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Tender

The Key Educational Trust ~ Cleaning Tender

Key Educational Trust

F02: Contract notice

Notice identifier: 2023/S 000-009058

Procurement identifier (OCID): ocds-h6vhtk-03b6ce

Published 28 March 2023, 7:05pm

Section I: Contracting authority

I.1) Name and addresses

Key Educational Trust

Old Road, Stone

Staffordshire

ST15 8JD

Email

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/Q5H7AJDAY4>

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

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, Oulton, 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 30th October 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

30 October 2023

End date

30 September 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>

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

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

12 May 2023

Local time

12:00pm

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

12 June 2023

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

English

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./Q5H7AJDAY4>

To respond to this opportunity, please click here:

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GO Reference: GO-2023328-PRO-22414705

VI.4) Procedures for review

VI.4.1) Review body

Key Educational Trust

Staffordshire

Country

United Kingdom