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Tender

Provision of internal cleaning services

Bradley Stoke Town Council

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

Notice identifier: 2025/S 000-056729

Procurement identifier (OCID): ocds-h6vhtk-059ab5

Published 15 September 2025, 5:15pm

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Scope

Reference

BSTC-ASCC

Description

Bradley Stoke Town Council is the parish authority for Bradley Stoke. It is the second tier of local government after the South Gloucestershire Council. Its legal powers are granted to it and regulated by various government acts. The town population is of approximately 20,000. The Town Council supplements the provision of local government services in Bradley Stoke, and provides a range of social and recreational facilities, while promoting and representing the town with other national and statutory bodies. The town council is due to tender for a new cleaning services contract to cover 3 Activity Centres, skate park containers and the office building. The contract is being tendered and interested providers are invited to bid for all sites. The contract is to start in 1st December 2025, for a 3-year contract finishing 30th November 2028. The town council is seeking a cleaning services contractor to provide quality and best value cleaning services across the 5 sites, to

include routine and periodic internal cleaning. Potential suppliers are invited to visit the sites accompanied by the sites manager who can answer any questions. Please contact the sites manager via email on philip.francis@bradleystoke.gov.uk

Required Hours:

Jubilee Centre, Savages Wood Road, BS32 8HL: 12 hours per week.

3 Hours Monday + Friday. 2 Hours on Tuesday, Wednesday, and Thursday

With changing room cleaning needed on Fridays from Mid August to Mid May each year.
2 hours per week.

Council Office, Savages Wood Road, BS32 8HL: 5 hours per week, 1 hour per day.

Baileys Court Activity Centre. Baileys Court Road, BS32 8BH: 11 hours per week.

2.5 hours on Monday + Friday with 2 hours on Tuesdays, Wednesdays, and Thursdays.

Changing room cleaning between Mid April to Mid September .5 hours per week on Mondays + Fridays.

Brook Way Activity Centre, Brook Way, BS32 9DA: 7 Hours

2 hours Monday + Friday, 1 hour on Tuesdays, Wednesdays, and Thursdays.

Bradley Stoke Skate Park: 2 hours per week.

1 hour on Mondays and Wednesdays.

****We will be running site visits on Monday 13th October 2025 for anyone interested in the contract to attend. Please arrive by 11am to the Jubilee Centre with your own transport and the sites manager will then take everyone around all the sites and answer any questions.****

Please note that any invitation to tender issued by Bradley Stoke Town Council is covered under the terms of the Bribery Act 2010.

The closing date is Monday 20th October 2025. All tenders should be submitted as sealed bids, clearly marked "Cleaning Opportunity" to the following address:

Philip Francis-Barber

Council Office

Jubilee Centre

Savages Wood Road

Bradley Stoke

South Gloucestershire

BS32 8HL

Tenders will be scored by closed meeting and the top 5 tenders presented to the finance committee on 22nd October 2025.

The successful tender will be subject to initial trial period of six months from the date of commencement of the contract. If the successful tender does not pass the initial trial period, they must remain in place until a new contractor is appointed.

Tenders must have a minimum of £5,000,000 public liability cover and any and all relevant insurance policies in place.

All chemicals and equipment are supplied by the successful tender and the council provides hand towels, hand soap, toilets rolls etc.

Total value (estimated)

- £40,652.04 excluding VAT
- £48,782.45 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2028
- 3 years

Main procurement category

Services

CPV classifications

- 90600000 - Cleaning and sanitation services in urban or rural areas, and related services
- 90900000 - Cleaning and sanitation services

Contract locations

- UKK - South West (England)

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

16 October 2025, 5:00pm

Tender submission deadline

17 October 2025, 5:00pm

Submission address and any special instructions

Cleaning Opportunity

Philip Francis-Barber

Council Office

The Jubilee Centre

Savages Wood Road

Bradley Stoke

BS32 8HL

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

22 October 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 August 2028

Award criteria

Name	Description	Type	Order of importance
Compliance with Requirements (10%)	Checks whether the tender meets the Council's stated needs. Scoring Guide: 0 = Bid does not meet essential requirements (e.g., missing insurance, sites not covered, hours not addressed). 1 = Major gaps in compliance; significant omissions. 2 = Partially compliant; some key requirements unclear or not evidenced. 3 = Meets minimum requirements but with limited detail (e.g., hours matched but seasonal tasks not explained). 4 = Meets all requirements with good supporting detail. 5 = Fully compliant, with clear evidence of understanding, accurate schedules, and insurances in place.	Quality	1

Name	Description	Type	Order of importance
Relevant Experience & References (15%)	<p>Assesses contractor's track record delivering similar contracts.</p> <p>Scoring Guide: 0 = No relevant experience provided. 1 = Minimal or unrelated experience; no references. 2 = Some experience, but not directly comparable; weak references. 3 = Adequate experience with similar facilities; references acceptable. 4 = Strong experience with multiple, relevant contracts; positive references. 5 = Extensive experience in activity/community centres, offices, and public sector contracts; excellent references demonstrating reliability and quality.</p>	Quality	2

Name	Description	Type	Order of importance
Method Statement & Service Delivery (25%)	<p>How the contractor proposes to deliver services, including cleaning schedules, quality control, and periodic works. Scoring Guide: 0 = No clear plan of delivery. 1 = Very limited method statement; generic and not tailored to sites. 2 = Method provided but vague or unrealistic; limited coverage of periodic cleaning. 3 = Clear method addressing routine/periodic cleaning; evidence of quality checks and basic contingency planning. 4 = Comprehensive, site-specific method covering all sites, schedules, and monitoring; contingency arrangements included. 5 = Outstanding, highly tailored proposal; includes detailed schedules, site-specific processes, robust monitoring systems, innovative solutions, and clear quality assurance framework.</p>	Quality	3

Name	Description	Type	Order of importance
Staffing & Supervision Arrangements (15%)	Evaluates adequacy of workforce and how performance will be managed. Scoring Guide: 0 = No staffing/supervision details. 1 = Insufficient staff proposed; no supervision described. 2 = Some details, but unclear training, cover for absence, or supervision structure. 3 = Adequate staffing plan with trained staff; basic cover and supervision arrangements. 4 = Strong staffing proposal with clear roles, supervision levels, absence cover, and staff support. 5 = Excellent, well-structured plan including recruitment, training, supervision, staff welfare, cover for sickness/holidays, and performance monitoring.	Quality	4

Name	Description	Type	Order of importance
Environmental & Sustainability Measures (10%)	<p>Focus on eco-friendly practices and reducing environmental impact. Scoring Guide: 0 = No evidence of environmental consideration. 1 = Minimal measures (e.g., vague statement about recycling). 2 = Some basic sustainable practices; limited detail. 3 = Good evidence of sustainable cleaning practices (eco products, waste minimisation). 4 = Strong commitment with clear examples (certifications, energy-efficient equipment, refill systems). 5 = Excellent approach, innovative and proactive sustainability measures (verified credentials, carbon reduction targets, supplier sustainability commitments).</p>	Quality	5

Name	Description	Type	Order of importance
Health & Safety / Risk Management (10%)	<p>Assesses compliance with statutory H&S requirements and contractor's approach to safe working.</p> <p>Scoring Guide: 0 = No H&S evidence provided. 1 = Very limited evidence; no policies or risk management processes. 2 = Some basic policies (COSHH, accident reporting), but incomplete. 3 = Adequate H&S arrangements; standard documentation provided. 4 = Strong risk management approach, with evidence of staff training, PPE, COSHH compliance, safeguarding awareness. 5 = Excellent, proactive approach with full suite of policies, detailed risk assessments, regular training, monitoring and reporting systems, and strong compliance culture.</p>	Quality	6

Name	Description	Type	Order of importance
Price / Value for Money (15%)	Evaluates cost-effectiveness of the proposal in relation to quality and coverage. Scoring Guide: 0 = Unreasonably high or low price; poor value or unrealistic. 1 = Very poor value; costs significantly higher/lower than market norm without justification. 2 = Below average value; concerns about sustainability of bid. 3 = Reasonable value; price acceptable but not outstanding. 4 = Strong value; price competitive and proportionate to quality of service. 5 = Best value; highly competitive price with clear justification, realistic costings, and excellent quality.	Price	7

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Concession

Reduced tendering period

Yes

State of urgency - minimum 10 days

Documents

Associated tender documents

[cleaning services scoring matrix 2025.xlsx](#)

Scoring Matrix spreadsheet

[Cleaning Tender 2025 Scoring weighting.docx](#)

Scoring criteria information

[BSTC-Healthy-Ethical-Sustainable-Procurement-Guidelines \(1\).docx](#)

Ethical purchasing guideline

Contracting authority

Bradley Stoke Town Council

- Public Procurement Organisation Number: PXBV-6874-MQGP

Council Office,

Bradley Stoke

BS32 8HL

United Kingdom

Contact name: Philip Francis-Barber

Email: philip.francis@bradleystoke.gov.uk

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government