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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

Published 19 July 2023, 2:05pm

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

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

Notre Dame High School

Surrey St

Norwich

NR1 3PB

#### **Email**

[tenders@litmuspartnership.co.uk](mailto: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

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## **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

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## **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

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## **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