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Tender

## **Elements Diocesan Learning Trust ~ Cleaning Tender**

Elements Diocesan Learning Trust  
Christ Church Church of England Primary School  
Church of the Ascension Primary School  
St Mary's Church of England (Voluntary Controlled) Primary School  
Pedmore Church of England Primary School

F02: Contract notice

Notice identifier: 2024/S 000-001336

Procurement identifier (OCID): ocds-h6vhtk-042d4b

Published 15 January 2024, 4:06pm

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

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

Elements Diocesan Learning Trust

16 Lowemoor Wharf, Lowesmoor

Worcester

WR1 2RS

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

**Region code**

UKG12 - Worcestershire

**Internet address(es)**

Main address

<https://edlt.org.uk/>

**I.1) Name and addresses**

Christ Church Church of England Primary School

Church Road, Coseley

Bilston

WV14 8YB

**Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Internet address(es)**

Main address

<https://www.christchurchprimary.org/>

**I.1) Name and addresses**

Church of the Ascension Primary School

New Street, Wall Heath

Kingswinford

DY6 9AH

**Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Internet address(es)**

Main address

<https://www.chur-ascen.dudley.sch.uk/>

**I.1) Name and addresses**

St Mary's Church of England (Voluntary Controlled) Primary School

Queen Street, Kingswinford

West Midlands

DY6 7AQ

**Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

**Country**

United Kingdom

**Region code**

UKG3 - West Midlands

**Internet address(es)**

Main address

<http://christ-ch.dudley.sch.uk/>

**I.1) Name and addresses**

Pedmore Church of England Primary School

Hagley Road, Pedmore

Stourbridge

DY9 0RH

**Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

**Country**

United Kingdom

**Region code**

UKG3 - West Midlands

**Internet address(es)**

Main address

<https://www.pedmore.dudley.sch.uk/>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://litmustms.co.uk/respond/C7E4ZFM2BS>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

#### **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**

Elements Diocesan Learning Trust ~ Cleaning Tender

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

- 90919300 - School cleaning services

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

Services

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

The successful Supplier will be required to provide Cleaning services, initially for Christ Church CofE Primary, Church of the Ascension Primary, St Mary's CE (VC) Primary Schools and Pedmore C of E Primary School.

#### **II.1.5) Estimated total value**

Value excluding VAT: £699,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKG12 - Worcestershire

Main site or place of performance

Worcestershire

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

This is the first time that the Trust has put their cleaning requirement to competitive tender for these four Schools. The service has previously been delivered via an in-house cleaning team in each school.

The Trust is actively considering growing the number of schools during the contract period. Should this happen within the period of this contract, and the provision of cleaning services is required in additional schools, the scope and terms of this contract would also apply. If applicable, the successful Supplier will be expected to provide this service within these schools using the same costing model, ratios etc that they applied to their successful tender submission for the Client at the point of tender submission. The duration of contract for these schools will not be increased and they will join the contract for the remaining contract period that exists at the point of entry into the Trust.

The annual contract value is circa: Christ Church £45K, Church of the Ascension £25K, St Mary's £24K, Pedmore £22.5K, Total: £116.5K.

Whilst the monthly charge will represent one-twelfth of the contract cost, a reconciliation will take place to reconcile the actual hours worked within the contract. If the hours worked are less than those budgeted for then a credit will be required by the Client. The Client requires that the tendered number of hours are always worked, and the successful Supplier is expected to have a system in place to cover for both planned and unplanned leave.

The basis and rationale that the Client requires the successful Supplier to operate to at all times is being able to provide clean schools that are fit for purpose and that the Supplier is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the specification and continued innovation of processes throughout the contract term will be pivotal to the success of the new contract.

The Supplier shall provide a comprehensive cleaning service to the sites to promote a

clean, healthy, and safe environment which presents a positive image to all users and visitors.

The sites must always meet health, safety, and environmental standards appropriate to the sites and their use and the successful Supplier must comply with the Client's health, safety and environmental policies and procedures. The services must be provided so as not to interrupt the routine of the schools.

The general standard of cleaning shall be in accordance with the BICSc Cleaning Standards, with BICSc training given to all cleaning operatives employed within this contract.

We are seeking a suitably experienced Supplier who has current experience of working within the secondary school or HE / FE marketplace, ideally with a strong operational base within the Trust's area, thus allowing for both adequate contract support and the operational flexibility that is to be delivered in support of the contract as and when required.

The initial scope of the contract covers all cleaning provision within the school buildings at Christ Church, Church of the Ascension, St Mary's and Pedmore Schools. The successful Supplier will be expected to deliver a concise and detailed method of management reporting at the end of each month thus updating the schools' senior management team on the contract performance.

The projected cost of cleaning for the current year is circa £116.5K for all buildings (excluding external window cleaning). However, it is believed that through equipment and cleaning material innovation and the effective recruitment, training, and supervision of cleaning staff there is opportunity for improvement. The total time scope for this is 3 years with the opportunity to extend for a further 2 years.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £699,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2024

End date

31 July 2029

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

**II.2.10) Information about variants**

Variants will be accepted: Yes

**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



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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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.2.2) Time limit for receipt of tenders or requests to participate**

Date

23 February 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

18 March 2024

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **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.

It will be the supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this contract notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://litmustms.co.uk/tenders/UK-UK-Worcester:-School-cleaning-services./C7E4ZFM2BS>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/C7E4ZFM2BS>

GO Reference: GO-2024115-PRO-24968367

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

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

Elements Diocesan Learning Trust

16 Lowemoor Wharf, Lowesmoor

Worcester

WR1 2RS

Country

United Kingdom