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Tender

Provision of Cleaning Services for temporary accommodation and Void Properties

West Dunbartonshire Council

F02: Contract notice

Notice identifier: 2025/S 000-016934

Procurement identifier (OCID): ocds-h6vhtk-050760

Published 25 April 2025, 10:05am

Section I: Contracting authority

I.1) Name and addresses

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

Contact

Ellie Street

Email

corporate.procurement@west-dunbarton.gov.uk

Telephone

+44 1389737000

Country

United Kingdom

NUTS code

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Internet address(es)

Main address

<http://www.west-dunbarton.gov.uk/business/suppliers/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00153

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Cleaning Services for temporary accommodation and Void Properties

Reference number

2425-09

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

West Dunbartonshire Council (the Council) has a requirement for temporary accommodation and void accommodation to be cleaned to a set of requirements as outlined in the below specification. The efficient and effective turnaround of temporary accommodation is business critical. Delays can impact on income and the provision of emergency and temporary accommodation to allow the Council to meet its statutory homeless duties.

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

Lot 1 Homeless Properties

Lot No

1

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services

II.2.3) Place of performance

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

West Dunbartonshire Area

II.2.4) Description of the procurement

The Council is seeking to enter a two-year contract, with the option to extend by a further two x12 months, to appoint a suitably qualified provider(s) who is competent and capable to deliver provision of cleaning services to temporary accommodation and void properties. The provision of small household items may also be required in temporary accommodation.

II.2.5) Award criteria

Quality criterion - Name: Cost / Weighting: 10%

Quality criterion - Name: Quality / Weighting: 50%

Quality criterion - Name: Service / Weighting: 30%

Quality criterion - Name: Additional Social Benefits / Weighting: 10%

Price - Weighting: 60

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

with the option of 2x12 month extensions.

II.2.10) Information about variants

Variants will be accepted: No

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

II.2) Description

II.2.1) Title

Lot 2 Void Properties

Lot No

2

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services

II.2.3) Place of performance

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

West Dunbartonshire Area

II.2.4) Description of the procurement

The Council is seeking to enter a two-year contract, with the option to extend by a further two x12 months, to appoint a suitably qualified provider(s) who is competent and capable to deliver provision of cleaning services to temporary accommodation and void properties. The provision of small household items may also be required in temporary accommodation.

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

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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.1.2) Economic and financial standing

List and brief description of selection criteria

With reference to SPD questions:

4B.1.1 & 4B. 1.2 Turnover - supplier must demonstrate an annual turnover for each of the two previous years of greater than two times the annual contract value of contract on offer est. 500,000 GBP, therefore a turnover of 1,000,000 GBP is required.

Ratios - a Pass in any two of the three ratios as an overall Pass for Economic and Financial standing.

- (Ratio 1) Acid Test – $(\text{Current Assets}-\text{stock})/\text{Current Liabilities}$. To pass the Acid Test Ratio question the bidder must have a score of greater than 1.
- (Ratio 2) Return on Capital Employed %– $\text{Profit}/\text{Capital employed}$. To pass this question the Council require the bidder to score a positive figure/Percentage.
- (Ratio 3) Current Ratio – $\text{Current Assets}/\text{Liabilities}$. To pass this question the Council require the bidder to achieve a score of greater than 1.

WDC will use template WD09 - WDC Financial Vetting Questionnaire v1.0, it is recommended that candidates review their own ratio scores in advance of submitting their tender. In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee WD04 - Parent Company Guarantee refers. Should after review of the financial evaluation of tenderer fail, then the tender submission may be rejected.

Minimum level(s) of standards possibly required

Insurance

Q4B.5.1 –It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance listed below:

- Employers Liability Insurance - 10 million GBP each and every claim

Q4B5.2

- Public and Product Liability Insurance - 10 million GBP each and every claim
- Professional Indemnity Insurance - 5 million GBP each and every claim

III.1.3) Technical and professional ability

List and brief description of selection criteria

With reference to SPD question 4C.1, bidders will be required to provide 3 examples that demonstrate that they have the relevant experience and capacity of similar project types

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

27 May 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

27 May 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 28328. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The social benefit questionnaire must be completed and submitted within the tender response.

(SC Ref:796151)

VI.4) Procedures for review

VI.4.1) Review body

Dumbarton Sheriff Court and Justice of Peace Court

Sheriff Court House, Church Street

Dumbarton

G82 1QL

Country

United Kingdom