

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/048528-2025>

Tender

## **Cleaning Contract**

HAILSHAM TOWN COUNCIL CIC

F02: Contract notice

Notice identifier: 2025/S 000-048528

Procurement identifier (OCID): ocds-h6vhtk-058758

Published 13 August 2025, 4:24pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

HAILSHAM TOWN COUNCIL CIC

Hailsham Town Council, Inglenook

Hailsham

BN272AE

#### **Contact**

Tony Lee

#### **Email**

[tony.lee@hailsham-tc.gov.uk](mailto:tony.lee@hailsham-tc.gov.uk)

#### **Telephone**

+44 7511335750

#### **Country**

United Kingdom

**Region code**

UKJ - South East (England)

**Companies House**

11499728

**Internet address(es)**

Main address

<https://www.hailsham-tc.gov.uk/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://hailshamtc.sharepoint.com/:w:/s/Global/EWTJRpGTIVJEruoaglaC8uMB0dduyZMPH6PmApgF5QAkbw?e=Ag4h7W>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://hailshamtc.sharepoint.com/:w:/s/Global/EWTJRpGTIVJEruoaglaC8uMB0dduyZMPH6PmApgF5QAkbw?e=Ag4h7W>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Cleaning Contract

Reference number

HTC009/2025

#### **II.1.2) Main CPV code**

- 90919200 - Office cleaning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision of office cleaning at 4 sites for Hailsham Town Council, 1 office, 1 youth centre, 1 Post Office & 1 Public toilet

#### **II.1.5) Estimated total value**

Value excluding VAT: £45,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- 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)

#### **II.2.4) Description of the procurement**

Hailsham Town Council is committed to maintaining high standards of cleanliness, hygiene, and presentation across all Council-owned and managed facilities. The cleaning specifications contained in this tender pack set out the required standards, frequency, and scope of work for each location.

These specifications are designed to ensure that all facilities remain safe, welcoming, and fit for public use, reflecting the Council's duty of care to residents, staff, and visitors. The cleaning contractor will be expected to:

- Provide all necessary cleaning materials, equipment, and personal protective equipment (PPE), unless otherwise stated.
- Undertake cleaning to the highest professional standard, ensuring compliance with relevant health and safety legislation, including COSHH (Control of Substances Hazardous to Health) regulations.
- Maintain all areas in a hygienic and well-presented condition, free from unpleasant odours, litter, and visible dirt.
- Ensure consumable items (toilet paper, soap, paper towels, sanitary disposal units) are replenished in accordance with each location's needs.
- Record and report any maintenance or safety issues to the Council immediately.

Contractors should note that the facilities are used by a wide range of people, including children, vulnerable adults, and those with disabilities. An emphasis is placed on accessible cleaning practices, the use of appropriate products, and maintaining safe, dry, and hazard-free floors at all times.

The cleaning frequencies and schedules outlined in this pack represent the minimum requirements. Additional cleaning may be necessary during periods of high use or in the event of accidents or spillages.

The Council expects the appointed contractor to demonstrate flexibility, reliability, and attention to detail, ensuring that Hailsham Town Council's facilities remain an asset to the local community.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 October 2025

End date

30 September 2028

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: Yes

Description of options

2 x 1 year extensions or 1 2 year extension

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

12 September 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

12 September 2025

Local time

12:01pm

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Hailsham Town Council

Hailsham

Country

United Kingdom