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Tender

## **The Key Educational Trust ~ Cleaning Tender**

Key Educational Trust

F02: Contract notice

Notice identifier: 2023/S 000-003113

Procurement identifier (OCID): ocds-h6vhtk-03a1fd

Published 1 February 2023, 2:05pm

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

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

Key Educational Trust

Old Road, Stone

Staffordshire

ST15 8JD

#### **Email**

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

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKG2 - Shropshire and Staffordshire

**Internet address(es)**

Main address

<https://www.thekeyeducationaltrust.org.uk>

**I.3) Communication**

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

<https://litmustms.co.uk/respond/97ASRPCY77>

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**

The Key Educational 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 for The Key Educational Trust at the following sites;

- Christ Church Academy – Old Road, Stone, Staffordshire, ST15 8JD
- Christ Church First School - Northesk Street, Stone, Staffordshire, ST15 8EP
- Oulton First School – Rock Crescent, Oulton, Stone, Staffordshire, ST15 8UH

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

Value excluding VAT: £390,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

## II.2.4) Description of the procurement

The successful Supplier will be required to provide cleaning services for The Key Educational Trust at the following sites;

- Christ Church Academy – Old Road, Stone, Staffordshire, ST15 8JD
- Christ Church First School - Northesk Street, Stone, Staffordshire, ST15 8EP
- Oulton First School – Rock Crescent, Outlon, Stone, Staffordshire, ST15 8UH

Below is an overview of the academies currently in the Trust:

### Christ Church Academy (CCA)

The largest academy in the Trust, a middle school covering Year 5 to 8 (age 9-13yrs) and currently has 552 pupils and a PAN of 600.

### Christ Church CofE First School (CCFS)

Covers Reception to Year 4 (age 3-9yrs) and currently has 146 pupils and a PAN of 148.

### Oulton CofE First School (OFS)

Covers Nursery (12 x 15 hour funded places), Reception to Year 4 (age 3-9yrs) and currently has 69 pupils and 11 filled nursery places. OFS PAN is 70 (reception to year 4).

The contract will commence on 1 September 2023 for a period of three years, with the potential for an extension of up to a further three years on a 1 + 1 + 1 basis.

This contract will be fixed price in nature with the successful Supplier also guaranteeing the number of input hours to the contract as well as the quality of cleaning provision.

Whilst the monthly charge will represent one-twelfth of the contract cost, a reconciliation will take place monthly to reconcile the actual hours worked within the school contract. If the hours worked are less than those budgeted for a credit will be required by the schools. This credit will be calculated by dividing the annual contract cost (fixed cost) by the number of annual input hours to arrive at a contractual cost per hour, this will then be multiplied by the number of hours due to arrive at the fiscal credit.

We are seeking a suitably experienced Supplier who has current experience of working within the education sector, ideally with a strong operational base within the Staffordshire Area, thus allowing for both adequate contract support and operational flexibility that is to be delivered to support the contract as and when needed during the contract term.

A robust level of management support must be provided by the successful contractor to ensure that the detailed specification is delivered within the contract on a consistent basis within the contract period.

The scope of the contract covers all of the cleaning provision within the school's including all holiday and periodic cleans.

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 senior management team within The Key Educational Trust on the contract performance.

The current contract is provided by two separate contractors and the cost of cleaning for this contractual year is expected to be in the region of £65,000.00 per annum.

The Key Educational Trust is expected to grow in the number of schools becoming part of the trust during this contract period, and the provision of catering services within these schools when they have joined the MAT will fall under the scope of this contract. The successful contractor will be expected to provide this service within these additional schools using the same costing model, ratios etc. that they applied to their successful tender submission for The Key Educational Trust 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.

Please note: Further schools may be added to the contract during the tender process and during the life of the contract as detailed above.

See SQ document for further details.

#### **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: £390,000

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

Start date

1 September 2023

End date

31 August 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

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

To respond to this opportunity please click here:

<https://litmustms.co.uk/respond/97ASRPCY77>

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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

10 March 2023

Local time

12:00pm

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

3 April 2023

#### **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.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-Staffordshire:-School-cleaning-services./97ASRPCY77>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/97ASRPCY77>

GO Reference: GO-202321-PRO-22021443

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

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

Key Educational Trust

Staffordshire

Country

United Kingdom