descaled
  - All associated pipework to be cleaned
  - Hand Soap dispensers to be topped up

## **Hours of work**

It is expected that the cleaning of the toilets to include open/close can be carried out in 4hrs each day and that with this allowance of time the toilets should be thoroughly clean at the start of the day and again in the afternoon after the second clean.

## **Other Duties – Open/Close**

The toilets should be opened and ready for use from 8am Mon-Sat and 9:30am on Sundays.

The toilets should be locked up at the closing time on each day – 6pm Mon-Sat and 4:30pm on Sundays.

It is the expectation that the contracted company shall have cover arrangements in place in order that opening times and service levels are maintained at all times.

In the event of extreme circumstances that mean that this is not possible on any given day, notice shall be given to the council in order that alternative arrangements can be made.

## **Other Duties – Ordering of Cleaning equipment, chemicals and consumables**

The cleaning company shall supply the chemicals, equipment and consumables necessary and send the Town Council an itemised invoice for these supplies which the council will pay. These items should be appropriate for the use intended and COSHH data sheets shall be available on site for all chemicals being used.

A list of chemicals, regularly used equipment, consumables will be supplied as part of the tender documentation to include the prices which will be charged for each.

The cleaning operative will order these items with enough time to ensure there is always sufficient stock so as to avoid running out of vital supplies. The council will not be bound by agreement to purchase through the contractor and may supply like for like or equivalent chemicals, equipment and consumables in the event that it can make a saving by doing so.

### **Other Duties – Reporting of maintenance issues**

Any maintenance or health and safety issues discovered by the cleaning operative should be reported to the council immediately. These may include but are not limited to:

- Graffiti which cannot easily be removed as part of the normal cleaning
- Damage to fixtures, fittings, plumbing, building
- Dangerous items left by users of the toilets such as drug paraphernalia or items that may have been used for criminal activity
- Vandalised or otherwise broken electrical fittings or lighting
- Blockages that are not easily remedied
- Broken windows or items of broken glass left by users
- Flammable items or attempts to start fires
- Damage to flooring, trip hazards or irremovable staining
- Broken shutters/doors
- Drainage issues
- Misuse of the facilities by users or crime witnessed while cleaning
- Leaks/Floods – from pipework, roof or extreme weather conditions
- Break in or attempted break in

### **Terms of Contract**

This contract will be in place for two years with the option to extend if both parties are happy to do so.

Payment

### **Form of Tender**

Please submit your tender no later than Monday 31<sup>st</sup> October 2022. Quotations should be exclusive of VAT and should be shown either as a per year cost or as a cost per calendar month.

Contractors are expected to provide copies of the following documents:

- Public Liability insurance
- Risk assessments and Method Statements/Safe Systems of Work for carrying out cleaning in public toilets
- Two (2) Job/work references
- Price list of commonly used chemicals/equipment/consumables

Please also include details of the hours you plan to operate the cleaning works, acceptance of the overall specification of cleaning and any further supporting documentation.