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Tender

## **Sir Robert Woodard Academy ~ Cleaning Tender**

Sir Robert Woodard Academy

F02: Contract notice

Notice identifier: 2024/S 000-021936

Procurement identifier (OCID): ocds-h6vhtk-047df3

Published 16 July 2024, 7:05pm

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

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

Sir Robert Woodard Academy

Upper Boundstone Lane, Sompting, Lancing

West Sussex

BN15 9QZ

#### **Email**

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

#### **Telephone**

+44 1276673880

#### **Country**

United Kingdom

#### **Region code**

UKJ2 - Surrey, East and West Sussex

**Internet address(es)**

Main address

<https://www.srwa.woodard.co.uk/>

**I.3) Communication**

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

<https://litmustms.co.uk/respond/88WC782YYX>

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**

Sir Robert Woodard Academy ~ 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 the Sir Robert Woodard Academy.

#### **II.1.5) Estimated total value**

Value excluding VAT: £660,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKJ2 - Surrey, East and West Sussex

Main site or place of performance

Surrey, East and West Sussex

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

The successful Supplier will be required to provide cleaning services for the Sir Robert Woodard Academy.

The current contract value is in excess of £220k per annum.

Sir Robert Woodard Academy is a large state school of approximately 1400 secondary school pupils, and is part of the Woodard Academies Trust. The Trust has an impressive heritage as part of the Woodard family of schools, created by founder Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values and a belief in nurturing and enriching each individual child.

This is an exciting time for the Trust who have recently launched an ambitious new five-year strategy to continue to drive up standards, nurture and educate our children into successful adults, develop, and recruit the best teachers, work collaboratively in our local area, and grow our Trust in geographical clusters.

The majority of the school is housed in a very large single building was originally built early in the last decade and has some interesting architectural features – some of which are quite challenging to clean – extensive use of glass internally as a prime example.

The school currently has an evening cleaning team of around 15 members of staff and has additional coverage of day janitors who carry out a mixture of reactive and prescribed tasks. The ITT process will look to suppliers to identify the optimal use of current hours to provide both ad hoc day time support and exacting evening clean standards.

Originally the cleaning service was operated in house but the school is approaching the end of its second out-sourced contract term.

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 and innovation will be welcomed for the provision of cleaning services within the facilities as well as delivering consistency of standards and accurate management reporting capabilities.

Whilst the fabric of the school's campus is in good condition, there are multiple different type of floor surfaces which present the cleaners with daily challenges, in addition the site lines provided by excellent natural lighting and long visible corridors also present cleaning challenges. It is anticipated that equipment upgrade could help address these issues.

The cleaning team currently work prescribed zones which are similar in size due to building design.

The client team 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 2025 until December 2027 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.

Please see the SQ Document for more 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: £660,000

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

Start date

1 January 2025

End date

31 December 2027

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

## **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 August 2024

Local time

12:00pm

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

16 September 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: No

### **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**

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-West-Sussex:-School-cleaning-services./88WC782YYX>

To respond to this opportunity, please click here:

<https://litmustms.co.uk/respond/88WC782YYX>

GO Reference: GO-2024716-PRO-26901767

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

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

Sir Robert Woodard Academy

Upper Boundstone Lane, Sompting, Lancing

West Sussex

BN15 9QZ

Country

United Kingdom