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Contract

## **Cleaning Services - Lot 4 Forres**

Highlands and Islands Enterprise

F03: Contract award notice

Notice identifier: 2022/S 000-023792

Procurement identifier (OCID): ocds-h6vhtk-032b81

Published 25 August 2022, 1:58pm

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

**National registration number**

313

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Cleaning Services - Lot 4 Forres

Reference number

FTS15 Lot 4

**II.1.2) Main CPV code**

- 90900000 - Cleaning and sanitation services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

THIS IS A CONTRACT AWARD NOTICE AND AS SUCH THE PROCUREMENT PROCESS IS COMPLETE.

HIE requires a competent and professional cleaning contractor to provide a cleaning service within a number of our occupied offices, in order to provide a safe and functional working environment for HIE staff, sub-tenants (where relevant) and visitors.

HIE's current requirements are divided into 6 Lots. Lot 6 met all of the required criteria and is exempt from both The Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014 and was therefore be procured using a selective (Quick Quote) process. Bidders who were interested in bidding for Lots 1-5 could do so by locating the respective PCS notices, which were all published on the same date with 'Cleaning Services' in the contract description. Bidders could submit a response for Lots 1-5 although they would only be awarded a maximum of two Lots. For more details see the "Restriction on Number on Lots Awarded" section in the Scope of Requirements document. Lot 6 lot was treated as separate process, therefore, the restriction on number of lots awarded only applied to Lots 1-5.

The services will be required from Monday 3 October 2022 for an initial period of 2 years (expiring on 2 October 2024), unless terminated in accordance with the provisions of the Contract, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term (latest expiry date: 2 October 2025). The 2-year budget currently available to deliver these services for Lot 4 Forres was between GBP 12,000 and GBP 24,000 (ex VAT).

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

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £27,459

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 90910000 - Cleaning services

- 90911000 - Accommodation, building and window cleaning services
- 90919000 - Office, school and office equipment cleaning services
- 90911300 - Window-cleaning services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

The Apex, Enterprise Park Forres

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

The supplier is required to provide a high-quality service in relation to the delivery of all aspects within the Scope of Requirements, and the relevant appendices, summarised as follows:

- Cleaning of office accommodation
- Cleaning of kitchen and canteen areas
- Cleaning of washrooms and toilets
- Sanitary provision
- Window cleaning (internal and external)
- L8 (legionella) control programme
- Fire safety compliance tasks
- Performance management

### **II.2.5) Award criteria**

Quality criterion - Name: Payment of the Real Living Wage / Weighting: Pass/Fail

Quality criterion - Name: Management & Delivery Methodology / Weighting: 30%

Quality criterion - Name: Management & Delivery Team / Weighting: 15%

Quality criterion - Name: Sustainability / Weighting: 15%

Price - Weighting: 30%

### **II.2.11) Information about options**

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

See the Scope of Requirements document for further details.

### **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.

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-009446](#)

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## **Section V. Award of contract**

### **Contract No**

FTS 015 - Lot 4

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

28 July 2022

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

ALLAN INGRAM INDUSTRIAL CLEANING SERVICES LTD

Unit 8 Nevis Bank Industrial , Croft Road

Fort William

PH33 6RT

Telephone

+44 1397700457

Country

United Kingdom

NUTS code

- UKM - Scotland

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £27,459

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**Section VI. Complementary information**

**VI.3) Additional information**

The total value of the services over the maximum 3 years is 27,459 GBP (excluding VAT). This is the figure that has been used in II.1.7 & V.2.4.

(SC Ref:699439)

**VI.4) Procedures for review**

**VI.4.1) Review body**

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.