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Tender

## **Residential & Business Services: Summer Deep & Sparkle Cleans**

University of St Andrews

F02: Contract notice

Notice identifier: 2023/S 000-033192

Procurement identifier (OCID): ocds-h6vhtk-041718

Published 9 November 2023, 2:19pm

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

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

University of St Andrews

Walter Bower House, Eden Campus

Guardbridge

KY16 0US

#### **Contact**

Adrian Wood

#### **Email**

[procurement@st-andrews.ac.uk](mailto:procurement@st-andrews.ac.uk)

#### **Telephone**

+44 1334462523

#### **Country**

United Kingdom

**NUTS code**

UKM72 - Clackmannanshire and Fife

**Internet address(es)**

Main address

<http://www.st-andrews.ac.uk/staf/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00111](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00111)

**I.3) Communication**

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

<https://in-tendhost.co.uk/universityofstandrews>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofstandrews>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/universityofstandrews>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Residential & Business Services: Summer Deep & Sparkle Cleans

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

- 90911100 - Accommodation cleaning services

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

Services

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

A framework for the provision of Summer deep and sparkle cleaning of accommodation at the University of St Andrews.

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

This contract is divided into lots: No

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

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

David Russell Apartments and Fife Park, Buchanan Gardens, St Andrews.

Powell Hall, North Haugh, St Andrews.

Old Mill, Brown Street, Dundee.

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

The University is seeking to engage a contractor(s) to provide some or all (depending on the University's capacity) of the summer deep cleaning in

- David Russell Apartments (DRA) and Fife Park (FP), Buchanan Gardens, St Andrews, KY16 9LY.
- Powell Hall (PH), North Haugh, St Andrews, KY16 9XW.
- Old Mill, Brown Street, Dundee.

David Russell Apartments and Fife Park has 1686 bedrooms, in 5-bedroom cluster flats. The site is occupied by a mixture of undergraduate (38-week contracts) and postgraduate (50-week contracts) students. Most of the bedrooms are ensuite, however, there are 208 rooms which have shared bathrooms and 69 studios.

Each ensuite cluster flat has 5 ensuite bedrooms, a kitchen lounge and hallway. Each standard cluster flat has 5 standard bedrooms, a kitchen lounge, 2 shower rooms and a hallway. Studios have an ensuite bedroom and a small self-contained kitchen.

Powell Hall has 205 ensuite rooms and 41 kitchens. The hall is occupied by a mixture of undergraduate (UG) and postgraduate (PG) students.

Old Mill in Dundee, is owned by Mears Student Living, but the University operates around 150 rooms in 2, 3, 4, 5 and 6 bedroom flats. Each flat has a shared kitchen and shower room and toilet.

The University will confirm in January each year the exact numbers of clusters/buildings to be cleaned and the timescales which are required to be met. As well as deep cleaning, the University also requires a turnaround from summer to term time operation (sparkle clean) in late August a less extensive clean than a deep clean.

The University term ends in late May/early June and restarts in early September each year.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

2 x 12 months possible subject to satisfactory performance and mutual agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: Yes

Description of options

Tenders may provide pricing for additional services.

#### **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**

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted

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## **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

Please see Tender Documents.

#### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **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: 2

#### **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

12 December 2023

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: 3 (from the date stated for receipt of tender)

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

Date

12 December 2023

Local time

12:00pm

Place

Procurement - University of St Andrews

Information about authorised persons and opening procedure

Appointed Procurement Staff.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is likely the University may continue to have similar cleaning requirements. If so, any relevant procurement will be advertised approx. 6 months prior to any new contract requirement.

### **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**

All tenders for the University of St Andrews are administered through our eTendering System (InTend). To Express an Interest please go to our tender website at <https://intendhost.co.uk/universityofstandrews>

Please note that 'Notes of Interest' placed via PCS (Public Contracts Scotland) are not automatically accepted.

Tenderers are asked to provide names of certain staff that would be involved in contract delivery. See the Tender documents for further information.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=749444](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=749444).

(SC Ref:749444)

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

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

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone

+44 1382229961

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The University of St Andrews will incorporate a minimum of 10 calendar day standstill period at the point of information on the award of the contract being communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be requested from The University of St Andrews.

If an appeal regarding the award of contract has not been successfully resolved The Public Contracts (Scotland) Regulations 2012 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rule to take action in the Sheriff Court or Court of Session.

The anticipated review body in such cases would be:

Dundee Sheriff Court

6 West Bell Street

Dundee

DD1 9AD

Telephone: +44 1382 229 961

Anyone bringing court proceedings against the University of St Andrews must inform the University of St Andrews in advance of the alleged breach and its intention to bring proceedings. Any such action must be brought within 15 days of the date on which a

decision is sent to them or published to challenge that decision.

Proceedings seeking an ineffectiveness order must be brought within 30 days of the publication of the contract award notice in the OJEU, or 30 days from the date of a decision letter to all tenderers concerned, and any candidates concerned, containing a summary of the reason for the recipient being unsuccessful, otherwise 6 months from the date of entering into the contract or concluding the framework agreement.

Where a contract has not been entered into the Court may, by interim order, suspend the procurement procedure. The court may also set aside a decision or actions taken by the University or order it to amend and document; and/or award damages. However, by express requirement the court may decide not to grant an interim order when the negative consequences of such an order are likely to outweigh the benefits, having regard to a number of considerations.

If the contract has been entered into the Court may, depending on the nature of the breach: make an ineffectiveness order; impose a financial penalty; shorten the duration of the contract; make any other order considered appropriate to address the consequences of ineffectiveness or shortening the duration of the contract; award damages.