

Tender specification for the Charvil Parish Council Cleaning Contract

Charvil Parish Council owns or manages two buildings within the village, Charvil Village Hall, and the Margaret Gimblett Pavilion. It has a reputation for keeping its buildings well-maintained and clean, and we require any future contractor to help us maintain this great reputation with an outcomes-based approach.

Village Hall, The Hawthorns, Charvil Reading, Berks RG10 9TT

The Village Hall requires 7.5 hours of cleaning over five days, so 1.5 hours on Monday, Wednesday, Thursday, Saturday and Sunday.

The Village Hall comprises

- a main hall, for which a scrubber drier is provided,
- a smaller meeting room,
- kitchen
- toilets, all cleaned by sweeping, and mops and buckets.
- There are also three storage rooms that are not included on the cleaning schedule.

There is an on-site commercial waste bin to use for all Hall waste.

It is also expected that the cleaner will replenish toilet rolls, bin bags, soap, and washing-up liquid as necessary.

The hall is generally in use from 9am daily, and most evenings the hall is in use until 9pm, but there are exceptions to this, so the cleaner would need to check on the online diary to see when bookings are finished for the day.

The cleaner can choose either to clean after the day's bookings have finished for the day, or in the morning, finishing at least half an hour before the first booking of the day or by 9am, whichever is the earlier, during the week. This is because other staff may need to access the hall for maintenance etc. and this will not necessarily be in the diary.

Margaret Gimblett Pavilion, East Park Farm, Park Lane, Charvil, Reading, Berks RG10 9TY

The Pavilion requires six hours cleaning per week over three days, so three hours on a Monday, 1.5 on a Thursday and 1.5 on a Friday. These days may change depending on users of the pavilion but are the current requirement.

The pavilion consists of

- a main hall, for which a scrubber drier is provided,
- five changing rooms,
- toilets in both the sports part of the pavilion and the hall part,
- a kitchen.
- There are also two storerooms which are not included in the cleaning schedule.

There is a Hoover and brooms provided for the areas not suitable for the scrubber drier, and further cleaning would be done with mops and buckets.

There is an on-site commercial waste bin for all pavilion waste.

It is also expected that the cleaner will replenish toilet rolls, handtowels, hand soap, bin bags, j-cloths and washing-up liquid as required.

Usage of the pavilion finishes every day by 9pm and starts at 9am when there are bookings. The changing rooms are generally only used at the weekends in the football season but can be used during weekday evenings during the cricket season.

Consequently, we require more cleaning time on a Monday as the changing rooms can be quite dirty and time consuming to clean. While we expect the hall area of the building to be cleaned by 8.30 am, the sports end can be done after this as there will be no scheduled usage. If there are any exceptions to this, the cleaner will be informed beforehand.

The detailed cleaning specification and requirements are listed below.

CLEANING CONTRACT REQUIREMENTS

CHARVIL VILLAGE HALL Areas and list of tasks	NUMBER OF HOURS						
	MON 1.5	TUES	WED 1.5	THUR 1.5	FRI	SAT 1.5	SUN 1.5
Entrance Foyer							
Clean all glass in main door/panel doors	Yes		Yes	Yes		Yes	Yes
High/low level dusting inside the building and outside under the porch cover	Yes						
Wipe down front of the noticeboard, letter box and alarm panels	Yes						
Clean finger marks from doors, light switches, push plates and kick plates	Yes						
Hoover the entrance mat	Yes		Yes	Yes		Yes	Yes
Hoover/sweep all hard floor surface surfaces and mop	Yes		Yes	Yes		Yes	Yes
All Rooms/Areas							
High/low level dusting			Yes				
Clean door glass throughout	Yes		Yes	Yes		Yes	Yes
Wipe over windowsills	Yes		Yes	Yes		Yes	Yes
Wipe down doors/walls			Yes				
Clean finger marks from doors, light switches, push plates and kick plates	Yes		Yes	Yes		Yes	Yes
Clean and disinfect all door handles	Yes		Yes	Yes		Yes	Yes
Hoover/sweep all hard floor surfaces	Yes		Yes	Yes		Yes	Yes

Mop all areas	Yes		Yes	Yes		Yes	Yes
Empty all bins and replenish bag	Yes		Yes	Yes		Yes	Yes
Dust/remove all cobwebs – coving/windows	Yes		Yes	Yes		Yes	Yes
Main Hall							
Hoover/sweep hard flooring	Yes		Yes	Yes		Yes	Yes
Use the scrubber drier to wash/dry the hard floor surface	Yes		Yes	Yes		Yes	Yes
Kitchen							
Clean bin and replenish bag	Yes		Yes	Yes		Yes	Yes
Clean all surfaces	Yes		Yes	Yes		Yes	Yes
Descalc sink, drainer and tap and buff/wipe down	Yes		Yes	Yes		Yes	Yes
Wipe down cupboard fronts, fridge, oven and microwave	Yes		Yes	Yes		Yes	Yes
Wipe down all tiles	Yes		Yes	Yes		Yes	Yes
Spot clean the walls	Yes		Yes	Yes		Yes	Yes
Hoover/sweep and mop all hard floor surfaces	Yes		Yes	Yes		Yes	Yes
Toilets and Baby Changing							
Clean all toilets and sinks	Yes		Yes	Yes		Yes	Yes
Wipe over doors and partitions	Yes		Yes	Yes		Yes	Yes
Descalc sinks and taps and buff/wipe down	Yes		Yes	Yes		Yes	Yes
Clean/wipe all pipework	Yes		Yes	Yes		Yes	Yes
Clean and buff all mirrors	Yes		Yes	Yes		Yes	Yes
Wipe down hand driers	Yes		Yes	Yes		Yes	Yes
Wipe down all tiles	Yes		Yes	Yes		Yes	Yes
Disinfect door handles	Yes		Yes	Yes		Yes	Yes
Replenish toilet rolls and soap	Yes		Yes	Yes		Yes	Yes
Clean and disinfect the pull down baby changing station	Yes		Yes	Yes		Yes	Yes
Hoover/sweep and mop	Yes		Yes	Yes		Yes	Yes

Equipment provided:

Scrubber Drier Machine

Toilet Rolls

Hand Soap (cartridges for dispensers)

Urinal Blocks

Bin Bags (large dustbin and small waste bin sizes) – for hirers use only

Fairy Liquid – for hirers use only

JCloths – for hirers use only

Sponges – for hirers use only

Mop & bucket – for hirers use only

Floor Brush & dustpan set – for hirers use only

All other cleaning apparatus and materials need to be provided as part of the contract and all cleaning fluids. Please note a ph. neutral cleaner must be supplied to be used with the scrubber drier.

MARGARET GIMBLETT PAVILION Areas and list of tasks	NUMBER OF HOURS						
	MON 3	TUES	WED 1.5	THUR	FRI 1.5	SAT	SUN
Corridor (Sports End)							
Clean all glass in main door/panel doors	Yes		Yes		Yes		
High/low level dusting inside the building	Yes						
Clean finger marks from doors, light switches, push plates and kick plates	Yes						
Hoover the mats	Yes		Yes		Yes		
Hoover/sweep all hard floor surface surfaces and mop	Yes		Yes		Yes		
All Rooms/Areas							
High/low level dusting			Yes				
Clean door glass throughout	Yes		Yes		Yes		
Wipe over window sills	Yes		Yes		Yes		
Wipe down doors/walls			Yes				
Clean finger marks from doors, light switches, push plates and kick plates	Yes		Yes		Yes		
Clean and disinfect all door handles	Yes		Yes		Yes		
Hoover/sweep all hard floor surfaces	Yes		Yes		Yes		
Mop all areas	Yes		Yes		Yes		
Empty all bins and replenish bag	Yes		Yes		Yes		
Dust/remove all cobwebs – coving/windows	Yes		Yes		Yes		
Main Hall							
Hoover/sweep hard flooring	Yes		Yes		Yes		

Use the scrubber drier to wash/dry the hard floor surface	Yes		Yes		Yes		
Kitchen							
Clean bin and replenish bag	Yes		Yes		Yes		
Clean all surfaces	Yes		Yes		Yes		
Descalc sink, drainer and tap and buff/wipe down	Yes		Yes		Yes		
Wipe down cupboard fronts, fridge, oven and microwave	Yes		Yes		Yes		
Wipe down all tiles	Yes		Yes		Yes		
Spot clean the walls	Yes		Yes		Yes		
Hoover/sweep and mop all hard floor surfaces	Yes		Yes		Yes		
All Toilets and Baby Changing (both ends of the building)							
Clean all toilets and sinks	Yes		Yes		Yes		
Wipe over doors and partitions			Yes				
Descalc sinks and taps and buff/wipe down	Yes		Yes		Yes		
Clean/wipe all pipework			Yes				
Clean and buff all mirrors	Yes		Yes		Yes		
Wipe down hand towel holders	Yes		Yes		Yes		
Wipe down all tiles			Yes				
Disinfect door handles	Yes		Yes		Yes		
Replenish toilet rolls and soap	Yes		Yes		Yes		
Clean and disinfect the pull-down baby changing station	Yes		Yes		Yes		
Hoover/sweep and mop	Yes		Yes		Yes		
Changing Rooms (x 5 rooms)							
Clean inside and out	Yes						
Clean the shower walls, shower heads and push buttons	Yes						
Clean any visible pipework	Yes						
Empty bins and replenish bag	Yes						
Sweep all hard floor surfacing and mop including within the shower area	Yes						
Spot wipe any marks on the walls	Yes						

Equipment provided:

Scrubber Drier Machine

Toilet Rolls

Hand Soap (liquid to top up dispensers)

Paper Hand Towels

Urinal Blocks

Bin Bags (large dustin and small waste bin sizes) – for hirers use only

Fairy Liquid – for hirers use only

JCloths – for hirers use only

Sponges – for hirers use only

Mop & bucket – for hirers use only

Floor Brush & dust pan set – for hirers use only

All other cleaning apparatus and materials need to be provided as part of the contract and all cleaning fluids. Please note a ph neutral cleaner must be supplied to be used with the scrubber drier.

Tender Process

Charvil Parish Council wishes to employ a cleaning contractor to carry out the cleaning of its two buildings to the specifications as above on a three-year contract, with the opportunity to extend for a further two years on a 3+1+1 basis.

Tenderers are required to submit hourly rates for each year on the Form of Tender provided with this document.

Tenders should be returned via email with the subject TENDER FOR CHARVIL'S cleaning contract to:

Miranda Parker, Parish Clerk at clerk@charvilparishcouncil.gov.uk

by **13:00 hours on Friday 5th December 2025**

The following should be submitted:

- Maximum 3-page summary of how your services meet our requirements outlined above and explain your social value commitments
- Quotation Breakdown form
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- Contact details of two referees from previous clients

Charvil Parish Council does not bind itself to accept any tender. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

Tenderers should liaise with the Parish Clerk (clerk@charvilparishcouncil.gov.uk) during the tender period regarding any queries, to arrange a visit to the facilities, or concerns on the content of this specification.

Any questions about the project are to be sent to the Clerk by 28th November 2025 - any responses after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email.

Sustainability

Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options
- The Parish Council will look favourably to organisations that pay at least the Living Wage.

Evaluation Criteria

Ability to meet requirements	45%
Price	35%
Social Value	10%
References	10%

A standard 0–5-point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by Full Council.

PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2024. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately selection the most economically advantageous tender.

The tender process will be by open tender, limited by location.

All questions and requests for clarification should be by email and will be shared with all bidders for transparency.

EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

Quotation Breakdown - To be included with your Tender

Quotation Breakdown (to be included with your Tender)

Costs per hour Feb 2026 to Jan 2027	£
Costs per hour Feb 2027 to Jan 2028	£
Costs per hour Feb 2028 to Jan 2029	£
Project Total based on 13 ½ hours per week for three years:	£

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Timetable for Project

Tenders close on 5th December 2025.

Decision to be made at the Full Council meeting on 15th December 2025.

All applicants to be informed by 19th December 2025.

There will be a "Standstill" period of two weeks and the final award notice to be published by 5th January 2026

Contract to start on Monday 2nd February 2026