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Tender

Castle School Education Trust ~ Cleaning Tender

Castle School Education Trust

F02: Contract notice

Notice identifier: 2021/S 000-010256

Procurement identifier (OCID): ocds-h6vhtk-02af81

Published 11 May 2021, 12:24pm

Section I: Contracting authority

I.1) Name and addresses

Castle School Education Trust

C/O Mangotsfield School, Rodway Hill

Bristol

BS16 9LH

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

NUTS code

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Internet address(es)

Main address

<https://www.cset.co.uk/index.asp>

I.3) Communication

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

<https://litmustms.co.uk/tenders/UK-UK-Bristol:-School-cleaning-services./X68M2R823Y>

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

Castle School Education 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 Castle School Education Trust (CSET).

The seven schools within the tender are:

The Castle School, Park Road, Thornbury, South Gloucestershire, BS35 1HT

Marlwood School, Vattingstone Lane, Alveston, South Gloucestershire, BS35 3LA

Downend School, Westerleigh Road, Downend, South Gloucestershire, BS16 6XA

Mangotsfield School, Rodway Hill, Mangotsfield, Bristol, BS16 9LH

Charfield Primary School, Wotton Road, Charfield, South Gloucestershire, GL12 8TG

Lyde Green Primary School, Willowherb Road, Emersons Green, Bristol, BS16 7LH

Severn Beach Primary School, Ableton Lane, Severn Beach, South Gloucestershire, BS35 4PP

II.1.5) Estimated total value

Value excluding VAT: £2,875,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

Main site or place of performance

Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

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

The contract will commence on 1 January 2022 for an initial period of three years, ending on 31 December 2024, with the opportunity to extend for a further period of two years at the discretion of the governing body.

We are seeking a suitably experienced Supplier who has current experience of working within the primary or secondary school market place, ideally with a strong operational base within the Bristol area, thus allowing for both adequate contract support and operational flexibility that is to be delivered to support the contract as and when required moving forwards into this contract term.

The scope of the contract covers all cleaning provision within all school buildings. 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 Trust and School senior management teams on the contract performance.

Any variations to the contract that are requested by the Client should be invoiced at the agreed rate and should be calculated on an hourly rate per employee needed to carry out the variation to the satisfaction of the contract supervising officer. The Client's requirement shall be for 190 academic days, 5 inset days and 20 days periodic cleaning per annum.

NB: Through this tender process it is CSET's intention to rationalise the number of cleaning weeks staff are contracted to work, to 43 weeks, i.e. 190 days term time cleaning, 5 inset days and 20 day deep cleaning. Currently Castle School cleaning staff contracts range from 52 weeks to 41 weeks, Mangotsfield and Severn Beach Schools are cleaned for 52 weeks. All other schools are currently contracted to 41 weeks cleaning. The HR capability and proposed detailed implementation methodology of the successful contractor requires evidencing.

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 contract. If the hours worked are less than those budgeted for a credit will be required by the Client.

The Client requires that the tendered amount of hours are worked at all times and the successful Supplier is expected to have a system in place to cover for both planned and unplanned leave.

The Supplier shall provide a comprehensive cleaning service to the Client so as to promote a

clean, healthy and safe environment which presents a positive image to all users and visitors.

The schools must at all times meet health, safety and environmental standards appropriate to the schools and its use and the successful Supplier must comply with the Client's health, safety and environmental policies and procedures. The services must be provided so as not to interrupt the routine of the schools.

The focus of our requirement is for a high quality cleaning service, fully compliant to the agreed specification at all times.

The projected cost of cleaning for the current year is circa £575K.

The focus of the requirement is equally for a high quality cleaning service, fully compliant to the agreed specification at all times.

Some Schools may require some caretaking support, however any requirement shall be negotiated after contract award with the successful contractor.

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: £2,875,000

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

Start date

1 January 2022

End date

31 December 2026

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/X68M2R823Y>

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

18 June 2021

Local time

12:00pm

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

12 July 2021

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-Bristol:-School-cleaning-services./X68M2R823Y>

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GO Reference: GO-2021511-PRO-18225732

VI.4) Procedures for review

VI.4.1) Review body

Castle School Education Trust

C/O Mangotsfield School, Rodway Hill

Bristol

BS16 9LH

Country

United Kingdom