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Tender

The Provision of Cleaning and Associated Services for Glasgow Clyde College

Glasgow Clyde College

F02: Contract notice

Notice identifier: 2022/S 000-023331

Procurement identifier (OCID): ocids-h6vhtk-0361a6

Published 22 August 2022, 4:11pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow Clyde College

690 Mossspark Drive

Glasgow

G52 3AY

Email

procurement@glasgowclyde.ac.uk

Telephone

+44 1412729000

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

<http://www.glasgowclyde.ac.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00457

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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

The Provision of Cleaning and Associated Services for Glasgow Clyde College

Reference number

GCC-L-CS22

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

Glasgow Clyde College ('the College') is seeking to appoint a single cleaning contractor to provide cleaning & associated services for two of the College's campuses in Glasgow.

II.1.5) Estimated total value

Value excluding VAT: £3,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90919300 - School cleaning services
- 90919200 - Office cleaning services
- 90919000 - Office, school and office equipment cleaning services
- 90911000 - Accommodation, building and window cleaning services
- 90922000 - Pest-control services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

II.2.4) Description of the procurement

The objective of this tender is to appoint a single Contractor to provide and manage a full range of cleaning services across two of the College's three campuses, namely in Langside and Anniesland.

The College is seeking a Supplier with a strong customer focus that will work collaboratively with the College, and deliver continuous improvement.

The principal objectives of the contract for the required services will be to deliver:

- Consistency of cleaning across both sites
- Value for money
- Enhanced student experience
- Allowing the College to manage more effectively

The Contractor will be required to provide (or manage the provision of via sub-contractors) the range of services including but not be limited to:

Routine cleaning

Reactive cleaning

Periodic cleaning

Provision of washroom consumables

Feminine hygiene

Window cleaning

Pest control

The Contract will involve the secondary TUPE transfer of circa 40 existing Contractor staff.

- The College is committed to ensuring that we, and our key suppliers and contractors, adopt fair working practices in relation to our workforce in delivery of our services (including throughout the supply chain).
- Furthermore, the College wishes to ensure that its key suppliers and contractors are committed to equality and diversity within their workforce and supply chain. This includes non-discriminatory behaviour and compliance with the Modern Slavery Act 2015.
- The College expects that the Contractor shall ensure that payment of sub-contractors and all supply chain partners is made promptly, in accordance with relevant legislation.
- The estimated value of the Contract shown is based upon the existing annual value of the cleaning contract is around GBP 600,000k p.a.

This contract will not be divided into lots for reasons of operational and management efficiency.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial duration of the contract will be 3 years. The College reserves the right to extend the contract for 2 further periods of 1 year periods. Any of these extension periods can be exercised at the College's discretion subject to satisfactory performance of the Contractor and continuing College requirements.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement process will be conducted through the use of the Restricted Procedure. All queries about the procurement exercise must be made via the PCS-T Portal.

It is critical that bidders read Section III 1.1, III 1.2 and III 1.3 and Section VI.3 of this Contract Notice and the links to the relevant

Sections and Parts of the ESPD (Scotland) to understand the requirements of this

Contract.

ESPD submissions shall be evaluated in the following way:

-Questions within Part III (all sections) and Part IV (Sections A,B and D) are minimum standards and will be evaluated on a pass/fail basis.

-Questions within Part IV Section C (Technical and Professional Ability) have been allocated an individual weighting. The individual weightings allocated to each question are as follows:

Q4C.1.2 - 50%

Q4C.1.2 - 50%

Each of these questions will be objectively evaluated using the following criteria:

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion

1 - Poor - Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability

2 - Acceptable - Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to clients

4 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients

Bidders will be allocated a percentage score for each question, from which a total score will be awarded. The five bidders with the highest percentage score will be shortlisted and invited to tender stage.

II.2.10) Information about variants

Variants will be accepted: No

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

II.2.14) Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

III.1.1 of the notice is not applicable to this procurement exercise.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

This section refers to ESPD (Scotland) Section IV Part B:

4B.2.1 Bidders will be required to have a minimum yearly turnover of 4 million GBP

for the last 3 years in the business area covered by the contract.

4B.3 Where turnover information is not available for the time period requested,

the bidder will be required to state the date which they were set up or started trading.

Statement for 4B.5.1-3.

It is a requirement of this contract that bidders hold or can commit to obtain prior to the commencement of any subsequently awarded contract, the types of insurance indicated below.

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 1 million GBP

Q4B.6 Bidders will be required to provide 3 years audited accounts or equivalent when requested,

prior to the finalisation of the envisaged shortlist of bidders for ITT stage.

III.1.3) Technical and professional ability

List and brief description of selection criteria

This section refers to ESPD (Scotland) Section IV Part C:

Q4C.1.2 Bidders will be required to provide 2 recent examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice.

Full details of the questions can be found on the SPD Instructions to Bidders document within the attachments folder

Q4C.4 Bidders will be required to demonstrate the relevant supply chain management systems used in similar contracts including but not limited to:

- Approach to the initial selection and assessment of sub-contractors and supply chain partners;

- Management of the performance of sub-contractors/supply chain partners in the delivery of the services to the client;

- Approach to on-going quality control checks and audits in respect of sub-contractors / supply chain partners;

- Approach to the payment of sub-contractors and all supply chain partners, in accordance with relevant legislation;

- Approach to encouraging fair working practices throughout the supply chain.

Bidders' response should be limited to 3 sides of A4 using Ariel Font 12 point

Bidders should provide evidence to support their responses, including details of the client

and contract.

See the "SPD Instructions to Bidder" document for clarification on weightings and scoring methodology.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Glasgow Clyde College's standard terms and conditions will apply to this contract.

The contract will be subject to a performance management system with KPI's

The contract will also include regular contract management meetings between the College and Contractor, at one of the College Campus venues

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

21 September 2022

Local time

12:00pm

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

14 November 2022

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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Subject to the College's discretion as

to whether or not to exercise one or both extension periods as noted, this contract may be re-procured at the following times:

- 2026

- 2027

The latest date for re-procuring this contract will be 2028

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 following information relates to ESPD (Scotland) Section IV Part D (Quality Assurance Schemes and Environmental Management

Standards):

Q4D.1 - (Quality Assurance Schemes) The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of

compliance in accordance with BS EN ISO 9001 (or equivalent)

The current version of the ISO 9001 standard is 9001:2015.

The standard is used by organisations to demonstrate their ability to consistently provide products and services that meet customer and regulatory requirements and to demonstrate continuous improvement.

Q4D.1 - (Health and Safety Procedures)- The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of

compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment

requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

A BS OHSAS 18001 certificate is only valid until March 31, 2021. ISO 45001 replaced BS OHSAS 18001 in 2018 so if you want to maintain accredited certification, you must 'migrate' to ISO 45001 before 31 March 2021. New certification to BS OHSAS 18001 will not be recognised after March 31, 2021.

Q4D.2 - (Environmental Management Standards) The Bidder must hold a UKAS (or equivalent) accredited independent third party

certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate

The current version is ISO 14001:2015, and certified organisations were given a three-year transition period to adapt their environmental management system to the new edition of the standard.

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APUC SUPPLY CHAIN CODE OF CONDUCT

Shortlisted bidders will be required to submit a signed Supply Chain Code of Conduct prior to the award of contract. This will be for information only and will not be scored. A copy of the Code of Conduct is provided as Appendix A for information only.

-FREEDOM OF INFORMATION

Where any bidder considers any information submitted as part of their ESPD submission commercially confidential, they must notify the College prior to the ESPD deadline via PCS-T and the College will provide a template for completion.

Furthermore, shortlisted bidders at ITT stage will be required to confirm prior to award of any contract that you will be in a position to submit a Freedom of Information appendix. This will be for information only and will not be scored.

-FORM OF TENDER

Shortlisted bidders will be required at ITT stage to submit a signed Form of Tender prior to the award of contract.

The award criteria questions and weightings will be published in the ITT.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is project_21890 . For more information see:

<http://www.publiccontractsscotland.gov.uk>

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<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Information regarding the specific Community Benefits which may apply to this Contract will be provided at tender stage, however bidders should note the types of Community Benefits that may apply:

- Employment and training opportunities for local groups
- Vocational Training
- Equality and Diversity initiatives
- Sub-Contracting opportunities to SME's, third sector and supported businesses
- Educational Support initiatives
- Work Experience opportunities for College students

(SC Ref:702183)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

Glasgow

Country

United Kingdom