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Tender

## **01839 Provision of Cleaning Services for the Scottish Prison Service (SPS)**

Scottish Prison Service

F02: Contract notice

Notice identifier: 2022/S 000-007957

Procurement identifier (OCID): ocds-h6vhtk-02eeb3

Published 24 March 2022, 10:17am

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

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

Scottish Prison Service

Calton House, 5 Redheughs Rigg

Edinburgh

EH12 9HW

#### **Contact**

Frances McGuire

#### **Email**

[Frances.McGuire@sps.pnn.gov.uk](mailto:Frances.McGuire@sps.pnn.gov.uk)

#### **Telephone**

+44 1313303773

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

National or federal Agency/Office

## **I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

01839 Provision of Cleaning Services for the Scottish Prison Service (SPS)

Reference number

01839

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

- 90910000 - Cleaning services

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

Services

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

The Scottish Prison Services (SPS) requires cleaning services to be undertaken across a number of SPS sites.

The project may be split into lots with a cluster of SPS sites under each lot (geographically).

Lot 1 - HMP Barlinnie & HMP Loss

Lot 2 - HMP & YOI Cornton Vale, HMP Glenochil, HMP & YOI Polmont and SPS College

Lot 3 - HMP Shotts and SPS Fauldhouse - Central Stores - National Training Centre

Lot 4 - HMP Edinburgh and SPS Headquarters (One Lochside Avenue)

Lot 5 - HMP & YOI Grampian

It is the intention that any Contract(s) awarded as a result of this tender process will be for the provision of fully managed, flexible and reliable services that meet the requirements of the SPS. Full details of the SPS's requirements can be found in Schedule B - Specification (via PCS-T).

#### **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**

01839A Provision of Cleaning Services for the Scottish Prison Service (SPS)

Lot No

1

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

- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90910000 - Cleaning services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

HMP Barlinnie - 81 Lee Avenue, Glasgow, G33 2QX

HMP Low Moss - Crosshill Road, Bishopbriggs, G64 2QB

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

The SPS has commenced this procurement process with the intention of awarding a 42 months Contract with the option to extend for a further 36 months.

Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD) will be published and will be made available to bidders via the Public Contracts Scotland Tender(PCS-T) Portal.

Tender responses will then be evaluated by the SPS in accordance with the ITT.

This will be a single stage process.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for a further 36 months.

#### **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**

Full details of SPS requirements can be found on the Public Contract Scotland Tender (PCS-T) portal.

## **II.2) Description**

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

01839B Provision of Cleaning Services for the Scottish Prison Service (SPS)

Lot No

2

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

- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90910000 - Cleaning services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

HMP & YOI Cornton Vale - Stirling FK9 5NY

HMP Glenochil - Clackmannanshire FK10 3AD

HMP & YOI Polmont - Falkirk FK2 0AB

SPS College - Falkirk FK2 0DE

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

The SPS has commenced this procurement process with the intention of awarding a 42 months Contract with the option to extend for a further 36 months.

Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD) will be published and will be made available to bidders via the Public Contracts Scotland Tender(PCS-T) Portal.

Tender responses will then be evaluated by the SPS in accordance with the ITT.

This will be a single stage process.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for a further 36 months.

### **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**

Full details of SPS requirements can be found on the Public Contract Scotland Tender (PCS-T) portal.

## **II.2) Description**

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

01839C Provision of Cleaning Services for the Scottish Prison Service (SPS)

Lot No

3

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

- 90911000 - Accommodation, building and window cleaning services
- 90911200 - Building-cleaning services
- 90910000 - Cleaning services

**II.2.3) Place of performance**

NUTS codes

- UKM - Scotland

Main site or place of performance

HMP Shotts - Canthill Road, Shotts, ML7 4LF

SPS Fauldhouse - Central Stores - Station Road, Fauldhouse, West Lothian, EH47 9DJ

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

The SPS has commenced this procurement process with the intention of awarding a 42 months Contract with the option to extend for a further 36 months.

Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD) will be published and will be made available to bidders via the Public Contracts Scotland Tender(PCS-T) Portal.

Tender responses will then be evaluated by the SPS in accordance with the ITT.

This will be a single stage process.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

42

This contract is subject to renewal



Yes

Description of renewals

There is an option to extend for a further 36 months.

#### **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**

Full details of SPS requirements can be found on the Public Contract Scotland Tender (PCS-T) portal.

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

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

01839D Provision of Cleaning Services for the Scottish Prison Service (SPS)

Lot No

4

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

- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90910000 - Cleaning services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

HMP Edinburgh - 33 Stenhouse Road, Edinburgh, EH11 3LN

SPS Headquarters - One Lochside Avenue, Edinburgh, EH12 9DJ

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

The SPS has commenced this procurement process with the intention of awarding a 42 months Contract with the option to extend for a further 36 months.

Following publication of the Contract Notice, an Invitation to Tender (ITT) including the Single Procurement Document (SPD) will be published and will be made available to bidders via the Public Contracts Scotland Tender(PCS-T) Portal.

Tender responses will then be evaluated by the SPS in accordance with the ITT.

This will be a single stage process.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for a further 36 months.

#### **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**

Full details of SPS requirements can be found on the Public Contract Scotland Tender (PCS-T) portal.

## **II.2) Description**

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

01839E Provision of Cleaning Services for the Scottish Prison Service (SPS)

Lot No

5

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

- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90910000 - Cleaning services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

HMP & YOI Grampian - South Road, Peterhead, AB42 2YY

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

The SPS has commenced this procurement process with the intention of awarding a 42 months Contract with the option to extend for a further 36 months.

Following publication of the Contract Notice, an Invitation to Tender (ITT) including the

Single Procurement Document (SPD) will be published and will be made available to bidders via the Public Contracts Scotland Tender(PCS-T) Portal.

Tender responses will then be evaluated by the SPS in accordance with the ITT.

This will be a single stage process.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for a further 36 months.

#### **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**

Full details of SPS requirements can be found on the Public Contract Scotland Tender (PCS-T) portal.

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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

Bidders must pass the minimum standards sections of the SPD (Scotland). These will be evaluated on a pass/fail basis.

Bidders shall be able to evidence a minimum of Public Liability insurance of GBP5m

Employers Liability insurance of GBP5m

#### **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

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

#### **III.2.2) Contract performance conditions**

The supplier will be expected to provide assurances regarding Fair Work Practices (Living Wage) in respect of those engaged to provide the services.

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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: Yes

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

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

Notice number: [2021/S 000-026438](#)

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

Date

2 May 2022

Local time

2:00pm

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

English

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

Date

3 May 2022

Local time

10:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Site visits will take place of each of the SPS sites - full details can be found in Schedule 5  
- Site Visit Information available on the PCS-T portal.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20789.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:687083)

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

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

Scottish Courts

Edinburgh

EH1 1LB

Country

United Kingdom