



Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

1. General Principles

1.1 Introduction

This Specification sets out the details for the repair and future proofing of exterior walls at the Public Toilet block situated on the Park side of Camborne Recreation Ground. It represents the minimum requirements of the Contractor in terms of outputs and performance. It is not intended to be restrictive in terms of innovation or flair. The ultimate aim is to ensure that the exterior of the building is attractive and in keeping with the surrounding community area, has the durability to withstand the prevailing weather conditions in the area; whilst at the same time offering a safe, easily accessible public toilet for all visitors to the Park.

The specification covers:

- The key policy and other generic requirements;
- The statutory and mandatory compliance issues;
- The management and administrative arrangements;

The Contractor shall note that the contract between Camborne Town Council and the Contractor will, in its final negotiated form, oblige the Contractor to provide services in accordance with this Specification, except where changes are mutually agreed.



Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

1.2 Camborne Town Council – Green Space provision for Camborne

As part of the ongoing programme of devolved facilities and services between Cornwall Council and Camborne Town Council the freehold for the Park element of Camborne Recreation Ground, including the public toilet block, was transferred to Camborne Town Council in December of 2017.

As part of the preparatory work in anticipation of this transfer Camborne Town Council commissioned a Conditions Survey of the Public Conveniences in March of 2017 (a copy of this survey is included with the supporting paperwork for this specification). This survey identified a number of issues which need to be addressed in the short term, along with a range of preventative tasks needed to preserve the existing structure in the medium term.

All submissions should be of sufficient detail, with regard to a breakdown of tasks and costs, to enable a fair and considered comparison of all tenders received.

The invitation to quote will close at 1700 on Friday 1st of June 2018, by which time bidders will need to submit their Best and Final Offer for review by the Town Council, with the intention being that all bidders are informed of the decision on Friday 15th June 2018. Submissions can be made in hard copy or electronic format with all information kept Confidential until the time of the assessment and marking by the designated Council Member(s) and Officer.



Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

Quality and Performance

Camborne Town Council is looking for a Contractor who is committed to quality and performance. Camborne Town Council will work closely with the Contractor to ensure that a quality ethos underpins the services provided.

The emphasis shall be placed on the Contractor implementing their own quality monitoring system; the performance standards set out in this specification shall contribute to the overall measurement of performance.

1.3 Personnel attributes

The Contractor shall ensure that all staff delivering these services have the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with law and Camborne Town Council policies and procedures. The Contractor shall ensure that all staff receive the instruction, training and supervision necessary to properly carry out work to safe and legal standards.

1.4 Responsiveness and flexibility

This contract calls for a level of flexibility and responsiveness from the Contractor. Camborne Town Council expects that the Contractor's management and staff will be attentive and that resources will be found to maintain service standards during times of staff shortage.

Although this specification identifies the services and the standards required; Camborne Town Council views this as the base on which to build a partnership working together to achieve the best quality outcomes that finances will allow.



Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

2. Statutory and Mandatory Compliance

2.1 Relevant Law

The Contractor shall deliver all the services defined in this Specification in compliance with relevant law. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule, order, notice, rule of court, or delegated or subordinate legislation and any applicable request or requirement.

2.2 Camborne Town Council Policies and Procedures

The Contractor shall deliver all services defined in this specification in compliance with Camborne Town Council's policies, procedures and the agreed Service Level Agreement.

Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

3. Service Requirements

Item No.	Item	Requirement	Description of Requirement	Performance Standards
3.1.1	Exterior	Roof - Recovering	<ul style="list-style-type: none"> ▪ Extensive damage to the existing roofing requiring partial or total replacement 	<ul style="list-style-type: none"> • Reasoned recommendations for suitable roofing materials and extent of replacement.
3.1.2	Exterior	<p>Walls – Extension to existing stainless steel</p> <p>Walls – Replacement of rotting weatherboards</p>	<ul style="list-style-type: none"> • Issues with height of existing sub-frame and the potential fire or damage implications. • Existing weatherboard coming to end of life, showing signs of rot, particularly along south and west elevations – requires replacement. • Signs of “shakes” along boarding on south elevation – require replacement. 	<ul style="list-style-type: none"> • Reasoned recommendations for required works to ensure compliance with required structural and fire safety regulations. • Recommendations to resolve current issue and cost effective protection for the building. • Comprehensive check of entire cladding to identify additional boards likely to require replacement in the

Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

Item No.	Item	Requirement	Description of Requirement	Performance Standards
		<p>Walls – Protection against contact moisture from surrounding soil.</p> <p>Walls – Replacement of existing covering with more hard-wearing alternative.</p>	<ul style="list-style-type: none"> • Installation of a French Drain in the areas to the south and east of the building where the surround vegetation comes into contact with the weatherboards. • Option for replacement of weatherboard with render laid onto expanding metal framework and back boards. 	<p>short term.</p> <ul style="list-style-type: none"> • Issues with height of existing sub-frame and the potential fire or damage implications. • Recommendation for most effective and economic solution achieving safest, durable and decorative finish in line with buildings use and location.
3.1.3	Exterior	Exterior Joinery – Decoration & Rot prevention	<ul style="list-style-type: none"> • Apparent installation issues with regard to boards being “very dry” at time of installation resulting in extensive bowing and splitting. • Action required to minimise further damage to exterior surfaces 	<ul style="list-style-type: none"> • Recommendation for most effective and economic solution – minimising further splitting & rot whilst achieving safest and durable finish.

Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

Item No.	Item	Requirement	Description of Requirement	Performance Standards
3.1.4	Exterior	Rainwater Goods – Inspection, repair & refurbishment	<ul style="list-style-type: none"> • Check of all gutters, downpipes etc. for damage or corrosion with repair or replacement of any failing or failed sections. 	<ul style="list-style-type: none"> • Recommendation for most effective and economic solution
3.1.5	Exterior	Access Ramp and Walkway – Repair to border / path edges	<ul style="list-style-type: none"> • Access ramp and walkway showing extensive signs of wear / damage to concrete cladding, exposing the metal framework – requires repair / replacement. • 	<ul style="list-style-type: none"> • Recommendation for most effective and economic solution achieving safest and durable finish.
3.1.6	Management Information	Provide management information for Camborne Town Council	<ul style="list-style-type: none"> • The Contractor shall provide Camborne Town Council with management information; • As a minimum, the Contractor shall support invoices with: <ul style="list-style-type: none"> ○ Details of all purchases including all discount arrangements (invoice, 	<ul style="list-style-type: none"> • Information to be available when required by Camborne Town Council • information in support of any invoices • Ad hoc reports within timescale agreed with Camborne Town Council

Camborne Town Council

Specification for refurbishment works to Public Conveniences at Camborne Recreation Ground

Item No.	Item	Requirement	Description of Requirement	Performance Standards
			<ul style="list-style-type: none"> statement, over-riders) ○ Records of work sheets and information to support labour costs ○ Details of all other costs incurred 	
3.1.7	Personnel Management	Management of staff	<ul style="list-style-type: none"> • The Contractor shall manage all staff in accordance with best employment practice • The Contractor shall be mindful of the Camborne Town Council personnel policies to ensure that approaches to personnel management are consistent 	<ul style="list-style-type: none"> • Adoption of best practice personnel and health & safety management
3.1.8	Training	Provide training to all staff	<ul style="list-style-type: none"> • The Contractor shall ensure that staff are trained in accordance with the requirement of the job they are performing. 	<ul style="list-style-type: none"> • Staff trained in accordance with the job they are undertaking