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Award

Internal Cleaning Contract for Broadstairs & St Peter's Town Council

Broadstairs & St Peter's Town Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-001336

Procurement identifier (OCID): ocds-h6vhtk-05da0d ([view related notices](#))

Published 8 January 2026, 10:35am

Scope

Description

1. The Contract is for the internal cleaning of the communal areas, toilets, kitchens and bookable event spaces, Pierremont Hall, Pierremont Avenue, Broadstairs, CT10 1JX. See plan at annex 1: relevant areas highlighted in pink.

2. Cleaning areas to include:

Ground Floor- Kitchen, communal hallway and staircase, Council Chamber, two unisex toilets and one accessible toilet.

First Floor- Hallway and stairs, kitchenette, ladies' toilets- three cubicles, men's toilets- one cubicle and one urinal, Mayors Parlour meeting room.

Second Floor- Hall, landing and one unisex toilet.

Music Room and one unisex toilet.

3. Cleaning schedule for areas as per annex 2.

4. All internal doors to have door wedges removed & doors to be closed after cleaning completed.
5. A cleaning cupboard will be provided to the contractor. The contractor to provide their own cleaning solutions and equipment, including vacuum cleaner, cloths and mops etc. but hand soap and toilet rolls will be provided.
6. Parking is available during the period of cleaning. The times of daily cleaning can be flexible, but the Council Chamber, downstairs kitchen and Mayor's Parlour meeting room and Music Room must be cleaned before 10am each day.
7. The contractor shall be liable for and shall indemnify the Council against loss, liability, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of any negligence, omission or default of the Contractor, their employees or agents employed by them. A certificate of public liability insurance should be submitted with the tender bid.
8. Following award, the successful Tenderer shall not sub-contract or sub-let all or any part of the contract without the consent of the Council. The Successful Tenderer shall remain wholly responsible for the contract.
9. Tenderers must ensure that all information provided within their tender submission is accurate. The inclusion of information which is found to be false or misleading will result in the tender being rejected. Furthermore, in the event that false or misleading information comes to light after the award of the contract, this may result in termination of the contract.
10. The Council is subject to the terms of the Freedom of Information Act 2000. Tenderers should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by tenderers will be accepted "in confidence" and the Council will accept no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act
11. The tenderer shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations (NI) Order 1997, Sex Discrimination (NI) Order 1976 (as amended), Fair Employment and Treatment (NI) Order 1998 and the Disability Discrimination Act 1995 and shall take all reasonable steps to ensure that all employees or agents of the tenderer employed in the execution of the contract do not unlawfully discriminate.
12. The Council requires that all organisations who submit tenders comply in full with the requirements of the Bribery Act 2010.

CONTRACT TERMS

1. All cleaning must be cleaned to the satisfaction of the Town Clerk or a person nominated by him/her.
2. Payment will be made via bank transfer within 14 days of receipt of a monthly invoice and in accordance with the contract.
3. The Contractor has a statutory duty to comply with the Health and Safety related legislation as follows:
 - Health and Safety at Work Order
 - The Management of Health and Safety at Work Regulations
 - Control of Substances Hazardous to Health.
4. The Contractor shall provide risk and method statements to the Town Council prior to the commencement of works.
5. The Contractor must provide public liability insurance at a minimum of £10 million prior to the commencement of work.
6. The Council reserves the right to modify the specification relating to the works to be performed by the selected contractor, subject to adequate notice being provided and subject to negotiation of terms should any modification lead to a net increase or decrease in the extent of works to be undertaken compared to the original specification.
7. The Contractor shall inform the Council within 3 days of any event likely to cause delay in the provision of the works to the agreed timetable. It is mandatory that adequate operatives are available to cover for sickness and annual leave.
8. Broadstairs & St. Peter's Council reserves the right to terminate the Contract with the Contractor should the Town Clerk not be satisfied with the performance of the Contractor.

Tender Submission

To bid for this tender, please submit the following:

1. Technical specification - details of experience, proposed approach to works.
2. Completed form showing the total price for each year for the provision of cleaning for all areas of the tender.

3. Evidence of public/employer's liability insurance (minimum of £10 million).
4. Details of similar projects/services undertaken in the past 12 to 24 months, including 2 references who have received a similar service.

Prospective contractors must not contact councillors or staff to encourage or support their tender outside of the prescribed process.

To be considered, written tenders must be received by the Council in a sealed envelope marked 'Broadstairs & St Peter's Town Council Internal Cleaning Tender' and addressed to the Town Clerk, Broadstairs & St Peter's Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by 12 noon on Friday 5th December 2025. The envelope should bear no distinguishing marks that would identify the tenderer.

Any tenders received after this time will not be considered.

The Town Council will notify applicants of the outcome of the tender by Wednesday 17th December. The Contract will be subject to references which will be requested following this date.

Payment for services will be made upon the receipt of a satisfactory VAT invoice. Full terms are to be agreed once the contract has been awarded.

If you require further information, please contact the Deputy Town Clerk between 9:30am -2:30pm Monday to Thursday. Tel: 01843 868718 or Email: town.clerk@broadstairs.gov.uk

Evaluation Procedure

Each compliant tender will be evaluated as follows:

Risk Management & Method Statement PASS/FAIL

Public & Employers Liability Insurance, minimum of £10 million PASS/FAIL

Two References PASS/FAIL

Technical Specification 30 points

Locality 10 points

Price 20 points

Ability to provide adequate operatives to provide cleaning services in the event of

sickness and annual leave

20 points

Tender Submission Form

Tender for a 3 year Internal Cleaning Contract for Broadstairs & St Peter's Town Council

Name of Contractor

Contact Name

Address

Telephone Number

Email Address

We can confirm that the contract will include:

Ability to provide adequate operatives to provide cleaning services in the event of sickness and annual leave

YES / NO

The provision of own cleaning solutions and equipment including vacuum cleaner, cloths, mops etc. YES / NO

Please enter costs EXCLUDING VAT

Detail Cost Year 1 Cost Year 2 Cost Year 3

Fully managed internal cleaning contract for Broadstairs & St Peter's Town Council, Pierremont Hall, Broadstairs, including the provision of own cleaning solutions and equipment, including vacuum cleaner, cloths and mops etc

Submitted Documents

Please tick

Technical specification including risk management and method statement.

Completed Tender submission form showing the total price for each year.

Evidence of public/employer's liability insurance (minimum of £10 million).

Details of similar projects/services undertaken in the past 12 to 24 months, including 2 references who have received a similar service.

Reference 1

Company Name:

Contact Name:

Address:

Telephone Number:

Email Address:

Reference 2

Company Name:

Contact Name:

Address:

Telephone Number:

Email Address:

Signed:

Print Name:

Job Title:

Date:

Written tenders must be received by the Council in a sealed envelope marked 'Broadstairs & St Peter's Town Council Christmas Lighting Tender' and addressed to the Town Clerk, Broadstairs & St Peter's Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by 12 noon on Friday 5th December 2025. The envelope should bear no distinguishing marks that would identify the tenderer.

Annex 1

Pierremont Hall

Music Room

Annex 2

Cleaning Specification

Area/Spec

Entrance/Reception Area Daily Week Month As Req

Vacuum carpeted areas ?

Sweep and wash floor areas ?

Empty waste bins, replace bin liner and remove waste to designated disposal point ?

Clean both sides of main glass door ?

Clean glass on doors both sides ?

Remove cobwebs ?

Dust ledges, skirting, fire extinguishers and window sills ?

Dust and polish displays and signs ?

Dust and polish furniture ?

Dust chair legs ?

Sanitise door handles and touch points ?

Stairs/Corridors/Landings Daily Week Month As Req

Vacuum carpeted area ?

Sweep and spot mop hard floors ?

Clean glass on doors both sides ?

Clean/sanitise handrails and banisters ?

Remove Cobwebs ?

Dust/damp wipe ledges, skirting and balustrades ?

High level dust using an extending pole ?

Sanitise door handles and touch points ?

Kitchen 1st Floor Daily Week Month As Req

Sweep and wash vinyl floor ?

Damp wipe all work surfaces ?

Clean microwave inside and out ?

Empty waste bins, replace bin liner and remove waste to designated disposal point ?

Empty food waste bin, replace liner and remove waste to designated disposal point ?

Clean sink, taps, draining board ?

Damp wipe splash back tiles ?

Remove cobwebs ?

Damp wipe cupboard door fronts ?

Sanitise door handles and touch points ?

Dust skirting, ledges, window sills and pipes ?

The Chamber Daily Week Month As Req According to events schedule

Sweep hard floor ?

Empty waste bins, replace bin liner and remove waste to designated disposal point ?

Remove cobwebs ?

Dust ledges, window sills, radiators, fire extinguishers and pictures ?

Sanitise door handles and touch points ?

Dust skirting boards and picture rails ?

Windows inside ?

Kitchen (The Chamber) Daily Week Month As Req According to events schedule

Sweep and wash vinyl floor ?

Damp wipe all work surfaces ?

Clean microwave inside and out ?

Empty food waste bin, replace liner and remove waste to designated disposal point ?

Clean sink, taps and draining board ?

Damp wipe splash back tiles ?

Remove cobwebs ?

Damp wipe cupboard fronts ?

Sanitise door handles and touch points ?

Dust skirtings, ledges, window sills and pipes ?

Mayors Parlour Daily Week Month As Req Weekly as a minimum

+ according to events schedule

Vacuum carpeted area ? ?

Dust ledges, window sills, radiators, fire extinguishers and pictures ? ?

Dust external area of glass cabinet ? ?

Dust skirting boards and picture rails ? ?

Remove cobwebs ? ?

Sanitise door handles and touch points ? ?

Toilets - Male/Female/Disabled Daily Week Month As Req

Clean/sanitise baby change unit (ground floor) ?

Sweep and wash all hard floor areas ?

Clean and sanitise toilet bowls and seats (both sides) ?

Empty waste bins and remove waste to designated disposal area ?

Clean and polish mirrors ?

Clean hand basins and taps ?

Damp wipe ledges, pipes and cisterns ?

Damp splash back tiles ?

Replenish toilet rolls, hand soap and paper towels from Town Council stock. ?

Damp wipe hand dryers and soap dispensers ?

Remove cobwebs ?

Spot clean partitions ?

Clean/sanitise door handles, touch points including cubicle doors ?

Damp wipe partitions in full ?

Spot clean walls ?

Damp wipe tiles and dry buff ?

Music Room & Music Room Toilet Daily Week Month As Req According to events schedule

Sweep and wash floor areas ?

Empty waste bins, replace bin liner and remove waste to designated disposal point ?

Remove cobwebs ?

Dust ledges, skirting, fire extinguishers and window sills ?

High level dust using an extending pole ?

Sanitise door handles and touch points ?

Toilet - Sweep and wash all hard floor areas ?

Toilet - Clean and sanitise toilet bowl and seat (both sides) ?

Toilet - Empty waste bin and remove waste to designated disposal area ?

Toilet - Clean and polish mirror ?

Toilet - Clean hand basin and tap ?

Toilet - Damp wipe ledges, pipes and cistern ?

Toilet - Damp wipe splash back tiles ?

Toilet - Replenish toilet rolls, hand soap and paper towels from Town Council stock. ?

Contract 1

Supplier

- TOTAL CLEANING SOUTH LIMITED

Contract value

- £45,000 excluding VAT
- £54,000 including VAT

Below the relevant threshold

Award decision date

16 December 2025

Earliest date the contract will be signed

16 January 2026

Contract dates (estimated)

- 1 February 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years, 2 months

Description of possible extension:

Extension only if agreed by full Council

Main procurement category

Services

CPV classifications

- 90919200 - Office cleaning services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Information about tenders

- 13 tenders received
- 10 tenders assessed in the final stage:
 - 10 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts
- 9 suppliers unsuccessful (details included for contracts over £5 million)

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Supplier

TOTAL CLEANING SOUTH LIMITED

- Companies House: 06884717
- Public Procurement Organisation Number: PYZV-7774-CWJM

Unit 36, The Oaks, Manston Business Park

Manston

CT12 5FN

United Kingdom

Email: info@totalcleaningsouth.co.uk

Region: UKJ44 - East Kent

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

Contracting authority

Broadstairs & St Peter's Town Council

- Public Procurement Organisation Number: PTNP-2638-VXPP

Broadstairs And St Peters Town Council, Pierremont Hall

Broadstairs

CT10 1JX

United Kingdom

Email: town.clerk@broadstairs.gov.uk

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government