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Tender

## **T954 - Periodic Contract Cleaning Framework**

University of Essex

F02: Contract notice

Notice identifier: 2023/S 000-002729

Procurement identifier (OCID): ocds-h6vhtk-039bc1

Published 30 January 2023, 10:10am

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

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

University of Essex

Wivenhoe Park

Colchester

CO4 3SQ

#### **Contact**

Aston Baker

#### **Email**

[ab17001@essex.ac.uk](mailto:ab17001@essex.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKH3 - Essex

**Internet address(es)**

Main address

[www.essex.ac.uk](http://www.essex.ac.uk)

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

**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**

T954 - Periodic Contract Cleaning Framework

Reference number

DN1451

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

- 90910000 - Cleaning services

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

Services

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

The University of Essex wishes to establish a new framework agreement for periodic contract cleaning across three lots that will ensure that the University has access to a number of experienced, capable and good value cleaning contractors to meet the cleaning needs that arise at various points during the academic year. Details of individual lots are as follows;

Lot 1: Summer Period (July & September): Following end of tenancy move out of undergraduate students (July) and postgraduate students (September). Deep cleaning to bedrooms with and without ensuite bathrooms and scheduled “sparkle” cleaning to communal areas; consisting of shared bathrooms, communal kitchens, foyers, lobby’s, stairwells and corridors.

Lot 2: Summer Period (July – August): Regular service cleaning to residential areas during Event Essex conference period alongside our in-house cleaning team. Bidders may be required to provide additional staff for the last week of September.

Lot 3: Termly office cleaning in academic and administrative areas three times per academic year (December, April & August). Please note the current academic year runs from September 2022 to August 2023, therefore call off order no.1 for lot 3 will be for August 2023 only. Bidders to note that there is a maximum period of 4 weeks to complete this work, there is no minimum period.

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

Value excluding VAT: £512,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

Lot 1: Summer Period (July & September): Following end of tenancy move out of undergraduate students (July) and postgraduate students (September). Deep cleaning to bedrooms with and without ensuite bathrooms and scheduled “sparkle” cleaning to communal areas; consisting of shared bathrooms, communal kitchens, foyers, lobby’s, stairwells and corridors.

Lot No

1

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKH3 - Essex

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

Lot 1: Summer Period (July & September): Following end of tenancy move out of undergraduate students (July) and postgraduate students (September). Deep cleaning to bedrooms with and without ensuite bathrooms and scheduled “sparkle” cleaning to communal areas; consisting of shared bathrooms, communal kitchens, foyers, lobby’s, stairwells and corridors.

Each Summer, typically during July, the University will host a number of summer school and conference events on campus. Delegates attending the events will have the opportunity to use the available University accommodation. Student accommodation such as bedrooms and ensuite bathrooms are not serviced by our in-house cleaning teams during the period of student tenancy, generally Oct – July, the communal areas; shared

bathrooms, communal kitchens, foyers, lobby's, stairwells and corridors are serviced at least weekly during the student tenancy by our in-house cleaning team. The cleaning services described in lot 1 must take place during the changeover period from student use to delegate use which is ordinarily one week (7 days) using an agreed phased approach for delivery. The cleaning process is then repeated again following post graduate move-out in September. Typical requirements are shown in lot 1 cleaning schedule documents.

#### **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: £320,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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) Description**

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

Lot 2: Summer Period (July – August): Regular service cleaning to residential areas during Event Essex conference period alongside our in-house cleaning team. Bidders

may be required to provide additional staff for the last week of September.

Lot No

2

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKH3 - Essex

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

Lot 2: Summer Period (July – August): Regular service cleaning to residential areas during Event Essex conference period alongside our in-house cleaning team.

Over the summer period, generally July and August, residential areas are used by Event Essex conference guests who are attending events on campus. There is a requirement to provide general cleaning and servicing to these areas alongside our in-house cleaning team. Bidders are expected to provide a team of cleaning staff in order to fulfil these requirements. This team will be supervised by our in-house cleaning team and typical requirements are shown in lot 2 cleaning schedule documents.

### **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: £120,000

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

Duration in months

48

This contract is subject to renewal

No

### **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) Description**

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

Lot 3: Termly office cleaning in academic and administrative areas three times per academic year (December, April & August). Please note the current academic year runs from September 2022 to August 2023, therefore call off order no.1 for lot 3 will be for August 2023 only. Bidders to note that there is a maximum period of 4 weeks to complete this work, there is no minimum period.

Lot No

3

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

- 90919200 - Office cleaning services

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

NUTS codes

- UKH3 - Essex

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

Lot 3: Termly office cleaning in academic and administrative areas three times per academic year (December, April & August). Please note the current academic year runs from September 2022 to August 2023, therefore call off order no.1 for lot 3 will be for August 2023 only. Bidders to note that there is a maximum period of 4 weeks to complete this work, there is no minimum period.

There is a requirement for termly office cleaning across the academic and administrative

estate, totalling approx. 1200 offices of various sizes. These offices will require cleaning as detailed in lot 3 cleaning schedule documents. During termly vacation periods, namely December, April and August. The University of Essex requires the office areas to be cleaned outside of normal working hours (currently Monday to Friday / 9am to 5pm) when there are less occupants in these areas. The preference would be either 5.30am to 8.30am and/or 5pm to 8pm. (Cleaning outside of these times, including within office hours, will be considered in exceptional circumstances).

#### **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: £72,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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

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## **Section IV. Procedure**

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



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

Open 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: 5

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A - 48 Month framework planned

#### **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

8 March 2023

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

8 March 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court, Royal Courts of Justice

The Strand

London

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United Kingdom