



Woodford Park Leisure Centre

Invitation to Tender

Cleaning Contract

Client: **Woodley Town Council (WTC)**

Oakwood Centre
Headley Road
Woodley
Reading
Berkshire
RG5 4JZ
Tel: 0118 9690356
Contact for enquiries:

Email: townclerk@woodley.gov.uk

Site: Woodford Park Leisure Centre
Haddon Drive
Woodley
Berkshire
RG5 4LY

Submission deadline: **12:00pm (midday) Friday 14 November 2025**

Tenders to be marked **CONFIDENTIAL TENDER** and returned as follows;

By post to;

Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4 JZ

By email to; Townclerk@woodley.gov.uk

Late tenders will not be considered.

Prepared by:
Woodley Town Council

Oct 2025

A. Description of works

Overview

Woodley town council are inviting tenders for the daily cleaning of Woodford Park Leisure Centre. The cleaning schedule is designed to maintain high standards of hygiene and presentation across all areas of the facility. **Submissions should include options for 3 year and 5 year contract period.**

Requirements

Cleaning Hours
Total Weekly Hours: 20 hours per week across 5 days
Daily Coverage: Flexible, but preference for 6am – 10am, Monday – Friday
Staffing: Flexible. Either one cleaner four hours per day or two cleaners two hours per day
Areas to be Cleaned
• Reception and foyer • Gym • Changing rooms and showers • Toilets • Offices and staff areas • Function and meeting rooms • Corridors and stairwells
Cleaning Tasks by Area
Reception & Foyer • Dust and wipe surfaces • Vacuum/mop floors • Empty bins and replace liners
Gym • Vacuum/mop floors • Empty bins and replace liners
Changing Rooms & Showers • Clean and disinfect showers and changing areas • Vacuum/mop floors • Refill soap, paper towels and other consumables

Toilets • Clean and disinfect all fixtures and surfaces • Mop floors • Refill soap, paper towels and other consumables • Empty bins and replace liners
Offices & Staff Areas • Dust and wipe surfaces • Vacuum floors • Clean and disinfect kitchen area and appliances • Empty bins and replace liners
Function & Meeting Rooms • Dust and wipe surfaces • Vacuum/mop floors • Empty bins and replace liners
Corridors & Stairwells • Dust and wipe surfaces • Vacuum/mop floors • Empty bins and replace liners
Consumables & Equipment • Contractor to supply all cleaning materials and equipment. • Consumables (e.g., hand soap, toilet paper, hand towels) supplied by client (Woodford Park Leisure Centre). • All chemicals must be COSHH compliant.
Quality Assurance • Regular inspections by site supervisor • Monthly performance reviews • Feedback log maintained for staff and visitors
Health & Safety • All staff must be trained in manual handling, COSHH, and site-specific safety procedures. • PPE must be worn at all times.

B. The site

Woodford Park Leisure Centre
Haddon Drive
Woodley
Berkshire
RG5 4LY

Grid reference:

Easting /Northing 476203/ 173660

Description of building/function/setting & restrictions

C. Pricing

Price to include;

- Monthly cost
- Costs across full duration of contract

The total price and any proposed options should be clearly shown on the form APPENDIX A and returned with the submission.

D. Submission information

Submissions to include;

- detailed costing including options as appropriate – use form **APPENDIX A**
- details of compliance with the appropriate British Standards
- Lead time and indication of potential start date

E. Additional Information

Please ensure you have included the following with your submission;

- Fully Costed proposal and completed APPENDIX A
- Last set of your company's audited accounts
- Details of any enforcement action under Health & Safety legislation
- Brief details of two current, similar scale projects undertaken by your company
- Confirmation of the delivery timescale
- Details of your company's public liability and employee insurance cover
- Your company's equality policy
- Your company's environmental policy

F. Arranging a viewing for tender purposes

Only tenders from companies who have visited Woodford Park Leisure Centre site will be considered. Site visits are by appointment only with the Leisure Services Manager - via email. ed.whitesmith@woodley.gov.uk

G. Tender Evaluation

Tenders will be evaluated as follows:

Evaluation Criteria	Weight (%)
Price / Cost	30%
Experience & Track Record	15%
Staffing & Resources	15%
Methodology & Approach	15%
Quality Assurance	10%
Health & Safety Compliance	10%
Environmental Sustainability	5%

All tenders must meet the requirements set out in this document. Tenders that do not meet the requirements, including having visited the site as stated, will not be considered. This includes the provision of additional information set out in section E.

APPENDIX A

Please complete this form and return with your tender submission information.

[illegible]