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Tender

DBC (SF) Cleaning Services at Maylands Business Centre and Kylna Business Centre

Dacorum Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039652

Procurement identifier (OCID): ocds-h6vhtk-055ea5 ([view related notices](#))

Published 14 July 2025, 2:16pm

Scope

Reference

CPU00572

Description

CLEANING SERVICES AT MAYLANDS BUSINESS CENTRE (1) AND KYLNA BUSINESS CENTRE (2) based in Hemel Hempstead Hertfordshire

These flagship developments are state of the art facilities for new and growing businesses. Both centres are owned, supported, and managed by Dacorum Borough Council. It is essential, therefore, that the Centres are cleaned to a high standard and well presented, for the benefit of tenants, visitors and staff. Maylands Business Centre (MBC) is a modern purpose-built centre for start-up and growing businesses, based in the heart of the Maylands Business District. (This comprises of 3 buildings – Innovation Building, Incubation Building and Extension Building). Kylna Business Centre is a newer development comprising residential apartments from the first floor upwards. The cleaning contract will only relate to the offices and reception area on the ground floor.

Appointment dates are available for bidders to view the locations on the following days Tuesday 29 July, Wednesday 30 July and Thursday 31 July 2025.

The current contractor has confirmed that TUPE does apply.

The contract will be for a period of 3 years commencing on 1 December 2025 and ending on 30 November 2028 with an option to extend for 2 further years.

All the Tender Documents and correspondence must be submitted via the Councils e-tendering portal at <http://www.supplyhertfordshire.uk>

Please submit your completed tender document via the Council's e-tendering portal no later than 12 noon 14 August 2025. Any tender submitted either manually or by email will not be accepted.

Total value (estimated)

- £245,000 excluding VAT
- £294,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2028
- Possible extension to 30 November 2030
- 5 years

Description of possible extension:

An option to extend for a further 2 years

Main procurement category

Services

CPV classifications

- 90910000 - Cleaning services
- 90911200 - Building-cleaning services
- 90919200 - Office cleaning services

Contract locations

- UKH23 - Hertfordshire

Submission

Enquiry deadline

8 August 2025, 5:00pm

Tender submission deadline

18 August 2025, 1:00pm

Submission address and any special instructions

All Tender Documents and correspondence must be submitted via the Council's e-tendering portal <http://www.supplyhertfordshire.uk>

Please submit your completed tender document via the Council's e-tendering portal no later than 12 noon 18 August 2025. Any tender submitted either manually or by email will

not be accepted.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

2 October 2025

Award criteria

Name	Description	Type
Simple description	Financial Appraisal A financial appraisal will be carried out on the winning bidder prior to award. Pass/ Fail Price 45% Quality - Evidence of your methodology and approach for maintaining, monitoring and adequately resourcing a high standard of cleaning 35% Quality - Ability to ensure that staff are sufficiently experienced and capable to deliver the service; together with evidence of robust staff training and development 20%	Price

Weighting description

Financial Appraisal A financial appraisal will be carried out on the winning bidder prior to award. Pass/ Fail

Price 45%

Quality - Evidence of your methodology and approach for maintaining, monitoring and adequately resourcing a high standard of cleaning 35%

Quality - Ability to ensure that staff are sufficiently experienced and capable to deliver the service; together with evidence of robust staff training and development 20%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Healthy market of SME providers already in the local area

Documents

Associated tender documents

<http://www.supplyhertfordshire.uk>

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Please submit your completed tender document via the Council's e-tendering portal no later than 12 noon 18 August 2025. Any tender submitted either manually or by email will not be accepted.

Contracting authority

Dacorum Borough Council

- Public Procurement Organisation Number: PGGG-5373-XYZX

The Forum, Marlowes

Hemel Hempstead

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Contact name: Sue Foster

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Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government