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Tender

## **Highsted Grammar School ~ Cleaning Tender**

Highsted Grammar School

F02: Contract notice

Notice identifier: 2022/S 000-017346

Procurement identifier (OCID): ocds-h6vhtk-034a67

Published 24 June 2022, 2:05pm

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

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

Highsted Grammar School

Highsted Road, Sittingbourne

Kent

ME10 4PT

#### **Email**

[tenders@litmuspartnership.co.uk](mailto:tenders@litmuspartnership.co.uk)

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **NUTS code**

UKJ4 - Kent

**Internet address(es)**

Main address

<https://www.highested.kent.sch.uk/>

**I.3) Communication**

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

<https://litmustms.co.uk/respond/GN284D2VG5>

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**

Highsted Grammar School ~ Cleaning 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 Highsted Grammar School.

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

Value excluding VAT: £239,079

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKJ4 - Kent

Main site or place of performance

Kent

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

Highsted Grammar School is an 11-18 selective girls' school in Sittingbourne, Kent. Currently the school is four form entry school with a PAN of 120 but has taken an additional form of entry over PAN (150) for the last four years. In 2010 the school

converted to Academy status.

The school's most recent Ofsted report confirms that the school is outstanding in all areas; outcomes for children are excellent and the school seeks to be outstanding all that it endeavours. Consequently, the environment that pupils and staff work within needs to reflect the ambitious values of the school and be in-keeping with the high expectations for an effective, high performing environment. The school seeks to ensure that it achieves best value from all engaged in the pursuit of delivering quality outcomes for children.

The tender project is seeking to appoint a contractor whose initiative and innovation will be welcomed for the provision of service – cleaning - within the existing facilities for the 926 pupils and 74 teaching and support staff, to ensure that the cleanliness of the accommodation meets health and safety regulations in addition to supporting the delivery of quality education and upholding staff/pupil well-being.

The contract being tendered is for three years in duration from 01 January 2023 and will operate as a Guaranteed Performance Contract, with the successful contractor offering the school a guaranteed return /cost per annum for the provision of cleaning services.

The school year is based on a calendar of 195 days. Five days are to be used for staff professional development which means that the school will be open to receive pupils for the legal minimum of 190 days.

The contract offered covers the scope for the provision of all cleaning services within the School, which currently includes multiple buildings within which specialist and non-specialist activity is delivered in addition to general staff areas.

Currently the accommodate comprises of:

Main block which is a three-storey building housing the main school hall, reception and general office area, medical room, large staff room, facilities storage, specialist science laboratories, science prep rooms, a library, ventilated server room, finance suite, two computer rooms and general teaching classrooms. Backing on to the school hall is the Sixth Form Common room and PE changing rooms. Four blocks of toilets can be located in this building which is flanked at each end by a staircase. The Headteacher and senior staff occupy offices in this part of the school.

T Block is a specialist area for Art, Design and Technology and comprises of two staff offices, a toilet block, a specialist kitchen for delivering the food technology curriculum in addition to four specialist workshops. At the heart of this building Art and DT supplies are stored.

C Block is a two-storey building comprising of six general teaching classrooms and a double computer/media suite. The building hosts two staff offices.

E Block is a large two storey building; floor one includes four general teaching classrooms, a pastoral suite, a large performing arts area, two staff offices, a small computer suite and a block of toilets. Floor two comprises of a large pastoral suite with toilet area and staff office, two music rooms and four general music practice rooms, an IT office and ventilated server room, two general teaching rooms, three computer suites and a meeting room. Staff and pupil toilets are located on this floor. Both ends of the building are flanked by an internal staircase.

R Block is a stand-alone modular building comprising of eight general teaching rooms.

Sports Hall is a four-court building with a small staff office, toilet and changing facilities backed on to a circular mirrored dance studio.

Hi Pod is a singular, circular building with small kitchen. This is a multipurpose space.

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: £239,079

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

Start date

1 January 2023

End date

31 December 2025

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

5 August 2022

Local time

12:00pm

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

5 September 2022

#### **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-Kent:-School-cleaning-services./GN284D2VG5>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/GN284D2VG5>

GO Reference: GO-2022624-PRO-20494248

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

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

Highsted Grammar School

Kent

Country

United Kingdom