

**Contractor Preliminaries Small Works Contract  
Public Toilets Widemouth Bay**

This contract is an agreement between the Parish Council and the Contractor. All parties must sign the contract before a contract is formally awarded. Signing denotes that all parties accept and agree to abide by the work conditions contained within.

**CONTRACTOR PRELIMINARIES**

1	<b>Location of work within the parish</b>	The enclosed location map shows the site of the building.
2	<b>Description of work</b>	<p>Each facility to be cleaned at the beginning of the day to ensure standards are met and the extent of the cleaning shall include the following:</p> <ul style="list-style-type: none"> <li>• Clean all windows, doors, walls, ledges, ceilings, woodwork, paintwork, lights, fixtures as appropriate inside and out</li> <li>• Clean 'Wallgate' units</li> <li>• Clean and refill paper streams, jumbo toilet roll dispensers or other type of toilet roll dispenser</li> <li>• Clean off any dirty marks, chewing gum on paintwork</li> <li>• Clean/scour disinfect all urinals, W/C's pans</li> <li>• Clean/scour wash hand basins</li> <li>• Collect and dispose of litter and debris within curtilage of each site or within 5 metres of building</li> <li>• Empty/clean sanitary and/or litter bins</li> <li>• Replenish liquid soap in 'Wallgate' units and polish stainless steel surfaces</li> <li>• Scrub/wash clean floor areas, including entrance to facility</li> <li>• Sweep floor areas as necessary</li> <li>• Check for Health and Safety issues and report/rectify as appropriate</li> <li>• Supply all consumable items i.e. soap, toilet paper</li> <li>• Collect and dispose of clinical waste and 'sharps'</li> </ul>
3	<b>Timing of work</b>	<p>The work is to be carried out at reasonable hours in a manner that will avoid undue inconvenience or nuisance. Summer Period: (01/04/2022 to 31/10/2022)</p> <p><u>Daily Cleaning of:</u> 1 x Full Clean and Restock 1 x Additional Check and Restock</p>
4	<b>Public Liability and Training Certificates</b>	<p>The contractor must have:</p> <ul style="list-style-type: none"> <li>• A minimum of £5 million public liability cover.</li> <li>• A valid training certificates where applicable</li> </ul> <p>These documents must be presented to the client for them to view and take copies before a contract is awarded.</p>

5	<b>Client</b>	The Parish Council is the client. The client will view and keep copies of the contractor's original public liability documents and any relevant training certificates.
6	<b>Payment</b>	The Parish Council will authorise payment monthly on the receipt of invoices. Officers of may also randomly check the site at any time to ensure that the work is satisfactory.
7	<b>Defects Liability Period</b>	The work may be inspected and the contractor will be required to make good at their own expense any defects which may have arisen due to poor material or workmanship.
8	<b>Site Visit</b>	Before tendering the contractor should examine the requirements of the small works contract i.e. this document and visit the site.
9	<b>Works estimate</b>	The contractor shall give a quote based on the information contained within this contract and the information provided by the Parish Council. Any increase of the price quoted must be agreed in writing with the Client in advance of the work being carried out. The Client may, without invalidating the contract, order an addition or omission from the works. Any additional costs will be based on a priced specification.
10	<b>Quote to be inclusive</b>	The contractor is to include in their price, all costs in connection with labour H & S compliance, fuel and transport, and all other things necessary for the work to be undertaken.
11	<b>Agreement of work Programme</b>	Before starting work the contractor will provide a programme of work to the client's satisfaction.
12	<b>Responsible person</b>	The contractor shall keep on site at all reasonable times when undertaking work on site, a working foreman or other responsible person to whom the Parish Council can give instructions and who can co-ordinate the work of other operatives and sub contractors.
13	<b>Safety and Environmental Protective Issues</b>	<p>Before starting work the contractor will:</p> <ul style="list-style-type: none"> <li>• Provide and agree method statements illustrating how they will go about the work (e.g. erecting safety signs, disposal of hazardous waste, etc).</li> <li>• Agree how they will comply with Health &amp; Safety Regulations, COSHH requirements (e.g. use of cleaning compounds, etc).</li> <li>• Provide public liability insurance documents.</li> </ul> <p>Before starting work the Parish Council will:</p> <ul style="list-style-type: none"> <li>• Provide information concerning any other matter to be brought to the contractor's attention.</li> </ul>
14	<b>Site Access</b>	The Parish Council will provide the contractor information concerning access to the site.
15	<b>Termination of agreement</b>	The client reserves the right to terminate any agreement if the work is not carried out and there is not reasonable explanation for not doing so.

**QUOTATION:**

Period	Service	Quotation
<u>Summer Period:</u> 01/04/2022 to 31/10/2022	Daily Cleaning of: 1 x Full Clean and 1 x Additional Check and Restock	£
Signed		
Print Name:		
Address:		
Contact Details:		

**To be completed by the selected contractor when the contract is to be awarded**

I agree to the conditions set out in this Contract

<b>Contractor</b>	
Signed	Date
Print Name	
Name & Address of Company	
Witness signature (representative of the Parish Council)	
Print Name	Date

<b>Client</b> Poundstock Parish Council	
Signed (Clerk)	Date
Print Name	
Witness signature (chairperson or representative)	
Print Name	Date