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Tender

Notre Dame High School ~ Cleaning Tender

Notre Dame High School

F02: Contract notice

Notice identifier: 2023/S 000-020783

Procurement identifier (OCID): ocds-h6vhtk-03e361

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Section I: Contracting authority

I.1) Name and addresses

Notre Dame High School

Surrey St

Norwich

NR1 3PB

Email

tenders@litmuspartnership.co.uk

Telephone

+44 1276673880

Country

United Kingdom

Region code

UKH15 - Norwich and East Norfolk

Internet address(es)

Main address

<https://www.ndhs.org.uk/>

I.3) Communication

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

<https://litmustms.co.uk/respond/2RYH29G7H6>

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

Notre Dame High School ~ Cleaning 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 cleaning services for Notre Dame High School, part of the St John the Baptist Catholic Multi Academy Trust.

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norwich and East Norfolk

II.2.4) Description of the procurement

The successful Supplier will be required to provide cleaning services for Notre Dame High School, part of the St John the Baptist Catholic Multi Academy Trust.

Notre Dame High School is a large state school of approximately 1500 secondary school pupils including the sixth form. The school is mixture of original buildings and several extensions and new buildings as it has grown over the years.

The school currently has an in-house cleaning team of around 20 members of staff – comprising of Evening Supervisor, 2 x day janitors and around 17 evening cleaners.

The contract covers the scope for the provision of all cleaning services within the School. The tender project is seeking to appoint a

contractor whose initiative, innovation and cultural fit will be welcomed for the provision of cleaning services within the facilities.

The school's campus is across multiple separate buildings and blocks with each block having been maintained to a reasonable standard. A recent quality audit demonstrated that the school was being cleaned to a good standard.

Approximately 10,000sq meters of internal cleaning area are in scope across the normal educational range of space breakdowns.

The cleaning team currently work prescribed zones which have been set based on skill level.

The client sees an ideal opportunity to reset the basic specifications, and then is looking for a service provider that can:

- deliver consistency and compliance to standards and regulations in day to day and in periodic cleaning
- communicate well with the cleaning team and manage the resource and resourcing effectively
- give realistic cost certainty but also assure value for money spent
- flex its schedules and service to accommodate both one off and regular events
- provide a fit for purpose and proactive off-site management support function
- communicate well with both the school and the on-site cleaning team
- build an operating model over the contract term that fits the needs of the school

The contract being tendered is for three years in duration from 1 January 2024 until December 2026 and is likely to be fixed price in nature with the Contractor invoicing the

Client for one twelfth of the annual cost on a monthly basis.

It should be noted that the successful contractor will be expected to bring to the contract: innovation; new equipment; and

cleaning methods, with BIC Sc standards being achieved as a minimum, thus ensuring that the highest 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 value of the current labour deployed in cleaning the school is around £240k, including all periodic cleaning, before costs for cleaning materials, consumables and equipment. This tender exercise will be aimed at right-sizing the cleaning team to deliver the required standards.

Although TUPE details are not yet fully available, it is expected that around three quarters of the current headcount (~15 team members) are entitled to LGPS equivalent benefits – the relevant detail of which will be available during the ITT.

Full details in relation to Notre Dame High School may be obtained by visiting: Home – Notre Dame High School

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: £750,000

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

Start date

1 January 2024

End date

31 December 2026

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

Accelerated procedure

Justification:

Contract start date

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

11 August 2023

Local time

12:00pm

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

28 August 2023

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-Norwich:-School-cleaning-services./2RYH29G7H6>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/2RYH29G7H6>

GO Reference: GO-2023719-PRO-23442797

VI.4) Procedures for review

VI.4.1) Review body

Notre Dame High School

Norwich

Country

United Kingdom