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Tender

Framework Agreement for Communal Stair Cleaning

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-017413

Procurement identifier (OCID): ocds-h6vhtk-046d93

Published 5 June 2024, 12:45pm

The closing date and time has been changed to:

23 July 2024, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

Victoria Shanley

Email

Victoria.Shanley@edinburgh.gov.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

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

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.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

Framework Agreement for Communal Stair Cleaning

Reference number

CT1363

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council (the Council) intends to establish a Framework Agreement for cleaning services within Edinburgh housing blocks. This Framework Agreement will provide comprehensive cleaning services across approximately 2,877 housing blocks and offer emergency and bespoke cleaning for larger blocks.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services
- 90911200 - Building-cleaning services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh, City of

II.2.4) Description of the procurement

The City of Edinburgh Council intends to establish a Framework Agreement for cleaning services within Edinburgh housing blocks. This Framework Agreement will provide comprehensive cleaning services across approximately 2,877 housing blocks and offer emergency and bespoke cleaning for larger blocks. Services under this Framework Agreement will include regular maintenance cleans—such as sweeping, mopping, and dusting—on a daily, weekly, or bi-weekly basis, along with specialised tasks such as deep cleaning, hazard cleaning, sanitisation/disinfection, emergency responses, post-construction cleaning, and event clean-up.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 40

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

The Council reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance.

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

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

SPD Question 4B.1 – Tenderers are required to provide their “general” annual turnover for the last two financial years in response to this question.

SPD Question 4B.5 - Tenderers are required to confirm that they hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the specified types and levels of insurance.

SPD Question 4B.6 - Tenderers are required to provide their Current ratio for Current Year and the Prior Year. The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities.

Minimum level(s) of standards possibly required

SPD Question 4B.1 – Tenderers are required to have a minimum “general” annual turnover of GBP 1,937,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

SPD Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the following types and levels of insurance:

- a. Employers (Compulsory) Liability Insurance – GBP 5,000,000
- b. Public Liability Insurance – GBP 5,000,000

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance

indicated, the Council will exclude the Tenderer from the competition.

SPD Question 4B.6 - The acceptable range for each financial ratio is greater than 1.20. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C.4(a) - Payment of the real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the Framework Agreement (including any agency or sub-contractor staff), at least the real Living Wage.

SPD Question 4C.4(b) - Inclusion of Prompt Payment Clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the Framework Agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties.

SPD Question 4C.7(a) - Response to Climate Change Emergency - Tenderers are required to provide evidence that their organisation is taking steps to build their awareness of the climate change emergency and provide details of how they have/will respond (to the climate change emergency).

SPD Question 4C.7(b) – Compliance with LEZ - Tenderers are required to confirm that they (and any sub-contractor) will comply with the minimum emissions standards for Edinburgh's Low Emission Zone (and any other such related scheme, including those in Partner Organisation's locations) when delivering the specified services.

SPD Question 4D.1 – Quality Assurance Schemes & Environmental Management - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly.

SPD Question 4D.1 - Disclosure - Relevant staff who deliver regulated services to vulnerable adults or children and young people must have PVG clearance. Please refer to <https://www.mygov.scot/disclosure-types/> for guidance.

Minimum level(s) of standards possibly required

SPD Question 4C.4(a) - Payment of the real Living Wage - Where a Tenderer does not

commit to pay any staff that at least the real Living Wage, the Council may exclude the Tenderer from the competition.

SPD Question 4C.4(b) - Inclusion of Prompt Payment Clause - Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

SPD Question 4C.7(a) - Response to Climate Change Emergency - Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Question 4C.7(b) – Compliance with LEZ - Where a Tenderer does not commit to complying with this requirement, the Council may exclude the Tenderer from the competition.

SPD Question 4D.1 – Quality Assurance Schemes & Environmental Management - Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition

SPD Question 4D.1 - Disclosure - Where the Tenderer does not commit to obtaining Disclosure Checks for all relevant staff, the Council will exclude the Tenderer from the competition. Please indicate your organisations' intention to commit to this requirement.

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.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

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

Originally published as:

Date

18 July 2024

Local time

12:00pm

Changed to:

Date

23 July 2024

Local time

12:00pm

See the [change notice](#).

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

Tender must be valid until: 15 November 2024

IV.2.7) Conditions for opening of tenders

Date

18 July 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 48 months

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

It is a mandatory requirement of this Framework Agreement that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

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=767683.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 Service Provider is encouraged to secure positive outcomes that will benefit the community in which they operate. The Service Provider must

assist the Council in the delivery of community benefits. The Council reserves the right to introduce monitoring of the delivery of

community benefits during the Framework Agreement term.

(SC Ref:767683)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=767683

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.