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Planning

Sustainable Cleaning Services

Historic Environment Scotland

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2024/S 000-014153

Procurement identifier (OCID): ocds-h6vhtk-0456ba

Published 2 May 2024, 9:47am

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Fiona Fretwell

Email

procurement@hes.scot

Telephone

+44 1316688866

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Built Environment, Heritage and Tourism

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Sustainable Cleaning Services

Reference number

HES/C/4242

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Historic Environment Scotland (HES) is undertaking market research in relation to the provision of Cleaning Materials, including cleaning and washroom services, for our offices and properties in care. We will be going out to tender in June 2024, and are looking to engage with suppliers that have:

Knowledge of sustainable cleaning systems and/or innovative solutions currently available on the market.

Experience of implementing energy reduction practices to reduce operational emissions.

Researched and identified alternative, more sustainable, equipment, materials, products, and processes.

Experience of engaging with suppliers and evaluating supply chains to encourage the transition to a low carbon and circular economy.

Identified and overcame barriers associated with the sustainable sourcing of materials and implementation of sustainable cleaning solutions.

Experience of following BACS/UKCPI Sustainable Cleaning Guide and EU Green Public Procurement comprehensive criteria (P7).

Experience of implementing community benefit initiatives.

Experience of developing/implementing data management systems to baselining scope 3 emissions.

Developed systems to measure and monitor performance against environmental and/or social outcomes.

Utilized Life Cycle Assessments (LCAs) to support internal innovation processes and guide material choices.

Endorsed specific ecolabels/Environmental Product Declaration's (EPDs).

Gained some form of environmental and/or social accreditation.

HES wishes to lower its environmental impact, comply with Scottish Government Guidance, and meet our own organisational targets through the purchase of more sustainable goods and service. We will use the information gathered from this notice to assess market capability and draft our specification.

II.1.5) Estimated total value

Value excluding VAT: £9,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services
- 90911300 - Window-cleaning services
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services
- 90911200 - Building-cleaning services
- 39830000 - Cleaning products

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

HES is a non-departmental public body with charitable status. We are responsible for more than 300 properties of national importance; including Edinburgh Castle, Skara Brae, Fort George, and numerous smaller sites, which together draw more than 5 million visitors per year.

HES requires a variety of cleaning services for our various sites throughout Scotland, these services will include, but are not limited to.

Building/office cleaning

Specialist cleaning of monuments and heritage sites.

Cleaning of laboratories and similar hygienic environments.

Window Cleaning

Ad hoc periodic cleans (e.g., carpets, blinds, high level areas).

Ad hoc special cleans (e.g., on completion of a project).

Ad hoc emergency cleaning (e.g., following spillages).

Supply of disposables and other materials associated with the cleaning service.

Pest Control Services.

II.2.6) Estimated value

Value excluding VAT: £9,000,000

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.3) Estimated date of publication of contract notice

10 June 2024

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers (compulsory) Liability Insurance - GDP 5 million

Public Liability Insurance - GDP 10 million

Product Liability Insurance - GDP 10 million

III.2) Conditions related to the contract

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.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.5) Scheduled date for start of award procedures

9 September 2024

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Responses to the RFI should be submitted to April Hynds - april.hynds@hes.scot by 12 Noon on 19th May 2024.

All questions should be put through the Q&A section of this notice no later than 12 noon on the 10 May 2024.

Suppliers should note that any contract awarded will require the supplier to trade under HES terms and conditions, these will be included in the tender exercise.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=765457.

(SC Ref:765457)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom