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Tender

## **FM20033 - Commercial & Specialist Cleaning Services and Commercial Waste Collection & Recycling Services**

UK Research and Innovation

F02: Contract notice

Notice identifier: 2021/S 000-006268

Procurement identifier (OCID): ocids-h6vhtk-029fee

Published 26 March 2021, 4:33pm

The closing date and time has been changed to:

**11 May 2021, 10:00am**

See the [change notice](#).

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

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

UK Research and Innovation

Polaris House, North Star Avenue

SWINDON

SN2 1FF

#### **Contact**

Rhedyn Griffiths

#### **Email**

[fmprocurement@uksbs.co.uk](mailto:fmprocurement@uksbs.co.uk)

**Telephone**

+44 7849079788

**Country**

United Kingdom

**NUTS code**

UKJ - South East (England)

**Internet address(es)**

Main address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

**I.3) Communication**

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

<https://www.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/>

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

Body governed by public law

**I.5) Main activity**

Other activity

Public Procurement

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## **Section II: Object**

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

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

FM20033 - Commercial & Specialist Cleaning Services and Commercial Waste Collection & Recycling Services

Reference number

FM20033

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

- 90000000 - Sewage, refuse, cleaning and environmental services

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

Services

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

UK Shared Business Services Ltd (UK SBS) on behalf of UK Research and Innovation (UKRI), wish to appoint Contractor(s) for Commercial and Specialist Cleaning Services and Commercial Waste Collection & Recycling Services.

UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as amended from time to time) (the "Regulations").

This is a Services Contract being procured under Open OJEU Procedure Regulations.

The award of this Contract will be based on 2 Lots:

- Lot 1: Commercial Cleaning Services, Specialist Cleaning, Feminine Hygiene Units, Dust Mats, Site Window and Cladding Cleaning
- Lot 2: Commercial Waste Collection and Recycling Services

The lotting of this procurement will facilitate the greater aggregation of public sector demand and enable public sector to leverage greater efficiencies.

It is intended that one provider will be appointed for each of the Lots detailed above, however potential providers are invited to tender for one or more Lots on an individual basis.

See section I.3) for access to procurement documentation.

UK SBS will be used the Delta eSourcing Portal for this procurement. The access code is 6Z6RYUVU5N

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

Value excluding VAT: £6,550,000

### **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**

FM20033-01 - Commercial Cleaning Services, Specialist Cleaning, Feminine Hygiene Units, Dust Mats, Site Window and Cladding Cleaning

Lot No

1

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

- 90000000 - Sewage, refuse, cleaning and environmental services

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

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Rutherford Appleton Laboratory

Harwell Oxford

Didcot

Oxfordshire

OX11 0QX

Chilbolton Observatory

Drove Road

Stockbridge

Hampshire

SO20 6BJ

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

UK Shared Business Services Ltd (UK SBS) on behalf of UK Research and Innovation (UKRI), wish to appoint a provider for Commercial Cleaning Services, Specialist Cleaning, Feminine Hygiene Units, Dust Mats, Site Window and Cladding Cleaning.

The overall requirement is for a fully integrated and seamless commercial and specialist cleaning service incorporating management of window and cladding cleaning, provision and servicing of feminine hygiene units and dust mats.

The site has a growth plan which the contract is required to respond to. Changes in buildings may include new, extended or buildings that are removed, therefore, the contract services will change over the life of the contract. Appendix 1 details the current buildings and indicates new buildings that will be coming on line during the life of the contract.

The Contractor is required to acquire an awareness and understanding of the site and associated areas within the scope of the contract and provide capability and capacity that is directly accessible at a local level so that the contract can be proactively managed and supported. This capability and expertise will need to include human resource professionals and senior representation that is both visible and available to the contract on a frequent basis. The Contractor will provide industry expertise on innovations, environmental sustainability, benchmarking and provide expert opinion on how to innovate and professionalise the service.

General Introduction to the Service Requirements

The cleaning service requirement has three distinct functional elements which are discussed in more detail within the specification:

- Routine cleaning - daily janitorial service and out of hours cleaning, currently includes a Covid 19 specification, office, communal space, external signage cleaning (low level) and facilities (kitchens, toilets, showers etc.,).
- Supply of Labour - Cleaning staff are placed in a department to perform specific tasks/specialist cleaning for a specific number of hours (generally in laboratories and workshops).
- Waste Portage - The Cleaning Team have office, welfare and storage space in R24 which is the site waste compound. The Cleaning Team manage movement of waste on site (using STFC owned containers) which includes but is not limited to cardboard and confidential waste, storage and onward use of excess office furniture, disposal of fridges and waste furniture.

Other services include provision of feminine hygiene, dust mats and window and external cladding cleaning, specialist cleaning and consumables:

- Window & Cladding Cleaning - Appendix 4 attached providing detail of requirements for window cleaning per building. There will be additional requirements throughout the year and also there should be a provision for external cladding cleaning which can be included through the window cleaning or separated as appropriate
- Dust mats - Appendix 5 management of supply and regular servicing of all dust mats
- Feminine Hygiene - Appendix 6 management, supply and regular servicing of all sanitary units
- Consumables - Appendix 8 details the standard of consumables to be provisioned, these may only be substituted with authorisation to a product of the same standard and quality. There are varying requirements across the site and STFC seeks to consolidate the requirements to reduce and streamline.
- Deep Cleaning & Specialist cleaning including floors, soft furnishing areas, cleaning specialist equipment, and as required bio-hazardous cleaning.

A brief summary of the requirement has been provided above, please ensure you review the specification and all additional appendices for full details of this requirement. All documents relating to the procurement can be found within the Stage One: Overview Section on the Delta eSourcing Portal.

UK SBS is managing this procurement process in accordance with the Public Contracts

Regulations 2015 (as amended from time to time) (the "Regulations").

This is a Services Contract being procured under Open OJEU Procedure Regulations.

See section I.3) for access to procurement documentation.

UK SBS will be using the Delta eSourcing Portal for this procurement. The access code is 6Z6RYUVU5N

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

Quality criterion - Name: Quality / Weighting: 70.00

Price - Weighting: 30.00

### **II.2.6) Estimated value**

Value excluding VAT: £6,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This contract is being let as a 3-year fixed term with the option to extend for a further 1 year.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

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

FM20033-02 - Commercial Waste Collection and Recycling Services

Lot No

2

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

- 90000000 - Sewage, refuse, cleaning and environmental services

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

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Rutherford Appleton Laboratory

Harwell Oxford

Didcot

Oxfordshire

OX11 0QX

Chilbolton Observatory

Drove Road

Stockbridge

Hampshire

SO20 6BJ

The Cosener's House

Abbey Close



Abingdon

Oxfordshire

OX14 3JD

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

UK Shared Business Services (UK SBS) on behalf of UK Research and Innovation (UKRI), wish to appoint a provider for Commercial Waste Collection and Recycling Services for the Science and Technology Facilities Council (STFC).

The Contracting Authority wishes to appoint a Contractor capable of delivering a fully integrated and seamless commercial waste management and recycling service.

As part of UKRI, STFC falls under the statutory reporting requirements of the Greening Government Commitments (GGC). GGC targets for 2021/22 - 2024/25 have yet to be set but for the purpose of this contract the Contractor must be able to meet all GGC targets.

STFC seeks to reuse or recycle as many of its non-hazardous waste streams as possible and currently this includes paper, cardboard, newspapers and magazines, plastic bottles, plastic cups, glass and food waste. In line with the progressive and forward-looking intent of this contract, the Contractor should commit to maintaining 100% diversion from landfill and over the contract duration.

### **Material Waste Streams**

The Client places high emphasis in obtaining accurate information on the waste streams it produces, and how it can improve the way waste is managed, and therefore requires proposals that offer:

- On board weighing solutions to measure waste by identifying actual lifts of individual containers weighed at the time of collection so that be trusted and used to benchmark the past and predict future trends in site waste generation.
- Providing solutions for tracking and reporting on waste volumes per bin and per stream to enable measurement at a more granular level e.g. building level
- Providing feedback on contamination at a sufficiently granular level to allow STFC to target training and education.
- Provision for new waste streams and responding to increase of current waste streams in response to campus growth.

The approximate quantity of waste produced by STFC in the last year is summarised in the specification. It is expected that volumes of waste, containers and frequencies will change in the course of the contract as recycling increases and the service is made more efficient and with accurate reporting.

#### Bin Provision and Containerisation

Appendix 3 details the number, sizes and maximum collection frequency of the bins that are currently on site. This is provided for information, not as a specification of the containers that must be provided by the Contractor. The Contractor shall make its own assessment of the number and range of bins that the Contractor considers necessary to meet STFC's requirements in readiness for day 1 of the contract in the most cost-effective and sustainable way, taking account of the tonnages stated in the specification.

It is not expected that this will have an impact on the bid price submitted.

The Contractor shall have overriding responsibility for bin and container provision including responsibility for their maintenance and renewal. The Contractor shall monitor the condition of bins and containers on site and provide a report for the Client's review for recommended repairs or replacement.

To assist with ad hoc service requirements, the Contractor shall provide skip rental charge and a container emptying charge for the following open waste skips capacities: 2,4,6,8,12,20 and 40 cu yard. Options for enclosed, lockable open skips are also required. It is assumed that the same per kilogramme fee/rebate will apply regardless of container size.

A brief summary of the requirement has been provided above, please ensure you review the specification and supporting appendices for full details of this requirement. All documents relating to this procurement can be found within the Stage One: Overview Section on the Delta eSourcing Portal.

UK SBS is managing this procurement process in accordance with the Public Contracts Regulations 2015 (as amended from time to time) (the "Regulations").

This is a Services Contract being procured under Open OJEU Procedure Regulations.

See section I.3) for access to procurement documentation.

UK SBS will be using the Delta eSourcing Portal for this procurement. The access code is 6Z6RYUVU5N

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

Quality criterion - Name: Quality / Weighting: 60.00

Price - Weighting: 40.00

### **II.2.6) Estimated value**

Value excluding VAT: £550,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Contract is being let as a 3-year fixed term with the option to extend for a further 1 year.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: 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**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 034-081720](#)

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

Originally published as:

Date

4 May 2021

Local time

10:00am

Changed to:

Date

11 May 2021

Local time

10:00am

See the [change notice](#).

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

4 May 2021

Local time

11:00am

Place

Electronically

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: No

### VI.3) Additional information

All submissions will be assessed in accordance with the Public Contracts Regulations 2015, for procurement values that exceed Regulation 5 (Threshold amounts).

Responses must be received by the date in the tender documentation; responses received outside of the deadline or not sent via the Delta eSourcing portal will not be accepted or considered further for this opportunity.

As a user of the Delta eSourcing Portal you will have access to the Delta messaging service which facilitates all messages sent to you and from you in relation to any specific tender event. Please note it is your responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The contracting authority expressly reserves the right:

(i) not to award any contract as a result of the procurement process commenced by publication of this notice; and

(ii) to make whatever changes it may see fit to the content and structure of the procurement and in no circumstances will the contracting authority be liable for any costs incurred by any supplier. If the contracting authority decides to enter into a contract with the successful supplier, this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of bidders.

How to apply

UK Shared Business Services Ltd (UK SBS) will be using the Delta eSourcing Portal for this procurement.

To register on the Delta eSourcing portal please use the link

<https://www.delta-esourcing.com/> and follow the instructions to register.

If you are already registered on the Delta eSourcing Portal and wish to participate in this procurement, please use the link: <https://www.delta-esourcing.com/> and the follow the

instructions to 'Login'.

Once you are logged into the system you will be able to link yourself into this procurement using the access code: 6Z6RYUVU5N

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

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

UK Shared Business Services Ltd

Swindon

SN3 1FF

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Telephone

+44 1793867005

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)