



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 March 2026

### Agenda Item: 15

<b>Subject:</b>	Public Toilet Cleaning Contract
<b>Prepared by:</b>	Sam Dickins, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider and approve the recommendation from Policy, Resources and Finance in respect of the contractor for the Public Toilet Cleaning Contract.
<b>Background:</b>	<p>The Policy, Resources and Finance Committee considered the review of the daily public conveniences cleaning provision and approved a tender specification at its meeting on 11 November 2025.</p> <p>The Town Council's cleaning provision was last procured in April 2023, which allows approximately 3 years between the service having been procured and its continuation or re-tender in line with best practice.</p> <p>The approved tender was launched in the public domain on 17 November 2025 via the procurement site Find A Tender, as per Financial Regulations, with a deadline for submissions on 16 February 2026 at 11:59pm. Five submissions were received. 1 tender was disqualified for late submission.</p> <p>The Policy, Resources and Finance Committee's members reviewed the tenders in accordance with the tender specification and scoring criteria, returning their scores to the office to be collated to form the Committee's recommendation. These scores are presented in Appendix 1.</p>
<b>Key Points:</b>	<p>Through the process of members individual scores, the Policy, Resources and Finance Committee has selected "TENDER SUBMISSION 2" as its recommendation for Full Council approval to enter a 4-year contract for the cleaning provision at the Town Council's 2 public toilet blocks.</p> <p>The total value of the contract is £115,143.08 (excluding VAT) over four years, which includes any staff and product cost increases during that period.</p>
<b>Implications:</b>	<p>Council must award contracts of this size in line with the Procurement Act 2023 and its own Financial Regulations and Standing Orders to lawfully appoint and avoid legal challenges or other formal objections.</p> <p>Failure to appoint a tender at this stage will lead to an extended and further complicated appointment process.</p> <p>A significant financial cost is attached to this provision and selection of an underqualified or poor-quality firm to carry out the works risks public money and reputational damage.</p>
<b>Recommendation:</b>	To resolve to accept the recommendation from the Policy, Resources and Finance Committee to award the contract to Tender Submission 2's firm at the cost of £115,143.08 (excluding VAT) over four years.

## Public Convenience Cleaning Final Tender Scores

Members' scores have been recorded per submission and calculated in line with the approved scoring matrix. Individual members' highest scoring tenders have the final score highlighted (in green) in the last column.

A totalled average score has been provided under each Tender Submission table with the highest overall scoring tender displaying its total highlighted (in green) out of a total of 25.

Fulfilment of Specification (35%)	Cost (35%)	Reducing barriers to opportunity and economic growth (10%)	Sustainability Practice (7.5%)	Experience and References (12.5%)	Total Tender 1
15	5	10	10	15	10.6
10	0	15	15	15	8
20	5	18	15	20	14.2
20	10	20	20	20	16.5
20	0	10	10	10	10
N/A	N/A	N/A	N/A	N/A	N/A
2	3	5	4.5	5	3.21
10	10	10	10	10	10
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Tender Submission 1 - Average Score = 10.4 / 25					

Fulfilment of Specification (35%)	Cost (35%)	Reducing barriers to opportunity and economic growth (10%)	Sustainability Practice (7.5%)	Experience and References (12.5%)	Total Tender 2
20	20	20	15	20	19.6
15	20	20	15	15	17.3
20	20	18	18	20	19.7
20	20	25	20	20	20.5
20	20	20	20	25	20.6
N/A	N/A	N/A	N/A	N/A	N/A
6	4	2	4	5	4.6
20	20	20	20	20	20
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Tender Submission 2 - Average Score = 17.5 / 25					

Fulfilment of Specification (35%)	Cost (35%)	Reducing barriers to opportunity and economic growth (10%)	Sustainability Practice (7.5%)	Experience and References (12.5%)	Total Tender 3
15	10	15	15	0	11.4
15	15	15	15	0	13.1
22	20	20	18	15	19.9
13	15	15	15	0	19
5	5	5	5	5	5
N/A	N/A	N/A	N/A	N/A	N/A
5	2	3	2	1	3.03
10	10	10	10	10	10
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Tender Submission 3 - Average Score = 11.6 / 25					

Fulfilment of Specification (35%)	Cost (35%)	Reducing barriers to opportunity and economic growth (10%)	Sustainability Practice (7.5%)	Experience and References (12.5%)	Total Tender 4
15	10	15	15	15	13.3
15	10	15	15	10	12.6
20	16	12	12	20	17.2
20	15	15	15	20	17.4
15	15	10	12.5	10	13.7
N/A	N/A	N/A	N/A	N/A	N/A
5	5	3	3.5	5	4.7
10	10	10	10	10	10
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Tender Submission 4 - Average Score = 12.7 / 25					

Fulfilment of Specification (35%)	Cost (35%)	Reducing barriers to opportunity and economic growth (10%)	Sustainability Practice (7.5%)	Experience and References (12.5%)	Total Tender 5
15	15	5	5	0	11.4
15	15	10	15	0	12.6
15	16	12	12	12	14.5
20	15	10	15	0	14.4
20	10	15	12.5	20	15.4
N/A	N/A	N/A	N/A	N/A	N/A
2	2	2	2.5	0	1.79
10	10	10	10	10	10
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Tender Submission 5 - Average Score = 11.4 / 25					