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Tender

St Edward's College ~ Cleaning and Housekeeping Tender

St Edward's College

F02: Contract notice

Notice identifier: 2022/S 000-019975

Procurement identifier (OCID): ocds-h6vhtk-0354af

Published 22 July 2022, 10:05am

Section I: Contracting authority

I.1) Name and addresses

St Edward's College

Sandfield Park

Liverpool

L12 1LF

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

NUTS code

UKD72 - Liverpool

Internet address(es)

Main address

<https://www.st-edwards.co.uk/>

I.3) Communication

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

<https://litmustms.co.uk/tenders/UK-UK-Liverpool:-School-cleaning-services./FZSD8N6849>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

St Edward's College ~ Cleaning and Housekeeping 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 the cleaning and housekeeping services for St Edward's College (the Client).

The contract will commence on 1 August 2023 for a period of three years.

II.1.5) Estimated total value

Value excluding VAT: £1,080,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD72 - Liverpool

Main site or place of performance

Liverpool

II.2.4) Description of the procurement

The contract being tendered is for three years in duration, with the option to extend for a further term of three years on the same terms and conditions excluding the right to further extend. The contract will be fixed price in nature, with the Contractor invoicing the Client for one-twelfth of the annual cost on a monthly basis.

Whilst the monthly charge will represent one-twelfth of the contract cost, a reconciliation will take place monthly to reconcile the actual hours worked within the contract. If the hours worked are less than those budgeted for a credit will be required by the school. This credit will be calculated by dividing the annual contract cost (fixed cost) by the number of annual input hours to arrive at a contractual cost per hour, this will then be multiplied by the number of hours due to arrive at the fiscal credit.

The school requires that the tendered number of hours are worked at all times and the successful contractor is expected to have a system in place to cover for both planned and unplanned leave.

The basis and rationale that the Client requires is for the successful contractor to operate to at all times is being able to provide a sparkling school that are fit for purpose and that

the Contractor is proactive in the management of the contract and has a keen eye for the attention to detail within all cleaning and housekeeping duties, thus ensuring that all output specifications are achieved and that the required frequency of cleans are delivered on a consistent basis.

The tender project is seeking to appoint a Contractor whose initiative and innovation will be welcomed for the provision of services. The high-quality service levels proposed, should maintain excellent standards throughout, resulting in a clean and pleasant environment for students, staff and visitors within all of the schools consistently.

It should be noted that the successful contractor will be expected to bring to the contract: innovation; new equipment; and cleaning methods, with BIC'S standards being achieved, as a minimum, thus ensuring that the highest possible levels of cleanliness are maintained in all areas at all times and also ensuring that the productivity of the cleaning operatives is enhanced moving forward into the new contract term.

The successful contractor will be expected to put forwards both innovation and their proposals for making this contract more environmentally sensitive and carbon neutral moving into this contract term both by way of contract delivery, and also within the successful contractor's organisation, thus working to deliver St Edward's College's environmental polices.

The terms and conditions of employment and recognition offered to the cleaning operatives should be both progressive and forward thinking ensuring that the staffing establishment is complete at all times and staff turnover is kept to a minimum. It goes without saying that successful Supplier will be expected under TUPE to meet the current terms and conditions of employment, including that of LGPS pension benefits where applicable.

The current annual cost of the contract is circa £180,000.

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: £1,080,000

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

Start date

1 August 2023

End date

31 July 2029

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

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

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

9 September 2022

Local time

12:00pm

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

10 October 2022

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

English

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-Liverpool:-School-cleaning-services./FZSD8N6849>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/FZSD8N6849>

GO Reference: GO-2022722-PRO-20659217

VI.4) Procedures for review

VI.4.1) Review body

St Edward's College

Sandfield Park

Liverpool

L12 1LF

Country

United Kingdom