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Tender

## **Bushey St James Trust ~ Cleaning Tender**

Bushey St James Trust  
Bushey Meads Secondary School  
Little Reddings Primary School  
Hartsbourne Primary School

F02: Contract notice

Notice identifier: 2025/S 000-005379

Procurement identifier (OCID): ocds-h6vhtk-04e2b2

Published 17 February 2025, 2:05pm

## **Section I: Contracting authority**

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

Bushey St James Trust

C/O Bushey Meads School, Coldharbour Lane, Bushey

Hertfordshire

WD23 4PA

### **Email**

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

### **Telephone**

+44 1276673880

### **Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Bushey Meads Secondary School

Coldharbour Lane, Bushey

Hertfordshire

WD23 4PA

**Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

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

Little Reddings Primary School

Harcourt Road, Bushey, Watford

Hertfordshire

WD23 3PR

### **Email**

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

### **Telephone**

+44 1276673880

### **Country**

United Kingdom

### **Region code**

UKH23 - Hertfordshire

### **Internet address(es)**

Main address

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

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

Hartsbourne Primary School

Hartsbourne Road, Bushey Heath

Hertfordshire

WD23 1SJ

### **Email**

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

**Telephone**

+44 1276673880

**Country**

United Kingdom

**Region code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

<https://hartsbourne.org.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/REBH9324JR>

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**

Bushey St James 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 Bushey St James Trust is an exciting multi academy trust in Bushey, Hertfordshire made up of three academy schools, Bushey Meads Secondary School, Little Reddings Primary School and Hartsbourne Primary School.

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

Value excluding VAT: £801,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKH23 - Hertfordshire

Main site or place of performance

Hertfordshire

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

The Bushey St James Trust is an exciting multi academy trust in Bushey, Hertfordshire made up of three academy schools, Bushey Meads Secondary School, Little Reddings Primary School and Hartsbourne Primary School.

In February 2012 Bushey Meads Secondary School and Little Reddings Primary School formed the Multi Academy Trust and the purpose behind the joint application was to develop links between primary and secondary phase education. The MAT expanded to three schools with Hartsbourne Primary School joining in December 2017. The long-term vision of the Trust is to expand further to include other local schools.

The tender project is seeking to appoint Cleaning services contractor whose initiative and innovation will be welcomed for the provision of service within the existing facilities the 1243 students and 180 teaching and support staff at Bushey Meads School, 316 students and 47 staff at Little Reddings Primary School and the 183 students and 30 staff at Hartsbourne Primary School with a focus on cleaning excellence.

The contract being tendered is for three years in duration from 1st January 2026 to 31st December 2028.

The School year is based on a calendar of 195 days. Five days are to be used for staff professional development which means that School will be open to receive students for the legal minimum of 190 days.

The contract offered covers the scope for the provision of all cleaning services within the School(s), which currently includes:

Bushey Meads School - 10700 sqm<sup>2</sup>

Little Reddings School - 2400 sqm<sup>2</sup>

Hartsbourne Primary School - 1109 sqm<sup>2</sup>

Whilst the School prioritises value for money as a key objective of the Competitive Tender Process, the Governing body is not obliged to accept the lowest price.

The value of the current contract is: -

2023-24

Bushey Meads School 175k

Little Reddings Primary School 71k

Hartsbourne Primary School 21k

Bushey St James Trust expects the successful contractor to enable the continued development of cleaning services. The School expects the successful tenderer to evidence, through their bid, how they shall support and complement its values and support the principles of the school.

As a school who are continually seeking ways to improve and develop the ethos and environment for students and staff, to give them the facilities they deserve and need to meet the challenges of the 21st Century.

Please be advised that this contract will be let on a 3-year fixed price basis.

### **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: £801,000

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

Start date

1 January 2026

End date

31 December 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

18 April 2025

Local time

12:00pm

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

26 May 2025

#### **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-Hertfordshire:-School-cleaning-services./REBH9324JR>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/REBH9324JR>

GO Reference: GO-2025217-PRO-29457959

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

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

Bushey St James Trust

C/O Bushey Meads School, Coldharbour Lane, Bushey

Hertfordshire

WD23 4PA

Email

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

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