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Tender

Woking High School Academy Trust

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F02: Contract notice

Notice identifier: 2024/S 000-013747

Procurement identifier (OCID): ocds-h6vhtk-0455ca

Published 29 April 2024, 2:05pm

Section I: Contracting authority

I.1) Name and addresses

Woking High School Academy Trust

Willowdale Morton Road,

Woking

GU21 4TJ

Contact

Nigel Armstrong

Email

nigel@na-consultancy.co.uk

Telephone

+44 7900784030

Country

United Kingdom

Region code

UKJ2 - Surrey, East and West Sussex

Internet address(es)

Main address

<https://www.wokinghigh.surrey.sch.uk/>

Buyer's address

<https://www.wokinghigh.surrey.sch.uk/>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Building-cleaning-services./V5W94JPK2N>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-title/V5W94JPK2N>

Tenders or requests to participate must be submitted to the above-mentioned address

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.delta-esourcing.com/tenders/UK-title/V5W94JPK2N>

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

Woking High School Academy Trust

II.1.2) Main CPV code

- 90911200 - Building-cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Woking High School are requesting tenders from recognised service provider to manage their cleaning services to the indicated contract. Providers must be able to demonstrate their capability to deliver the services via the documentation to be submitted, this service requirement will include the daily, weekly, monthly service requirements as well as managing TUPE. Additionally to the current services the school will be reviewing extra cleaning hours for a daytime janitor post, a morning cleaning service to two areas of the school and some increase to periodic requirements to areas of the school, this is above the current service being delivered and currently not completed on this existing budget.

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90911200 - Building-cleaning services

II.2.3) Place of performance

NUTS codes

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Surrey, East and West Sussex

II.2.4) Description of the procurement

Woking High School are requesting tenders from recognised service provider to manage their cleaning services to the indicated contract. Providers must be able to demonstrate their capability to deliver the services via the documentation to be submitted, this service requirement will include the daily, weekly, monthly service requirements as well as managing TUPE. Additionally to the current services the school will be reviewing extra cleaning hours for a daytime janitor post, a morning cleaning service to two areas of the school and some increase to periodic requirements to areas of the school, this is above the current service being delivered and currently not completed on this existing budget.

II.2.5) Award criteria

Quality criterion - Name: Contract Management and Staffing Resources / Weighting: 35

Quality criterion - Name: Contractor/Client Reporting / Weighting: 10

Quality criterion - Name: Service Expectations and Delivery / Weighting: 20

Cost criterion - Name: Three Year Contract Value / Weighting: 35

II.2.6) Estimated value

Value excluding VAT: £600,000

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

Start date

21 December 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

The initial contract is for 3 years with scope for extensions for a further period or periods of any duration, but in any case, the total duration of any extensions shall not exceed 24 months from the last day of the initial contract period

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 7

Objective criteria for choosing the limited number of candidates:

The criteria and selection of candidates for the ITT stage is detailed within the scoring section of the Selection Questionnaire documentation.

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

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

In the first instance, candidates should register with www.delta-esourcing.com (<https://www.delta-esourcing.com>) and express an interest in the contract. Candidates will need to provide as part of the request to participate process details of enrolment on professional or trade registers and details on whether bankruptcy, convictions of professional misconduct, non-payments relating to social security contributions or taxes applies to the economic operator. Economic operators may be excluded from participation if any of these circumstances applies.

Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Candidates will need to provide as part of the selection questionnaire process details of turnover, profit and capital and reserves for previous 3 years. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process

Minimum level(s) of standards possibly required

A statement of a minimum turnover level is detailed within the standard questionnaire documentation, this is to be supplied with current contract supplied reference data and existing education based contract information.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Candidates will need to provide as part of the process evidence of current business, quality standards, accreditation and relevant experience. Any candidate found to be guilty of serious misrepresentation in providing false or inaccurate information may be declared ineligible and not selected to continue with the process.

Minimum level(s) of standards possibly required

Financial risk grid status will be evaluated on a pass/fail basis, this is to be completed in all cases and returned, please see the explanation within the document for further information.

Levels of insurance cover will be evaluated on a pass/fail basis. The suppliers must hold as a minimum or be willing to obtain the following levels of insurance cover:

- public liability insurance GBP 5 000 000.00,
- employers liability insurance GBP 5 000 000.00.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Planned and regular monthly, quarterly and annual contract review meeting will be pre-planned with the awarding contractor.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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: No

IV.2) Administrative information

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

Date

7 June 2024

Local time

12:00pm

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

21 June 2024

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

Duration in months: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to be published: Yes — 30 months from contract start date, depending on whether extension periods are taken up

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

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.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Woking:-Building-cleaning-services./V5W94JPK2N>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/V5W94JPK2N>

GO Reference: GO-2024429-PRO-25892112

VI.4) Procedures for review

VI.4.1) Review body

Woking high School

Willowdale Morton Road,

Woking

GU21 4TJ

Email

info@na-consultancy.co.uk

Telephone

+44 7900784030

Country

United Kingdom

Internet address

<https://www.wokinghigh.surrey.sch.uk/>

VI.4.2) Body responsible for mediation procedures

Woking high School

Willowdale Morton Road,

Woking

GU21 4TJ

Email

info@na-consutlancy.co.uk

Telephone

+44 7900784030

Country

United Kingdom

Internet address

<https://www.wokinghigh.surrey.sch.uk/>