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Contract

## **Cleaning Services**

Scottish Enterprise

F03: Contract award notice

Notice identifier: 2022/S 000-001608

Procurement identifier (OCID): ocds-h6vhtk-02b368

Published 19 January 2022, 2:54pm

## **Section I: Contracting authority**

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

Scottish Enterprise

Atrium Court, 50 Waterloo Street

Glasgow

G2 6HQ

### **Contact**

Joanne Napier

### **Email**

[joanne.napier@scotent.co.uk](mailto:joanne.napier@scotent.co.uk)

### **Telephone**

+44 1414686024

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.scottish-enterprise.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00398](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00398)

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

The contract is awarded by a central purchasing body

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

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

Cleaning Services

Reference number

P22-0009

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

- 90919200 - Office cleaning services

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

Services

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

Scottish Enterprise (SE) has 13 office locations throughout Scotland. These are in Aberdeen, Bellshill, Clydebank, Dumfries, Dundee, Edinburgh, Glasgow (two offices), Glenrothes, Kilmarnock, Paisley, Selkirk and Stirling and is looking to put in place local contracts for the cleaning of its office premises. Bidders should note that Dumfries and Selkirk are not within the scope of this tender.

We are looking to award a number of local contracts to deliver regular cleaning and waste removal services at some of these locations. The services will vary depending on the location and this is being tendered as regionally specific lots.

Providing a clean and safe working environment for our staff, visitors and business customers is important to SE, particularly during the current Covid-19 pandemic. We also need to comply with Statutory legislation and regulations for waste disposal of any waste produced on our sites, to ensure this is reused or recycled effectively and recorded as well as contributing to reducing our impact on climate change.

It is anticipated that the contracts will be awarded in the summer to allow for a mobilisation period prior to the start of service around September 2021

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

This contract is divided into lots: Yes

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

Value excluding VAT: £511,000

## **II.2) Description**

### **II.2.1) Title**

Bellshill

Lot No

2

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

- 90919200 - Office cleaning services
- 98312000 - Textile-cleaning services
- 90919100 - Cleaning services of office equipment
- 90916000 - Cleaning services of telephone equipment
- 90910000 - Cleaning services
- 90900000 - Cleaning and sanitation services

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

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

SE Bellshill office, New Lanarkshire House, Strathclyde Business Park, Bellshill, ML4 3AD

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

SE require a contractor to carry out routine cleaning throughout the Bellshill office in line

with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

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

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Methodology, including approach, consumables and innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

### **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) Description**

### **II.2.1) Title**

Edinburgh

Lot No

3

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

- 90919200 - Office cleaning services
- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90920000 - Facility related sanitation services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Apex 1, 99 Haymarket Terrace, Edinburgh EH12 5HD

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

SE require a contractor to carry out routine cleaning throughout their Edinburgh office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)

- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

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

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project Team Structure / Weighting: 20

Price - Weighting: 40

### **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) Description**

### **II.2.1) Title**

Glasgow

Lot No

4

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

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

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

NUTS codes

- UKM82 - Glasgow City
- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

SE offices in:

Glasgow - Atrium Court, 50 Waterloo Street,

Glasgow - Atlantic Quay, 150 Broomielaw,

Clydebank - Caspian House, Clydebank Business Park

Paisley - Witherspoon Building, Paisley

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

SE require a contractor to carry out routine cleaning throughout their Glasgow locations (Atlantic Quay, Atrium Court, Clydebank and Paisley) in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services for Atrium Court will consist of, but are not limited to, the following areas:



- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)

- IT and Equipment Cleaning

- Specialist/additional cleaning

See Appendix A and scope of service for full details, bidders should note that the requirements differ across the offices within this lot.

The value quoted is for the full four year duration of the contract

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

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Price - Weighting: 40

### **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) Description**

### **II.2.1) Title**

Kilmarnock

Lot No

6

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

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90920000 - Facility related sanitation services

**II.2.3) Place of performance**

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

Main site or place of performance

17/19 Hill Street, Kilmarnock

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

SE require a contractor to carry out routine cleaning throughout the Kilmarnock office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

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

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Methodology, including approach, Consumables and Innovation / Weighting: 40

Quality criterion - Name: Project team structure / Weighting: 20

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

### **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) Description**

### **II.2.1) Title**

Dundee

Lot No

8

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

- 90910000 - Cleaning services
- 90916000 - Cleaning services of telephone equipment

- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90900000 - Cleaning and sanitation services
- 90920000 - Facility related sanitation services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Building 10, Michelin Scotland Innovation Park, Baldovie Road, Dundee, DD4 8UQ

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

SE require a contractor to carry out routine cleaning throughout the Dundee office in line with the specific details outlined in the ITT.

The Contractor shall provide all the necessary resource, equipment and consumables to ensure the schedule of works are completed in line with the contract requirements.

The cleaning services will consist of, but are not limited to, the following areas:

- General Cleaning (including desks, toilets, kitchens, cafés, meeting rooms, other work areas and flooring.)
- IT and Equipment Cleaning
- Specialist/additional cleaning

See Appendix A and scope of service for full details.

The value quoted is for the full four year duration of the contract

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

Quality criterion - Name: Methodology, including approach, Consumables and Innovation /  
Weighting: 40

Quality criterion - Name: Project team Structure / Weighting: 20

Quality criterion - Name: Sustainability / Weighting: 20

Quality criterion - Name: Health and Safety Requirements / Weighting: 15

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

### **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 IV. Procedure**

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

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

Open 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: [2021/S 000-011254](#)

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

### **Lot No**

3

### **Title**

Edinburgh

A contract/lot is awarded: Yes

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

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

30 August 2021

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

Number of tenders received: 5

Number of tenders received from SMEs: 4

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

Number of tenders received from tenderers from non-EU Member States: 5

Number of tenders received by electronic means: 5

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

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

Perfect Clean Edinburgh Ltd

13 Hill Street

Edinburgh

EH2 3JP

Telephone

+44 7403451742

Country

United Kingdom

NUTS code

- UKM - Scotland

The contractor is an SME

Yes

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

Total value of the contract/lot: £129,413

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

### **Lot No**

4

### **Title**

Glasgow

A contract/lot is awarded: Yes

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

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

30 August 2021

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

Number of tenders received: 4

Number of tenders received from SMEs: 3

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

Number of tenders received from tenderers from non-EU Member States: 4

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**

Mario Group Facility Management Limited

1 Eagle Street,, Galsgow

Glasgow City

G4 9XA

Telephone

+44 1413786000

Country

United Kingdom

NUTS code

- UKM82 - Glasgow City

The contractor is an SME

Yes

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

Total value of the contract/lot: £205,040



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

### **Lot No**

6

### **Title**

Kilmarnock

A contract/lot is awarded: Yes

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

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

30 August 2021

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

Number of tenders received: 2

Number of tenders received from SMEs: 2

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

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

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

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

Scotclean Services

47 Westray Drive, Kilmarnock

Kilmarnock

KA3 2GR

Telephone

+44 1563536791

Country

United Kingdom

NUTS code

- UKM93 - East Ayrshire and North Ayrshire mainland

The contractor is an SME

Yes

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

Total value of the contract/lot: £33,492

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

#### **Lot No**

8

#### **Title**

Dundee

A contract/lot is awarded: Yes

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

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

30 August 2021

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

Number of tenders received: 1

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: 1

Number of tenders received by electronic means: 1

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

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

BTM Cleaning Services

61A High Street

Musselburgh

EH21 7AB

Telephone

+44 131644083

Country

United Kingdom

NUTS code

- UKM75 - Edinburgh, City of

The contractor is an SME

Yes

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

Total value of the contract/lot: £34,975

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

### **Lot No**

2

### **Title**

Bellshill

A contract/lot is awarded: Yes

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

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

30 August 2021

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

Number of tenders received: 4

Number of tenders received from SMEs: 2

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

Number of tenders received from tenderers from non-EU Member States: 4

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**

Accelerate Cleaning Solutions LTD

1st Floor , CEBC, Market Place

Hadleigh

IP7 5DN

Telephone

+44 7585334565

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

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

Total value of the contract/lot: £107,487

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## **Section VI. Complementary information**

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

Due to ongoing restrictions our offices are currently closed.

(SC Ref:667361)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place,

Glasgow

G5 9 DA

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In the first instance, contact the Senior Director of Facilities Management and Procurement at Scottish Enterprise, with any concerns or enquiries. Email: <https://www.scottish->

[enterprise.com/help/contact-us](http://enterprise.com/help/contact-us).

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015, may bring proceedings that will be started in the High Court.

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

Scottish Government

5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[SPOEprocurement@scotland.gsi.gov.uk](mailto:SPOEprocurement@scotland.gsi.gov.uk)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

<http://www.gov.scot/Topics/Government/Procurement/Selling/supplier-enquiries>