



Lewes
Town
Council

Invitation to Quote

Cleaning services for All Saints Centre and Malling Community Centre

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1. Introduction

Lewes Town Council is seeking a contractor to provide professional cleaning services on a regular basis at two of our well used community venues in Lewes:

Malling Community Centre
Spences Lane, Lewes, BN7 2HQ

All Saints Centre
Friars Walk, Lewes, BN7 2LE

We believe that this opportunity would be ideally suited to a small-medium size local business and interested providers are invited to submit quotes based on the scope outlined in this document.

Due to the nature of the work required, we are only interested in quotes from businesses and professional service providers – not individuals.

Quotes will be assessed based on their value for money, ability to deliver the required services and environmental impact. Lewes Town Council also expects that a successful provider will employ staff on secure contracts and offer pay at least in-line with the Living Wage Foundation's minimum rates.

We are looking for a reliable contractor who provides their own cleaning equipment and products, and that is able to clean seven days a week with some flexibility on time of day.

During the week we require the halls in both venues to be clean and dry before we open at 09:00. The weekend times may vary, depending on hire bookings.

2. Malling Community Centre

Malling Community Centre is a recently refurbished, flexible community space. It has a large hall and a smaller hall that can be split into two separate spaces, along with toilets, sports changing facilities, entrance hall, corridors, kitchen/bar space and administrative office.

It is regularly used for a wide range of classes, meetings and events.

During the football season (September – May) the changing room toilets and shower areas are contracted to a cleaning company linked to the football club, though outside of this period, these areas will also need to be cleaned.

The chosen provider would be expected to be a key holder for the venue, and provide the following cleaning services:

Every day (seven days a week)

- Sweep and spot mop both halls (two halls with vinyl flooring)
- Clean the toilets, sinks and mirrors (7 toilets and 2 urinals)
- Top up toilet paper and hand soaps if needed
- Empty bins

Twice a week

- Fully mop both halls
- Mop toilet floors
- Clean skirting around halls
- De-cobweb around the building
- Clean corridors between halls

Once a week

- Clean windows inside
- Clean office

Some weekends (ad-hoc)

- If we have a large event on, we will need a full clean in the building before the next hire. These dates are known to us over a month in advance.
- The full clean will include fully mopping both halls, the kitchen bar area, toilets, and corridor as well as cleaning the surfaces and toilets.

We operate our venues on a 'leave it how you find it' policy, however most large events do not mop the floors, and often don't leave our spaces clean to the standard our other hirers expect.

3. All Saints Centre

All Saints Centre is a mixed-use arts and community venue in the centre of Lewes. It has a large hall and a small hall, as well as a stage, upstairs balcony area, small bar/kitchen space, toilets, two entrance foyers, corridors and administrative office.

It is regularly used by various groups, clubs and organisations, including for classes and activities as well as live performances.

The chosen provider would be expected to be a key holder for the venue, and provide the following cleaning services:

Every day (five days a week)

- Sweep and spot mop both hall (two halls with wooden floors)
- Clean the toilets, sinks and mirrors (7 toilets and 2 urinals)
- Top up toilet paper and hand towels if needed
- Empty bins
- Clean surfaces in halls

Twice a week

- Fully mop both halls
- Mop foyer and front foyer
- Mop stage
- Mop toilet floors
- Clean skirting blocks around hall
- De-cobweb around the building
- Clean corridors between halls
- Clean and mop the bar and kitchen area
- Clean glass in doors and around building

Once a week

- Clean office
- Hoover office and corridor outside office
- Clean balcony seating area
- Sweep and mop stairs to balcony
- Clean mirrors in Small Hall
- Clean fridges, oven and microwave, if needed.

Once a month

- Clean windows inside

Some weekends (ad-hoc)

- If we have a large event on we will need a full clean in the building before the next hire. These dates are known to us over a month in advance.
- The full clean will include fully mopping both halls, the kitchen bar area, toilets, stage and corridor as well as cleaning the surfaces and toilets.
- Some weekends we have smaller events so only a basic clean is required.

We operate our venues on a 'leave it how you find it' policy, however most large events do not mop the floors, and often don't leave our spaces clean to the standard our other hirers expect.

4. Further Information and Contact Details

The main point of contact for this invitation to quote is Lizzie Zeyfert, All Saints Centre Manager.

Interested parties are invited to arrange a time to view both venues before providing a quote for services, to assess the size of the venues and ask any questions they may have.

Please email lizzie@lewes-tc.gov.uk for further details and to arrange viewings.

It is requested that quotes are received no-later than 31 July 2023. Providers are welcome to supply additional supporting materials with their quotes, should they wish to.