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Tender

## **Richard Hale School - Cleaning Tender**

Richard Hale School

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-017757

Procurement identifier (OCID): ocds-h6vhtk-065df9

Published 27 February 2026, 10:38am

### **Scope**

### **Description**

At Richard Hale, our mission is clear: to guide every student towards a future where they embody respect, ambition, and commitment. We instil in our students the values of 'Respect for Others', encouraging them to be individuals of character who not only respect the community, but also strive to contribute positively to society. We foster a culture of Aiming High, ensuring that every student reaches their full potential. Moreover, we nurture a sense of Commitment, urging students to engage actively in both personal growth and school life, enriching their experiences and those around them.

We are a boys' school for students aged 11 to 18, with a mixed Sixth Form. Further information regarding the School can be obtained here: <https://richardhale.herts.sch.uk/>

Tender information:

The successful tenderer will be required to provide excellent cleaning services at Richard Hale School, which has 1220 pupils and 130 teaching and support staff.

The contract term being tendered for 3 years, from 01/08/2026 – 31/07/2029. There is an option for a further extension period for up to two additional years to 31/07/2031.

The contract offers an excellent opportunity to review and propose enhancements to the

current cleaning services at the schools. This includes both core term time cleaning and periodic deep cleaning throughout the year.

The school is keen to secure a high quality cleaning service whereby its students are able to enjoy excellence in education, supported by excellently kept facilities.

The school expects both a tightly managed service and high levels of productivity to be delivered by the cleaning staff at all times. The school particularly requires on visible, proactive, efficient and effective management of the contract, ensuring a clean school at all times whilst supporting, encouraging and developing the cleaning staff and supervisors.

The school is not obliged to accept the lowest price submitted for this tender, rather the school is keen to secure best value from this contract and to deliver best value to its students. Innovative and creative ideas as to how the cleaning services can be developed and improved, will be welcomed. The school seeks a contractor that is keen to work in partnership and who will deliver to its highest abilities, at all times.

#### Competitive Flexible Procedure

This procurement will be run under the Competitive Flexible Procedure. This will follow a two stage approach, with stage 1 being the Procurement Specific Questionnaire (PSQ). Here a minimum of 5 candidates (or less, in the event less than 5 meet the minimum criteria) and a maximum of 10 candidates, will progress to stage 2. Any selection of tenderers will be based solely on the criteria set out for the procurement and a minimum score of 60% must be achieved.

Selected tenderers will then be invited to stage 2, the Invitation To Tender (ITT). Here, the evaluation of tender response will be set as 35% price and 65% quality.

Value of contract:

The annual value of the current contract is £159,000

Therefore the value of this contract is £795,000

The contract shall be a fixed price contract with invoices raised monthly to the school. The tender process will be run under a two stage Competitive Flexible procedure.

Additional requirements and information:

- The school has a minimum requirement for a contractor's employers' liability and public liability insurances of £5 million

- The minimum annual turnover that your company must have achieved to be considered for this opportunity is £750,000
- There are not incumbent cleaning staff currently within the Local Government Pension Scheme
- The cleaning services are currently contracted to Evergreen Facilities Services

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Hertford:-School-cleaning-services./J5W7Y68J5F>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/J5W7Y68J5F>

### **Total value (estimated)**

- £795,000 excluding VAT
- £954,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 August 2026 to 31 July 2029
- Possible extension to 31 July 2031
- 5 years

Description of possible extension:

There is an option for a further extension period for up to two additional years to 31/07/2031.

## **Main procurement category**

Services

## **CPV classifications**

- 90919300 - School cleaning services

## **Contract locations**

- UKH23 - Hertfordshire

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## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

31 March 2026, 12:00pm

### **Submission type**

Tenders

**Deadline for requests to participate**

31 March 2026, 12:00pm

**Submission address and any special instructions**

<https://www.delta-esourcing.com/respond/J5W7Y68J5F>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

22 June 2026

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**Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Quality	Quality	65%
Price	Price	35%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

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## Contracting authority

### Richard Hale School

- Public Procurement Organisation Number: PJBD-6887-HDYW

Hale Road

Hertford

SG13 8EN

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government

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## Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

### RIVA Partnership Ltd

Summary of their role in this procurement: Procurement Consultancy supporting the

Contracting Authority

- Public Procurement Organisation Number: PPWL-9222-MYRJ

Hones Business Park, 1 Waverley Lane

Farnham

GU9 8BB

United Kingdom

Contact name: Rachel OGrady

Telephone: +44 1252 977017

Email: [tenders@rivapartnership.co.uk](mailto:tenders@rivapartnership.co.uk)

Region: UKJ25 - West Surrey

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## Contact organisation

Contact Richard Hale School for any enquiries.