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Tender

Cleaning Services - 3 Sites

Portsmouth City Council

F02: Contract notice

Notice identifier: 2023/S 000-020333

Procurement identifier (OCID): ocds-h6vhtk-03e221

Published 14 July 2023, 2:27pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO1 2AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/services/business/procurement/contract-opportunities-with-us/>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

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://in-tendhost.co.uk/portsmouthcc.aspx/Home>

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

Cleaning Services - 3 Sites

Reference number

P00004858

II.1.2) Main CPV code

- 90911200 - Building-cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide cleaning services at three sites managed by Adult Social Care.

The 3 sites which will be covered under the contract are as follows:

- Portsmouth Day Services - 117 Orchard Road, Southsea, Portsmouth, PO4 0AD
- New Road Day Centre - 5 Balliol Rd , Fratton, Portsmouth, PO2 7PP
- Henderson Road Centre - Ferry Road, Southsea, Portsmouth, PO4 9AG

Interested suppliers should note that tenders are only being invited for delivery of services at all 3 of the sites, tenders for delivery of services at only 1 or 2 of the sites is not permitted under this process.

The council's target date for award of contract is September 1st 2023 with service commencement following on October 27th 2023.

The estimated annual value of the contract is £40,000 based upon current specification, cleaning frequencies and sites.

The value of the contract may increase or decrease in the event of changes to specification, changes to frequencies, and removal or addition of sites from the contract.

The council cannot provide any guarantees of increases or decreases of the contract, however any increases will be capped at 50% of the per annum contract value. The upper value of the contract is £60,000 per annum. The estimated value per site is:

- New Road Day Centre - £16,000 per annum
- Henderson Road Centre - £16,000 per annum
- Portsmouth Carers Centre - £8,000 per annum

The initial contract term will be for 3 years with possibility of extending the term by a further 2 years in increments to be agreed, subject to the agreement and performance of both parties.

The form of contract used will be the Council's standard terms for the supply of services.

Site tours will be held between Monday 24th July and Wednesday 26th July 2023 at a time to be mutually agreed between the council and the tendering supplier.

Tenderers are required to visit all 3 of the sites prior to submission of tender. If a tender is received and there is no evidence that the tenderer has attended all the sites, the council reserves the right to put the tender aside.

Interested suppliers must confirm full names & positions of attendees via InTend correspondence by Friday 21st July 2023 at 12:00.

Due to staff rotas the council cannot provide any flexibility to dates for visits to site. The council may not be able to accommodate requests for site visits after Friday 21st July at 12:00.

The Council will run the procurement process in accordance with the 'Open Procedure' as set out within the Public Contracts Regulations (2015). The procurement timetable is set out below.

- Procurement documents available on In-tend - Thursday 13th July 2023

- Site Visits - Monday 24th - Wednesday 26th July 2023
- Deadline for requests for clarification - Tuesday 1st August 2023 at 23:59
- Tender return deadline - Monday 14th August 2023 at 12:00
- Award decision notified to bidder - Friday 18th August 2023
- Standstill period ends - Thursday 31st August 2023 at 23:59
- Contract award - Friday 1st September 2023
- Mobilisation - Monday 4th September 2023
- Start of contract - October 27th October 2023

The Council will administrate the procurement process using its e-sourcing system In-tend which will be used for:

- Access to and issue of procurement information & documentation
- Pre-tender submission clarification requests and response
- Tender submission
- Tender opening & access to responses
- Post-tender submission clarification requests and response
- Award decision notification & feedback
- Publication of summary contract register information in accordance with Local Government Transparency Code (2015) requirements

The In-tend system can be accessed free of charge via the following web link:

<https://intendhost.co.uk/portsmouthcc.aspx/home>

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90911000 - Accommodation, building and window cleaning services
- 90919100 - Cleaning services of office equipment
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

The Council is inviting providers to submit tenders in respect of the following Portsmouth based sites:

- Portsmouth Day Services - 117 Orchard Road, Southsea, Portsmouth, PO4 0AD
- New Road Day Centre - 5 Balliol Rd , Fratton, Portsmouth, PO2 7PP
- Henderson Road Centre - Ferry Road, Southsea, Portsmouth, PO4 9AG

Interested suppliers should note that tenders are only being invited for delivery of services at all 3 of the sites, tenders for delivery of services at only 1 or 2 of the sites is not permitted under this process.

II.2.4) Description of the procurement

The Council is seeking to enter into a partnership with an operator committed to delivering the following:

- A commitment to value for money by driving improvements and efficiencies on a whole life cost basis for the duration of the contract, whilst maintaining high standards of delivery
- A flexible, innovative approach to managing significant short and long term changes in specifications and responding to budgetary pressures through the life of the contract

- A commitment to open partnership working
- A commitment to investing in staff on an ongoing basis
- A focus on health & safety and understanding of the impact of reporting potential concerns of vulnerable service users - all the current sites include working with vulnerable adults and children
- An ability to engage into markets for vulnerable and disadvantaged groups for activities including recruitment, staff development etc.
- A commitment to reducing waste within the life time of the contract and reduce the environmental impact in providing the services
- An understanding of the materials and equipment used to provide a clean and safe environment to increase the life of building fabric & furnishings and contribute towards a positive customer experience
- A commitment to addressing safeguarding issues to ensure all service users can use the site without risk of harm to themselves or others
- A desire to engage with stakeholders to ensure end service users can contribute to outcome of providing a clean and safe site

The Council require a set level of minimum standards and performance management principles for each individual site.

- Portsmouth Day Services
- New Road Day Centre
- Henderson Road Centre

However, the specification approach we're seeking is twofold; each site will have scheduled activities as a guide to ensure it is resourced properly, but the main requirement will be output based, i.e. the building is clean without having to recourse to extensive periodic cleans.

Required Outputs

Routine Cleaning

Routine cleaning is the carrying out of a daily/weekly programme of maintenance operations that will include:

- Dust and wipe
- Hard surface vacuum
- Floor maintenance buffing/vacuum Mop/Brush sweep
- Empty waste bins
- Vacuum carpet
- Spray and damp mop
- Remove marks from internal glazing
- Dust/wipe sills, radiators, ledges and skirting boards
- Cleaning kitchen / dining room floors, tiles and appliances exteriors
- Sanitising toilets/washrooms/bathrooms

The frequency of when these operations are normally carried out is contained within the individual site specification. Each site will allocate the current service hours, staffing requirement and schedule to provide the cleaning provisions on site.

Suppliers are directed to the procurement documents available via In-tend for specifications and further site information.

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: £200,000

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

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend by a further 2 years in increments to be agreed, subject to the agreement and performance of both parties.

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

Open 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

14 August 2023

Local time

12:00pm

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

14 August 2023

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom