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Tender

## **Cleaning Services**

Stafford Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-032680

Procurement identifier (OCID): ocds-h6vhtk-038636

Published 17 November 2022, 4:24pm

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

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

Stafford Borough Council

Riverside, Civic Centre

Stafford

ST16 3AQ

#### **Contact**

Michelle Davies

#### **Email**

[michelle.davies@staffordshire.gov.uk](mailto:michelle.davies@staffordshire.gov.uk)

#### **Telephone**

+44 1785277116

#### **Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.staffordbc.gov.uk/>

Buyer's address

<https://www.staffordshire.gov.uk/>

**I.3) Communication**

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

<https://www.staffordshire.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.staffordshire.gov.uk/>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Cleaning Services

Reference number

IA2908

#### **II.1.2) Main CPV code**

- 90910000 - Cleaning services

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

Services

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

Stafford Borough Council (SBC) is looking to appoint a supplier to carry out cleaning services for SBC Civic Centre, Stafford Crematorium and Stone Area Office. Please review the specification for the frequency of cleaning to be carried out i.e., daily, weekly and monthly activities.

Civic Centre

The Civic Centre is a four storey office complex which incorporates committee rooms and a suite for civic functions. The building houses approximately 300 employees and is open to the public between 0830 and 1700 hours Monday to Thursday and between 0830 and 1630 hours on Friday. With some exceptions staff generally work between 0800 hours and 1800 hours Monday to Friday. The Civic and Committee Suite Complex, Mayor's Parlour, Members' Room and Council Leader's Office are all to be cleaned to a very high standard commensurate with their use for formal civic functions and for entertaining Civic visitors.

Stafford Crematorium

Times for cleaning the crematorium chapel and other public areas may be varied to allow for funeral services on the instruction of the registrar. Cleaners working in public areas shall be aware of the sensitive nature of the area and shall conduct themselves appropriately at all times.

## Stone Area Office

The Contractor shall provide a cleaning service to the areas between 17:00 and 19:00 hours Monday to Thursday and 16:30 to 18:30 hours on Friday. Work shall be carried out in such a way that disturbance to Council Members, staff and the public is minimised and the Contractor shall take all measures necessary for the safety of members, staff and the public including the provision of warning signs.

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

Value excluding VAT: £1,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 90919200 - Office cleaning services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Stafford and Stone

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

Suppliers should set up a profile on Proactis by completing their company details first. Then registering their interest to this specific tender opportunity by searching under reference IA2908.

Any questions regarding this opportunity should go through the 'message function'.

Please do not contact the Buyer direct.

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

Quality criterion - Name: Quality / Weighting: 20

Price - Weighting: 80

**II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Start date

1 April 2023

End date

31 March 2031

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

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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.2.2) Time limit for receipt of tenders or requests to participate**

Date

20 December 2022

Local time

12:00pm

#### **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: 4 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

20 December 2022

Local time

12:30pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

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

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

Stafford Borough Council

Riverside, Civic Centre,

Stafford

ST16 3AQ

Country

United Kingdom