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Tender

## **Cleaning Contract - Multi-site**

Bracknell Town Council

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

Notice identifier: 2025/S 000-076939

Procurement identifier (OCID): ocds-h6vhtk-05e7c2

Published 25 November 2025, 3:10pm

### **Changes to notice**

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

Specific details on how to submit a tender have been added in the relevant sections. A Bus Shelter Location list has also been uploaded to the documents.

### **Scope**

### **Reference**

BTC001

## Description

Bracknell Town Council is seeking to appoint a contractor to provide comprehensive cleaning services across eight council-managed sites within Bracknell. This contract will amalgamate all existing cleaning arrangements into a single agreement.

The required cleaning hours are:

Summer period: 30.5 hours per week

Winter period: 36.5 hours per week

The contractor must be able to provide cleaning operatives with their own transport, as travel between sites on specified days is essential.

Sites to be cleaned include:

Community pavilions and halls

Grounds team depots and mess rooms

Changing rooms

Public toilets

Offices

Bus stop shelters at various roadside locations

The contract also requires provision of ad-hoc cover for council-employed cleaning staff as needed.

All cleaning must be delivered to a high standard, in accordance with the schedules and specifications provided by Bracknell Town Council.

Please produce your own full tender document, including your methodology, service delivery plan, staffing structure, quality monitoring, and pricing schedule, and submit it to [Jackie.burgess@bracknelltowncouncil.gov.uk](mailto:Jackie.burgess@bracknelltowncouncil.gov.uk)

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £50,000 excluding VAT
- £60,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 April 2026 to 31 March 2027
- 1 year

## **Options**

The right to additional purchases while the contract is valid.

Ad-hoc cleaning over for employed staff when sick or on annual leave.

The purchase of cleaning consumables such as toilet roll, bleach etc from the cleaning company.

## **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)

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## **Framework**

### **Maximum number of suppliers**

1

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

## Framework Operation Description

This framework agreement will establish the terms for the provision of cleaning services across multiple Bracknell Town Council sites. The framework will operate for a maximum of four years, in line with statutory requirements.

## Price Determination

Prices for cleaning services will be determined through a competitive tender process. Bidders will be required to submit fixed prices for the specified cleaning hours and site requirements, as detailed in the contract documents. Prices must remain fixed for the duration of the framework unless otherwise agreed in accordance with the contract terms.

Please produce your own full tender document, including your methodology, service delivery plan, staffing structure, quality monitoring, and pricing schedule, and submit it to [Jackie.burgess@bracknelltowncouncil.gov.uk](mailto:Jackie.burgess@bracknelltowncouncil.gov.uk)

## Selection and Award Process

All interested suppliers will be invited to submit tenders in response to the published specification.

Tenders will be evaluated on the basis of the most economically advantageous offer, considering both price and quality criteria.

The Council will assess tenders for compliance with suitability, capability, legal status, and financial standing, as set out in the procurement documents.

Contracts for cleaning services will be awarded to the supplier(s) whose tender(s) best meet the published criteria.

The Council is not obliged to accept the lowest or any tender.

## **Award method when using the framework**

With competition

## **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **This procurement is reserved for**

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

### **Conditions of participation**

Please produce your own full tender document, including your methodology, service delivery plan, staffing structure, quality monitoring, and pricing schedule, and submit it to [Jackie.burgess@bracknelltowncouncil.gov.uk](mailto:Jackie.burgess@bracknelltowncouncil.gov.uk)

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

13 December 2025, 11:59pm

## **Tender submission deadline**

24 December 2025, 11:59pm

## **Submission address and any special instructions**

Please produce your own full tender document, including your methodology, service delivery plan, staffing structure, quality monitoring, and pricing schedule, and submit it to

[Jackie.Burgess@bracknelltowncouncil.gov.uk](mailto:Jackie.Burgess@bracknelltowncouncil.gov.uk)

[www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk)

Or

FAO Jackie Burgess

Bracknell Town Council

Brooke House

54 High Street

Bracknell

Berkshire

RG42 2LG

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Capacity and Resources	Availability of sufficient staff and resources, including transport, to meet the specified cleaning hours and site requirements.	Quality	20%
Quality of Service	Evidence of ability to deliver high standards of cleaning, including relevant experience, references, and proposed cleaning methods.	Quality	20%
Price	Total cost for the delivery of cleaning services as specified in the contract documents, including all sites and required hours.	Price	20%
Compliance and Health & Safety	Adherence to the specification, health and safety requirements, and relevant legislation.	Quality	20%
Social Value and Sustainability	Use of sustainable products, environmental impact, and contribution to social value.	Quality	20%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[Contract Cleaning - Hours and Sites Nov 2025.pdf](#)

[Bus Shelters 2023.pdf](#)

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## Contracting authority

### Bracknell Town Council

- Public Procurement Organisation Number: PLJH-8932-JZDQ

Bracknell Town Council, Brooke House, 54 High Street

Bracknell

RG12 1LL

United Kingdom

Contact name: Jackie Burgess

Telephone: 01344420079

Email: [jackie.burgess@bracknelltowncouncil.gov.uk](mailto:jackie.burgess@bracknelltowncouncil.gov.uk)

Website: <http://www.bracknelltowncouncil.gov.uk>

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government