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Tender

Cleaning and Mechanical & Electrical Services (M&E) SQ

KNIGHT FRANK PROMISE

F01: Prior information notice

Call for competition

Notice identifier: 2023/S 000-024259

Procurement identifier (OCID): ocds-h6vhtk-03f500

Published 18 August 2023, 8:28am

Section I: Contracting authority

I.1) Name and addresses

KNIGHT FRANK PROMISE

St Ann's Quay 124 Quayside

Newcastle upon Tyne

NE1 3BD

Contact

Procurement Team

Email

support@Maistro.com

Telephone

+44 448000488664

Country

United Kingdom

Region code

UKC2 - Northumberland and Tyne and Wear

Companies House

OC305934

Internet address(es)

Main address

<https://www.maistro.com/>

Buyer's address

<https://www.knightfrank.co.uk/knight-frank-promise>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://portal.maistro.com/b/expression-of-interest/80da9e16-5a04-410b-bb2b-ebcb0752690b>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://portal.maistro.com/b/expression-of-interest/80da9e16-5a04-410b-bb2b-ebcb0752690b>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Cleaning and Mechanical & Electrical Services (M&E) SQ

Reference number

YFA-RZJ1DS

II.1.2) Main CPV code

- 71315000 - Building services

II.1.3) Type of contract

Services

II.1.4) Short description

On behalf of Newcastle City Council, Knight Frank Promise is looking to appoint multiple service providers to deliver and maintain cleaning and mechanical & electrical further ("M&E") services. Newcastle City Council currently has eight (8) sites in scope for the M&E services to maintain NCC's existing assets. Six (6) out of eight (8) sites require cleaning services with TUPE being involved.

II.1.5) Estimated total value

Value excluding VAT: £2,234,630

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 3

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Service A - Cleaning Services

Service B - Mechanical and Electrical Maintenance

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

1

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 1: The Lumen NE4 5BZ

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

- Labour Breakdown
 - o Cleaners
 - o Supervisors
- Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;

- o Carpet cleaning
- o Dusting
- o Door cleaning
- o Vacuuming
- o Deep cleaning
- o Spot Clean
- o Mirror cleaning
- o Replace Consumables
- o Sweep and mop floors.
- o Empty bins
- Window Cleaning & Periodic Services to include but not be limited to;
 - o Internal/External window cleaning
 - o Roof Level Rooflights
 - o Pressure washing exterior.
- Washroom Services to include but not be limited to;
 - o Bins
 - o Vending
 - o Air Fresheners
 - o Feminine Hygiene
- Additional Services to include but not be limited to;
 - o Dust mats
 - o Upholstery Cleans - Common Areas

- Consumables Services to include but not be limited to:

- o Toilet Rolls
- o Liquid soap
- o Dishwasher tablets
- o Washup liquid
- o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with Additional Needs
- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

2

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 2: The Biosphere NE4 5BX

Service A - Cleaning Services &

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

Labour Breakdown

o Cleaners

o Supervisors

• Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;

o Carpet cleaning

o Dusting

o Door cleaning

o Vacuuming

o Deep cleaning

o Spot Clean

o Mirror cleaning

o Replace Consumables

o Sweep and mop floors.

o Empty bins

• Window Cleaning & Periodic Services to include but not be limited to;

o Internal/External window cleaning

o Roof Level Rooflights

o Pressure washing exterior.

- Washroom Services to include but not be limited to;
 - o Bins
 - o Vending
 - o Air Fresheners
 - o Feminine Hygiene
- Additional Services to include but not be limited to;
 - o Dust mats
 - o Upholstery Cleans - Common Areas
- Consumables Services to include but not be limited to:
 - o Toilet Rolls
 - o Liquid soap
 - o Dishwasher tablets
 - o Washup liquid
 - o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with additional Needs

- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

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Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

3

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 3: The Key (Helix) NE4 6TQ

Service A - Cleaning Services &

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

- Labour Breakdown
 - o Cleaners
 - o Supervisors
- Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;
 - o Carpet cleaning
 - o Dusting
 - o Door cleaning
 - o Vacuuming
 - o Deep cleaning
 - o Spot Clean

- o Mirror cleaning
- o Replace Consumables
- o Sweep and mop floors.
- o Empty bins
- Window Cleaning & Periodic Services to include but not be limited to;
 - o Internal/External window cleaning
 - o Roof Level Rooflights
 - o Pressure washing exterior.
- Washroom Services to include but not be limited to;
 - o Bins
 - o Vending
 - o Air Fresheners
 - o Feminine Hygiene
- Additional Services to include but not be limited to;
 - o Dust mats
 - o Upholstery Cleans - Common Areas
- Consumables Services to include but not be limited to:
 - o Toilet Rolls
 - o Liquid soap
 - o Dishwasher tablets
 - o Washup liquid
 - o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with Additional Needs
- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

4

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 4: The Core NE4 5TF

Service A - Cleaning Services &

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

- Labour Breakdown

o Cleaners

- o Supervisors
- Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;
- o Carpet cleaning
- o Dusting
- o Door cleaning
- o Vacuuming
- o Deep cleaning
- o Spot Clean
- o Mirror cleaning
- o Replace Consumables
- o Sweep and mop floors.
- o Empty bins
- Window Cleaning & Periodic Services to include but not be limited to;
- o Internal/External window cleaning
- o Roof Level Rooflights
- o Pressure washing exterior.
- Washroom Services to include but not be limited to;
- o Bins
- o Vending
- o Air Fresheners
- o Feminine Hygiene
- Additional Services to include but not be limited to;

- o Dust mats
- o Upholstery Cleans - Common Areas
- Consumables Services to include but not be limited to:
 - o Toilet Rolls
 - o Liquid soap
 - o Dishwasher tablets
 - o Washup liquid
 - o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with Additional Needs
- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

5

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 5: Partnership House NE3 3AF

Service A - Cleaning Services &

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

- Labour Breakdown

- o Cleaners

- o Supervisors

- Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;

- o Carpet cleaning

- o Dusting

- o Door cleaning

- o Vacuuming

- o Deep cleaning

- o Spot Clean

- o Mirror cleaning

- o Replace Consumables

- o Sweep and mop floors.

- o Empty bins

- Window Cleaning & Periodic Services to include but not be limited to;

- o Internal/External window cleaning

- o Roof Level Rooflights
- o Pressure washing exterior.
- Washroom Services to include but not be limited to;
 - o Bins
 - o Vending
 - o Air Fresheners
 - o Feminine Hygiene
- Additional Services to include but not be limited to;
 - o Dust mats
 - o Upholstery Cleans - Common Areas
- Consumables Services to include but not be limited to:
 - o Toilet Rolls
 - o Liquid soap
 - o Dishwasher tablets
 - o Washup liquid
 - o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety

- Mains Services
- People with additional Needs
- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Cleaning and M&E

Lot No

6

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services
- 90919200 - Office cleaning services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 6: The Toffee Factory NE1 2DF

Service A - Cleaning Services &

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service A - Cleaning Services General Requirements

- Labour Breakdown
 - o Cleaners
 - o Supervisors
- Daily/Weekly/Monthly Quarterly/Annually services to include but not be limited to;
 - o Carpet cleaning
 - o Dusting
 - o Door cleaning
 - o Vacuuming

- o Deep cleaning
- o Spot Clean
- o Mirror cleaning
- o Replace Consumables
- o Sweep and mop floors.
- o Empty bins
- Window Cleaning & Periodic Services to include but not be limited to;
 - o Internal/External window cleaning
 - o Roof Level Rooflights
 - o Pressure washing exterior.
- Washroom Services to include but not be limited to;
 - o Bins
 - o Vending
 - o Air Fresheners
 - o Feminine Hygiene
- Additional Services to include but not be limited to;
 - o Dust mats
 - o Upholstery Cleans - Common Areas
- Consumables Services to include but not be limited to:
 - o Toilet Rolls
 - o Liquid soap
 - o Dishwasher tablets

o Washup liquid

o Paper towels

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with Additional Needs
- Safe Site
- Safety Equipment
- Working at Heights
- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours

II.2) Description

II.2.1) Title

Mechanical and Electrical Maintenance

Lot No

7

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 7: High Bridge Works NE1 1EW

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards

- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with Additional Needs
- Safe Site
- Safety Equipment

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

II.2) Description

II.2.1) Title

Mechanical and Electrical Maintenance

Lot No

8

II.2.2) Additional CPV code(s)

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 71315000 - Building services

II.2.3) Place of performance

NUTS codes

- UKC2 - Northumberland and Tyne and Wear

Main site or place of performance

Lot 8: Wards Building NE1 1EW

Service B - Mechanical & Electrical

II.2.4) Description of the procurement

Service B - Mechanical & Electrical Services

- Electrical Safety
- Environmental Hazards
- Hazardous Substances
- Lone Working:
- Fire Safety
- Mains Services
- People with additional Needs
- Safe Site
- Safety Equipment
- Working at Heights

- Water Treatment
- Water hygiene task and frequency

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

This contract is subject to renewal

Yes

Description of renewals

Knight Frank Promise is looking to appoint on a three (3) plus two-year (2) term, this term is applicable to all eight (8) LOTS as detailed below.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

NCC has eight (8) properties requiring M&E Services and six (6) of those properties requiring cleaning services, please note TUPE is involved in the cleaning services, therefore suppliers bidding for the cleaning services must submit a bid for cleaning hours with a view to improve the efficiency and to reduce the downtime hours.

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

Suppliers must comply with the below accreditations:

- Service A - Cleaning Services
 - o H&S - ISO 45001

- o Quality - ISO 9001
- o Environmental - ISO 14001
- o Cleaning Chemical Safety - COSHH
- o Risk Assessments & Method Statements - RAMS
- o Safe Contractor
- Service B - M&E Services
- o H&S - ISO 45001
- o Environmental - ISO 14001
- o Security - ISO 27001
- o Safe Contractor

III.1.2) Economic and financial standing

List and brief description of selection criteria

Basic Information

Exclusion Grounds

Economic and Financial Standing

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.1.5) Information about reserved contract

The execution of the contract is restricted to the framework of sheltered employment programmes

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

18 September 2023

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.5) Scheduled date for start of award procedures

21 September 2023

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

MAISTRO LIMITED

1A Grow on Building 3 Babbage Way

Exeter

EX52FN

Email

support@maistro.com

Telephone

+44 1392325557

Country

United Kingdom

Internet address

<https://www.maistro.com>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

- SQ launch day - 18/08/2023.
- SQ Submission deadline - 18/09/2023

- SQ Evaluation- 21/09/2023
- SQ Shortlist Notification - 22/09/2023
- ITT Launch Day- (30 days to run) - 27/09/2023.
- ITT Site visits- (2 days per service) To have 2 days site visit - to group Helix buildings over say 1; and - The Toffee Factory, High Bridge Works, and Partnership house day 2, the same apply to the cleaning services except for the High Bridge Works - Dates to be agreed, site visits must take place during the ITT stage.
- ITT Question Deadline- 26/10/2023
- ITT Submission deadline- 27/10/2023
- ITT Evaluation- 09/11/2023
- ITT Presentations- TBC
- BAFO - 16/11/2023
- Award - 23/11/2023
- Standstill 10 days- 04/12/2023
- Implementation Period & Internal Comms- TBC
- Contract start day - January.