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Tender

Public Facilities Cleaning & Maintenance Tender 2025

Newport (Shropshire) Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-033231

Procurement identifier (OCID): ocds-h6vhtk-0527f5

Published 18 June 2025, 12:09pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Requirement to provide "A reference from one other local council where you have undertaken this type of work in the last 3 years." has been removed

"Public Toilets Daily Opening and Closing of the Building" has been added to itemised breakdown.

Scope

Description

Newport Town Council seeks to appoint a qualified and experienced contractor to deliver comprehensive cleaning and maintenance services for the following public facilities:

Public Toilets - Stafford Street Car Park, Newport TF10 7LT

Community Library - 53-55 High Street, Newport TF10 7AQ

Cemetery Chapel and External Toilet - Audley Avenue, Newport TF10 7DS

The scope of services includes routine daily and periodic cleaning, minor maintenance reporting, unlocking/locking of buildings, provision of cleaning materials, and compliance with health and safety and COSHH regulations.

Contract Details:

Contract Start Date: 1 August 2025

Duration: 3 years, with an optional extension to 6 years subject to mutual agreement

Estimated Value: To be proposed by bidders in the tender submission

Payment Terms: Monthly in arrears

Key Requirements:

Public Toilets:

Daily 2-hour cleaning, steam clean monthly

Keyholder responsibility

Cleaning of internal and external areas including graffiti removal and sharps disposal

Supply of consumables (excluding liquid soap)

Community Library:

1-hour daily cleaning (Tue-Sat), deep cleaning every 3 months

Areas include main library, offices, meeting room, kitchen, and toilets

Cleaning of carpets, vinyl floors, desks, and high-touch surfaces

Cemetery Chapel and Toilet:

Monthly clean aligned with bookings

General surface and fixture cleaning, disinfection, and fault reporting

Tender Submission Requirements:

Bidders must submit:

Completed itemised cost breakdown

Contractor Competence Questionnaire

Three references (including one from a local authority)

Copies of Public Liability (£5M) and Employer's Liability Insurance

Company Health and Safety Policy

Method Statements and Risk Assessments (including COSHH)

Emergency Action Plan and proof of staff COSHH training

Evaluation Criteria:

Price: 60%

Quality of Tender Submission (documents and references): 20%

Competence Questionnaire Responses: 20%

Tender Timeline:

Closing Date for Submissions: Friday 27 June 2025 at 3:00 PM

Email: tenders@newportshropshire-tc.gov.uk

Contract Awarded: 11 July 2025

Contract Start: 1 August 2025

Total value (estimated)

- £120,000 excluding VAT
- £144,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 July 2028
- Possible extension to 31 July 2031
- 6 years

Description of possible extension:

The initial contract is for a fixed 3-year period, starting 1st August 2025.

There is an optional extension of up to 3 additional years, bringing the maximum total contract duration to 6 years.

This extension is not automatic and must be mutually agreed upon by both Newport Town Council and the appointed contractor before the initial term expires.

Main procurement category

Services

CPV classifications

- 90900000 - Cleaning and sanitation 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)

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

20 June 2025, 3:00pm

Tender submission deadline

27 June 2025, 3:00pm

Submission address and any special instructions

<https://www.newportshropshire-tc.gov.uk/the-council/contracts-and-tenders/>

tenders@newportshropshire-tc.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Price	Total value of the contract	Price	60%
Quality of tender submission	All documents, evidence and references included	Quality	20%
Competence questionnaire	All documents, evidence and references included	Quality	20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Cleaning & Maintenance Tender 2025.pdf](#)

Invitation to tender

Itemised breakdown

Competence questionnaire

References

[Cleaning & Maintenance Tender 2025 v2 18.06.pdf](#)

Invitation to tender

Itemised breakdown - change made

Competence questionnaire

References - change made

Contracting authority

Newport (Shropshire) Town Council

- Public Procurement Organisation Number: PVJC-3646-XQTY

The Guildhall, 1 High Street

Newport

TF10 7AR

United Kingdom

Telephone: 01952814338

Email: enquiries@newportshropshire-tc.gov.uk

Website: <http://www.newportshropshire-tc.gov.uk>

Region: UKG21 - Telford and Wrekin

Organisation type: Public authority - sub-central government