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Tender

## **All Saints' Academy, Cheltenham ~ Cleaning Services Tender**

All Saints' Academy, Cheltenham

F02: Contract notice

Notice identifier: 2021/S 000-016129

Procurement identifier (OCID): ocds-h6vhtk-02c673

Published 9 July 2021, 4:15pm

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

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

All Saints' Academy, Cheltenham

Blaisdon Way, Cheltenham

Gloucestershire

GL51 0WH

#### **Email**

[tenders@litmuspartnership.co.uk](mailto: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.asachelt.org/>

**I.3) Communication**

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

<https://litmustms.co.uk/respond/73QFZU5G9C>

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

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## **Section II: Object**

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

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

All Saints' Academy, Cheltenham ~ Cleaning Services 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 All Saints' Academy.

#### **II.1.5) Estimated total value**

Value excluding VAT: £750,000

#### **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**

The successful Supplier will be required to provide Cleaning services for All Saints' Academy.

This is the first time the Academy has subjected its current in-house cleaning service to a competitive tender process.

The cleaning contract will commence on 1 January 2022 for an initial period of three years, with the opportunity to extend for a further period of 2 years at the discretion of the Board of Trustees. The successful contractor will invoice the client for one-twelfth of the annual cost on a monthly basis, also guaranteeing both the number of input hours to the contract and the quality of cleaning provision. 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 Academy requirement shall be for 190 academic days, 5 inset days and 20 days periodic cleaning per annum. It is likely the cleaning supervisor shall have responsibilities for the opening of the Academy during 190 academic days and 5 inset days.

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 Academy. The Academy require that the tendered amount of hours are worked at all times and the successful contractor is expected to have a system in place to cover for both planned and unplanned leave. There shall be a requirement for 2 hours' external litter picking throughout the whole site from 14:00 to 16:00 on each of the 190 academic days.

The basis and rationale that the Client requires the successful contractor to operate to at all times is being able to provide a clean Academy building that is fit for purpose and that the Contractor is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the Innovation and continued innovation of processes throughout the contract term will be pivotal to the success of the new contract.

The Contractor shall provide a comprehensive cleaning service to the Site so as to promote a clean, healthy and safe environment which presents a positive image to all users and visitors.

The Site must at all times meet health, safety and environmental standards appropriate to the Site and its use and the successful Contractor 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 Site.

The general standard of cleaning shall be in accordance with the BICSc Cleaning Standards, with BICSc training given to all cleaning operatives employed within this contract.

We are seeking a suitably experienced contractor who has current experience of working within the secondary school or HE/FE market place, ideally with a strong operational base within the Cheltenham area, thus allowing for both adequate contract support and the operational flexibility that is to be delivered in support of the contract as and when required.

The scope of the contract covers all cleaning provision within Academy buildings. The successful contractor will be expected to deliver a concise and detailed method of management reporting at the end of each month thus updating the senior management team within the School on the contract performance.

The projected cost of cleaning for the current year is circa £150K. This sum excludes periodic cleaning of external windows and internal high level atrium, also the summer deep cleaning of all carpets. The successful contractor shall have the opportunity to quote separately for these additional services.

Please see SQ Document for further details.

### **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: £750,000

### **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

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### **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

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## **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

20 August 2021

Local time

12:00pm

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

6 September 2021

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **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-Gloucestershire:-School-cleaning-services./73QFZU5G9C>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/73QFZU5G9C>

GO Reference: GO-202179-PRO-18542592

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

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



All Saints' Academy, Cheltenham

Gloucestershire

GL51 0WH

Country

United Kingdom