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Tender

## **CT0812 - Stair Cleaning for Council Owned and Mixed Tenure Blocks**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2021/S 000-001990

Procurement identifier (OCID): ocids-h6vhtk-028f1c

Published 1 February 2021, 5:32pm

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Jamie Smart

#### **Email**

[jamie.smart@edinburgh.gov.uk](mailto:jamie.smart@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

CT0812 - Stair Cleaning for Council Owned and Mixed Tenure Blocks

Reference number

CT0812

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

- 90910000 - Cleaning services

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

Services

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

The City of Edinburgh Council intends to appoint 3 suitably qualified and experienced contractors to a framework for the provision and delivery of communal stair cleaning services and open access deck cleaning services, to approximately 2500 - 3000 blocks within the boundaries of the City of Edinburgh Council, the numbers are indicative and not guaranteed. Service users can be in Council properties, privately owned blocks or mixed tenure blocks.

The framework is expected to commence in July 2021 and will continue for a period of 2 years, with an optional further period of 2 years

Bidder should note TUPE may apply

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

This contract is divided into lots: No

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

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

- 90910000 - Cleaning services
- 90911000 - Accommodation, building and window cleaning services

- 90911100 - Accommodation cleaning services
- 90900000 - Cleaning and sanitation services

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

NUTS codes

- UKM75 - Edinburgh, City of

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

It is the Councils intention to conduct a 2-stage tender process for a 4 year contract on a 2+1+1 basis.

There is an emphasis on quality as well as price and submissions will be assessed on the most economically advantageous tender based on a ratio of 60% Price and 40% Quality.

Contractors should be aware that being appointed to the Framework is no guarantee work and that the Council will apply the following methodology to all orders placed.

Framework Operation

The 1st ranked contractor within the Framework will be offered the initial business (2000 to 2500 stairs) in the first instance throughout the Framework Contract period.

If, for whatever reason, the 1st ranked contractor cannot meet the requirements during the Framework Contract period the 2nd ranked contractor will be offered the work and so on.

This arrangement is required to drive best value whilst ensuring business continuity.

For substantial additions to the service or for additional services, the Council may conduct a mini competition between the three framework providers.

The requirement:

Standard weekly cleans to properties as detailed within the Short Service Specification, comprise of cleaning of all internal communal areas, the main entrance, stairwells, landings, corridors/access walkways and rear entrance. This also includes any steps, porches and/or plats. All works must be carried out in accordance with the British Institute of Cleaning Science recommendations.

All works must comply with the latest edition of the Health and Safety at Work Regulations

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Up to two additional year long extensions. (2+1+1).

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

Envisaged number of candidates: 6

Objective criteria for choosing the limited number of candidates:

The Council will evaluate the responses to the SPD to shortlist the top six scoring suitable Bidders to progress to the Invitation to Tender stage. Full details of the evaluation process and scoring methodology can be found in the SPD Instruction Document

**II.2.10) Information about variants**

Variants will be accepted: No

**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**

The Council may be required to provide additional services either as a temporary, permanent or ad hoc arrangement. These may include, but are not limited to:

graffiti removal,

chute cleaning, and

fire damage cleaning.

Full blocks with different requirements

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

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

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

as per the Tender documents.

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

List and brief description of selection criteria

4B.1 Bidders are required to have a minimum “general” annual turnover of 660,000 GBP for the last two financial years. Where a Bidder does not have an annual turnover of this value, the Council may exclude the Bidder from the competition or may apply discretion seeking supporting evidence to determine the Bidder’s suitability to proceed in the competition.

#### **4B.4**

Bidders will be required provide the following information in response to 4B.4:

- o Current ratio for Current Year: 1.15
- o Current ratio for Prior Year: 1.15

The formula for calculating a Bidder’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.15. Where a Bidders’ current ratio is less than the acceptable value, the Council may exclude the Bidder from the competition or may apply discretion seeking supporting evidence to determine the Bidder’s suitability to proceed in the competition.

#### **4B.5**

Bidders are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- o a. Employers (Compulsory) Liability Insurance - 5m GBP
- o b. Public and Products Liability Insurance - 5m GBP
- o c. Motor Insurance – Fully Comprehensive – variable

Where a Bidder does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Bidder from the competition.

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

List and brief description of selection criteria

#### **Question 4C.1.2 30%**

Bidders are required to provide three relevant examples of projects/contracts carried out in the last five years of similar nature and scope to this contract.

#### **Question 4C.6 20%**

Bidders are required to submit a detailed organisation chart detailing team structure identifying personnel both operationally based, and office based. Bidders should provide clear definition of roles, responsibilities and reporting lines.

#### **Question 4C.6.1 20%**

Bidders are required to provide a CVs detailing professional and educational qualifications of the bidder's managerial staff and key operatives detailing their relevant skills and experience which contribute to the successful delivery of projects of a similar scale, and nature to this contract.

#### **Question 4C.7 15%**

Bidders are required to provide details of the environmental management measures which the bidder will be able to use when performing the contract.

#### **Question 4C.9 15%**

Bidders are required to provide a statement of the technical resources such as the tools, plant, facilities, and vehicles and any other equipment available to your organisation

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract



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## **Section IV. Procedure**

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

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

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

#### **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 173-419267](#)

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

Date

3 March 2021

Local time

12:00pm

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

22 March 2021

#### **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: Yes

Estimated timing for further notices to be published: If extensions not utilised - Late 2022

If extensions utilised - late 2024

### **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**

Potential bidders should note that TUPE may or may not apply to some or all of the personnel currently assigned to undertakings that are currently performing part or all of the duties described in the Service Specifications. Tenderers should, prior to submitting their Tender, take their own specific legal advice to ascertain whether TUPE could be held to apply to such undertakings and, if so, how that would impact on their Tender.

More details will be provided at point of tender.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=642763](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=642763).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:  
<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Types of community benefits which the Council would like to include within this contract may include, but are not limited to:

- targeted recruitment and training e.g. jobs, training, work experience, job shadowing opportunities, apprenticeships for young persons and unemployed individuals
- supported employment for people with disabilities or other disadvantaged groups
- promotion of job opportunities through local agencies
- training for existing workforce
- mentoring – suppliers offering support and guidance to local organisations and individuals
- suppliers using community venues and other community services
- promotion of certain supply chain subcontractors (Small to Medium Enterprises, enterprises, supported businesses, Third Sector Organisations);
- the staff of suppliers undertaking volunteering within communities;
- community enhancement - resources provided for community facilities (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency);
- outreach and education opportunities within the community to those associated with or impacted by the types of service provided e.g. promoting careers in construction and trades or care and support to local schools;
- sponsorship of local organisations;
- community consultation, engagement and strengthening of community relations;
- equal opportunities in terms of the supplier's staffing and access to services.

(SC Ref:642763)

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

**VI.4.1) Review body**

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

Eh11LB

Country

United Kingdom