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Tender

## **QUB/2095/21 - Contract for the Provision of Cleaning Services**

Queen's University Belfast

F02: Contract notice

Notice identifier: 2021/S 000-012607

Procurement identifier (OCID): ocds-h6vhtk-02b8b0

Published 4 June 2021, 5:00pm

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

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

Queen's University Belfast

University Road

Belfast

BT7 1NN

#### **Contact**

Dónall Patton

#### **Email**

[d.patton@qub.ac.uk](mailto:d.patton@qub.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKN0 - Northern Ireland

**Internet address(es)**

Main address

<https://www.qub.ac.uk/>

Buyer's address

<https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/>

**I.3) Communication**

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

<https://in-tendhost.co.uk/queensuniversitybelfast>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/queensuniversitybelfast>

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

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## **Section II: Object**

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

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

QUB/2095/21 - Contract for the Provision of Cleaning Services

Reference number

QUB/2095/21

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

- 90910000 - Cleaning services

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

Services

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

Queen's has a requirement for an experienced Economic Operator or Economic Operators to provide Cleaning Services to various locations across the University campus. The services to be delivered under this Contract shall be provided under two separate lots as follows:• Lot 1: General Cleaning Services and Ancillary Services• Lot 2: Accommodation Cleaning and Housekeeping Services Applicants are invited to tender for Lot 1 and/or Lot 2. Lots will be evaluated independently and Queen's reserves the right to award each Lot separately.

#### **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**

General Cleaning Services and Ancillary Services

Lot No

1

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

- 90910000 - Cleaning services
- 90911200 - Building-cleaning services
- 98341130 - Janitorial services

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

NUTS codes

- UKN0 - Northern Ireland

Main site or place of performance

Belfast, Northern Ireland

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

This contract is for cleaning services and specific ancillary services to Queen's buildings and external areas at the University's sites. A key operational objective is to provide a safe and clean working environment for students, staff and visitors to University premises. The University reserves the right to make contract adjustments that increase or decrease the service provision required. This may include the addition or removal of University buildings or amendments to cleaning requirements/schedules within a cleanable area. Bar Cleaning services are excluded from the scope of this contract.

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

Quality criterion - Name: Technical / Weighting: 30%

Cost criterion - Name: Price / Weighting: 70%

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

Duration in months

36

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

Contract is for 3 years initially, with options to extend by up to a further 24 months.

### **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) Description**

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

Accommodation Cleaning and Housekeeping Services

Lot No

2

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland

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

Queen's Accommodation provides rented accommodation to students during term time. Most students arrive mid-September and leave in the first two weeks of June. Over the summer months (June-September), the nature of the business changes. Student accommodation is let to study groups and conference delegates etc. There may be up to 1000 rooms available for hire during summer business across Queen's Accommodation. The number of bedrooms used will fluctuate with demand and business need. Regular Housekeeping Service (Year-Round) Queen's Accommodation has a requirement for a

Contractor to provide a 7 day a week and year-round housekeeping and cleaning service (except for the 8 Public holidays), at the following locations:-• Elms BT1 – College Avenue• Elms BT2 – McClintock StreetThe Contractor will be required to clean all the public areas daily – entrance halls, all corridors, lifts, stairwells, public toilets, laundry, social space, computer room, meeting rooms, quiet rooms and offices. The Contractor will also deep clean and sign off all rooms prior to check in arrivals and deep clean all rooms/apartments after the checking out of students.December/January PeriodA limited number of additional staff may be required at Elms BT1 and Elms BT2, to assist with the student change-over in December/January each year at the end of the first academic semester. A deep clean of bedrooms/kitchens is required after student departures in readiness for new arrivals. Numbers and dates will vary each year and will be agreed in advance.Summer Period (Generally June to September inclusive)From the summer of 2022, there is a further additional requirement, over and above the regular housekeeping and cleaning service, to facilitate the change in business to cater for study groups and conference delegates lettings etc., at the following locations: • Elms BT1 – College Avenue• Elms BT 2 – McClintock Street• Elms Village BT9 – Malone RoadThe Contractor will provide a "hotel style" daily room cleaning service including bed-making to study groups/conference delegates guests. The Contractor will also deep clean and sign off all applicable rooms following the end of the academic year, ready for check in arrivals. The extent of the additional Housekeeping Services required in December/January and the Summer Period, will be in line with demand and business need. The Contractor will be expected to show flexibility in this regard.

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### **II.2.13) Information about European Union Funds**

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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

Selection criteria as stated in the procurement documents

#### **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: Yes

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

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

Date

5 July 2021

Local time

4:00pm

#### **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**

Tender must be valid until: 3 October 2021

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

Date

5 July 2021

Local time

4:01pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 years

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Queen's University Belfast

University Road

Belfast

BT7 1NN

Email

[procurement@qub.ac.uk](mailto:procurement@qub.ac.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

This authority will incorporate a standstill period at the point information on the award of the contract is communicated to Tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contract Regulations 2015 (SI 2015/102) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

