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Tender

Window Cleaning Service Framework

UNIVERSITY OF LANCASTER

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-011391

Procurement identifier (OCID): ocds-h6vhtk-064b28

Published 9 February 2026, 1:51pm

Scope

Reference

SP/25/1425

Description

The University, Lancaster University, Bailrigg, LA1 4YW, is inviting tenders on the terms set out in this Invitation to Tender (ITT) to establish a multi-lot Framework agreement for an on-going requirement for Window Cleaning to Academic and Student Residential buildings (both internally & externally). The cleaning is to include windowsills & wiping of frames, glass canopies and main entrances, all internal glass including glass office partitions; glass balustrades and all glass in atrium areas including lifts on campus and at Health Innovation One (HIO); and Chancellor's Wharf, Lancaster City centre.

Normally window cleaning takes place:

- Externally once a year
- Internally once a year

Window cleaning is generally scheduled between March and September each year with occasional requests during the remainder of the year for VIP events. Some of the Student Residence buildings are required for Conference/Summer School accommodation after the students have vacated them so please be aware that approximately 20% of the Residences included in Lot 2 have to be cleaned/turnaround in anything from a 2 to 7-day timeframe

Lancaster University aims to establish a Framework consisting of two Lots with up to three or four suppliers on each Lot.

Commercial tool

Establishes a framework

Total value (estimated)

- £540,000 excluding VAT
- £648,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2028
- Possible extension to 31 March 2030
- 4 years

Description of possible extension:

The contract start date will be around 01/04/2026 and complete by 31/03/2028 for a duration of 24 months, extended/reviewed in 12 month intervals to a maximum of 31/03/30 (maximum 4 year contract) subject to the agreement of both parties and contractual performance.

Main procurement category

Services

CPV classifications

- 90911000 - Accommodation, building and window cleaning services

Contract locations

- UKD - North West (England)

Lot 1. Academic buildings

Description

External window cleaning: The cleaning is to include windowsills & wiping of frames, glass canopies and main entrances.

Internal window cleaning: The cleaning is to include windowsills & wiping of frames, glass office partitions; glass balustrades and all glass in atrium areas including lifts.

Approximately 50 academic buildings, some residential accommodation within academic buildings, and residential buildings at Chancellor's Wharf, Lancaster City centre, of which the majority require specialised cleaning using machinery due to the design of the buildings.

Normally window cleaning takes place:

- Externally once a year

- Internally once a year

Window cleaning is generally scheduled between March and September each year with occasional requests during the remainder of the year for VIP events.

Lot value (estimated)

- £490,000 excluding VAT
- £588,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Residential buildings

Description

External window cleaning: The cleaning is to include windowsills & wiping of frames, glass canopies and main entrances.

Internal window cleaning: The cleaning is to include windowsills & wiping of frames, glass office partitions; glass balustrades and all glass in atrium areas including lifts.

Approximately 185 buildings.

Normally window cleaning takes place:

- Externally once a year
- Internally once a year

Window cleaning is generally scheduled between March and September each year with occasional requests during the remainder of the year for VIP events. Some of the Student Residence buildings are required for Conference/Summer School accommodation after the students have vacated them so please be aware that approximately 20% of the Residences included in Lot 2 have to be cleaned/turnaround in anything from a 2 to 7-day timeframe

Approximately 16 houses at the end of June / early July have a 2 to 3 day timeframe to complete for external and internal window cleaning.

Approximately 30 houses early / mid September have a 7 day timeframe to complete for external and internal window cleaning.

Lot value (estimated)

- £50,000 excluding VAT
- £60,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

On each occasion Lancaster University requires the service, Lancaster University will conduct a mini-competition with all suppliers on the relevant Framework Lot, and award the package of work to the supplier(s) in accordance with the criteria laid out in the mini-competition information. For example, the criterion may be price (alone) against the specified requirements, or MEAT (most economically advantageous tender) through the inclusion of some non-price criteria, provided said criteria does not require the re-submission of information already provided by the Supplier as part of this tender to establish the Framework in the first instance.

Award method when using the framework

With competition

Contracting authorities that may use the framework

Establishing party only

Participation

Legal and financial capacity conditions of participation

Lot 1. Academic buildings

Lot 2. Residential buildings

As set out in the Tender Documents

Technical ability conditions of participation

Lot 1. Academic buildings

Lot 2. Residential buildings

As set out in the Tender Documents

Particular suitability

Lot 1. Academic buildings

Lot 2. Residential buildings

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

2 March 2026, 10:00am

Tender submission deadline

9 March 2026, 10:00am

Submission address and any special instructions

This ITT has been made available to potential tenderers through the University's electronic tendering (e-tendering) portal:

<https://in-tendhost.co.uk/lancaster/aspx/Home>

Tenderers must submit their responses to the ITT through this same portal.

All aspects (documents/attachments/responses) of the tender return can and must be submitted via the e-tendering portal. Please do not also post the University a hardcopy of your tender return unless specifically instructed to do so.

Use of the portal does not require the purchase of high specification IT equipment or connections, nor high level personal IT skills/capabilities. Access to the portal and advice/training is free of charge. Advice is available on system use only, and not for basic IT skills or software set up.

In-Tend Support:

Phone: 0845 557 8079

E-mail: support@in-tend.com

Web: <https://in-tendhost.co.uk/lancaster/aspx/Help>

The University is committed to utilising this portal for all current and future business/procurement opportunities. Users only need register (for free) with the portal once to obtain long term access to the University's tender information.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

20 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 9 February 2030

Award criteria

Name	Description	Type	Weighting
Quality	Lot 1	Quality	70%
Cost	Lot 1	Cost	30%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Engagement was minimal and did not provide any advantage

Documents

Associated tender documents

<https://in-tendhost.co.uk/lancaster/aspx/Home>

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Contracting authority

UNIVERSITY OF LANCASTER

- Companies House: RC000657
- Public Procurement Organisation Number: PHYT-3516-XDZY

Bailrigg

Lancaster

LA1 4YW

United Kingdom

Email: tenders@lancaster.ac.uk

Website: <http://https://www.lancaster.ac.uk>

Region: UKD44 - Lancaster and Wyre

Organisation type: Public authority - sub-central government