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Tender

## **Provision of Cleaning Services**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2024/S 000-017839

Procurement identifier (OCID): ocds-h6vhtk-046e96

Published 10 June 2024, 12:24pm

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Catherine McNair

#### **Email**

[procurement@hes.scot](mailto:procurement@hes.scot)

#### **Telephone**

+44 1316688866

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://historiconvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

National or federal Agency/Office

**I.5) Main activity**

Other activity

Heritage, Conservation, Tourism, Built Environment

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## **Section II: Object**

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

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

Provision of Cleaning Services

Reference number

HES/C/4242

#### **II.1.2) Main CPV code**

- 90910000 - Cleaning services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

HES requires the provision of cleaning services at various sites across the estate. A full list of sites can be found in Appendix 1. This list is not exhaustive and HES reserves the right to add or remove sites and requirements during the lifetime of the contract.

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 90910000 - Cleaning services

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

NUTS codes

- UKM - Scotland

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

HES requires the provision of cleaning services at various sites across the estate. A full list of sites can be found in Appendix 1. This list is not exhaustive and HES reserves the

right to add or remove sites and requirements during the lifetime of the contract. The plan is also to move all staff from John Sinclair House into Longmore House. A timescale for this has not been finalised but is likely to be within the next 2-3 years. The Supplier should be aware that there is a smarter working project underway within Longmore House so the outcome of this will be cascaded in due course.

It would be the preference of HES to have site specific team at each site, where possible to maintain consistency.

## CLEANING SERVICE REQUIREMENTS

Examples of the service requirements are listed below, however this list is not exhaustive and the requirements will vary per site –

### Buildings/Offices

- Fabric of buildings, including all entrances, doors, doorframes, corridors, lifts, loading bays, staircases, balustrades, treads, risers, banisters, floors and floor coverings including public entrances and barrier mats (various finishes), skirtings, ceilings, ledges and walls (including fire exit stairwells), fireplaces, window ledges and frames
- All fixtures and fittings, including internal glass, door inserts, partition sections, mirrors, tables and chairs, pictures, plaques, notice board frames and signage, window blinds, heater grills and radiators where appropriate, metal work including door brasses, fire extinguishers, exhibits, clocks, coat-stands, free standing lamps, desk lamps, table lamps, uplighters, wall lights and lightshades.
- All office areas including workstations, desks, floors and shelving
- Toilets, washrooms, staff locker rooms and shower rooms (including taps, shower heads, mirrors and sanitary bins)
- Reception areas and other public rooms such as waiting areas, interview rooms, display and exhibition space and touchdown areas.
- Corridor and utility rooms
- Staff restaurants (up to counter fronts unless as specified), coffee lounges, staff kitchens, and break areas (including electrical appliances and cupboards in staff kitchens and break areas only)
- Removal of drinking glasses, cutlery and crockery, and placing in designated tea point/kitchen areas/dishwasher (plus switching on) as required.

- Vending points including any adjacent sinks
- Emptying of internal waste paper and recycling bins, ensuring that the recycling remains separated prior to uplift from our waste management supplier.
- Conference, meeting, syndicate and board rooms, lecture theatres and other teaching areas, function rooms (including as required the cleaning of silverware, candelabra, crystal and china, prior to functions), meeting room potering (set up and cleaning)
- Service and support areas, including registry/mail rooms, delivery and other store rooms, resource points (reprographics rooms, libraries, media centres and TV studios), first aid/nursing parents' rooms, utility rooms and appliances in common break areas and all cupboards.
- Security control/incident rooms
- Internal and external planters, water features
- External litter collection (ensuring recycling is done where appropriate) including clearing/cleaning of cigarette receptacles within designated smoking areas.

#### Window Cleaning

- See Appendix 1a for individual site requirements and frequencies.

#### IT Cleaning

- Surface cleaning of PCs including keyboards and screens
- Telephone sanitising
- Surface cleaning of printers, fax machines, overhead projectors, media equipment, photocopiers and similar equipment

#### Specialist cleaning of monuments and heritage sites

- Bronze work, weaponry and armour as directed
- Memorial plaques
- Specialist floor, wall and upholstery cleaning

#### Laboratory and similar hygiene environments

- Floors
- Glass ware – by means of autoclave or other sterilising equipment (training on this equipment will be given by HES)
- Periodic cleans
- Special Cleans
- Emergency cleans

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Upon completing the first 3 years of the contract, it will be up for renewal for another 3 years which will be reviewed annually.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

Suppliers will be selected based on their response to the SPD. There are 3 weighted questions which will be scored. The top 5 candidates will be take forward to the next stage.

### **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

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## **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

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers Liability Insurance - 5 million GDP

Public Liability Insurance - 10 Million GDP

## **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

16 July 2024

Local time

12:00pm

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

30 July 2024

#### **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: Yes

Estimated timing for further notices to be published: Once the initial 3 years is up, the contract can be extended for a further 3 years.

### **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**

Please note that Historic Environment Scotland cannot sign up to suppliers T&Cs. Please read through our T&Cs carefully and if you have any concerns please raise these at the earliest available opportunity.

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=768703](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=768703).

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](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 supplier must put forward any community benefits that they can bring during the lifetime of the contract.

(SC Ref:768703)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=768703](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=768703)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom