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Contract

## **Cleaning and Associated Services**

The Courtauld Institute of Art

F03: Contract award notice

Notice identifier: 2021/S 000-001213

Procurement identifier (OCID): ocids-h6vhtk-028c13

Published 21 January 2021, 9:32am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The Courtauld Institute of Art

Somerset House, Strand

London

WC2R 0RN

#### **Contact**

Claire Sadler

#### **Email**

[Claire.Sadler@courtauld.ac.uk](mailto:Claire.Sadler@courtauld.ac.uk)

#### **Telephone**

+44 7936914750

#### **Country**

United Kingdom

**NUTS code**

UKI - LONDON

**National registration number**

4464432

**Internet address(es)**

Main address

<https://courtauld.ac.uk>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Cleaning and Associated Services

Reference number

426639836

#### **II.1.2) Main CPV code**

- 90910000 - Cleaning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Routine, periodic and reactive cleaning of The Courtauld Institute of Art's premises including its residential accommodation and summer residential bedroom servicing, and associated services - window cleaning, waste management, feminine hygiene, pest control, consumables supply, and portering services.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £1,220,282.99

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 90910000 - Cleaning services
- 90922000 - Pest-control services
- 90911300 - Window-cleaning services
- 85142300 - Hygiene services

- 90500000 - Refuse and waste related services
- 98341120 - Portering services
- 33760000 - Toilet paper, handkerchiefs, hand towels and serviettes
- 33711900 - Soap
- 98341110 - Housekeeping services

### **II.2.3) Place of performance**

NUTS codes

- UKI - LONDON

Main site or place of performance

LONDON

### **II.2.4) Description of the procurement**

The Cleaning and Associated Services Supplier procurement is for a 5-year contract commencing in August 2020 to provide full internal (and where indicated external) routine, periodic and reactive cleaning of The Courtauld's premises including its residential accommodation (until Summer 2021), window cleaning, waste management, feminine hygiene and related services, pest control, client consumables supply, portering services and summer residential bedroom servicing (until Summer 2021).

A full specification is located in Annex 2 to the ITT with general requirements in Part A including service objectives, mobilisation, contract management and KPIs, response times, and other general requirements, and service specific requirements in Part B.

To enable The Courtauld to complete its transformational project Courtauld Connects, the size and use of The Courtauld's property portfolio has evolved and will continue to do so over the next 5-year period. The change is primarily driven by the requirement to temporarily vacate the North Block of Somerset House in Phases to complete an extensive refurbishment and remodelling of the premises. Phase 1 works have commenced and are due to complete late 2020, with the refurbished Gallery opening Spring 2021. This will be followed by the completion of Phase 2 works by Autumn 2022, enabling The Courtauld university activities to move back to Somerset House from the current temporary campus (Vernon Square), which is anticipated will be vacated late 2022. In parallel Duchy House will be temporarily vacated in Summer 2021 for refurbishment with re-occupation from Summer 2022.

The table in ITT Annex 2 Specification sets out the estimated Service periods across the

Premises for the Contract Term, but this is subject to change due to the above works. The Pricing Schedule splits the costs for each element of the Service into separate parts of the Premises, thus providing a methodology to calculate the pricing in any given scenario.

The Service is split into Core Services (based on a fixed price) and Additional Services (based on rates in the Pricing Schedule) which will be called off as required. The estimated Contract Value stated in the Contract Notice includes approximately £30k per annum of Additional Services, but this is an estimate only and actuals may vary. The Contract Value also excludes any annual pricing increases which are provided for within the Terms and Conditions of Contract at ITT Annex 1.

This statement and the pricing methodology are provided to meet the requirements of Regulation 72 of the Public Contract Regulations 2015 in respect of changes to the Services over the Contract Term.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Price / Weighting: 60

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-sourcing.com/respond/R566A65R37>

Please note that the draft ITT documents are provided for information only at SQ stage - potential suppliers should NOT return tender documents at the SQ stage. Shortlisted suppliers from the SQ stage will be invited to the next (ITT) stage.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 022-048750](#)

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## **Section V. Award of contract**

### **Contract No**

426639836

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 October 2020

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

DOC Cleaning Limited

46-54 High Street, Ingatestone

Essex

CM4 9DW

Email

[LT.Andrews@doccleaning.com](mailto:LT.Andrews@doccleaning.com)

Telephone

+44 1279944332

Country

United Kingdom

NUTS code

- UKH3 - Essex

National registration number

04384324

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: £1,650,000

Total value of the contract/lot: £1,220,282.99

#### **V.2.5) Information about subcontracting**

The contract is likely to be subcontracted

Value or proportion likely to be subcontracted to third parties

Value excluding VAT: £241,436.54

Short description of the part of the contract to be subcontracted

-Waste Management Service

-Consumables Supply

-Pest Control

-Feminine Hygiene Services

-Window Cleaning



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## **Section VI. Complementary information**

### **VI.3) Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=562208716>

GO Reference: GO-2021120-PRO-17670864

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The Courtauld

Somerset House, Strand

London

WC2R 0RN

Telephone

+44 20739477777

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

The Courtauld

Somerset House, Strand

London

WC2R 0RN

Telephone

+44 20739477777

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

The Courtauld

London

Country

United Kingdom