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Contract

Provision of Cleaning Services

Historic Environment Scotland

F03: Contract award notice

Notice identifier: 2024/S 000-040997

Procurement identifier (OCID): ocds-h6vhtk-046e96

Published 19 December 2024, 2:29pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Catherine McNair

Email

procurement@hes.scot

Telephone

+44 1316688866

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Heritage, Conservation, Tourism, Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Cleaning Services

Reference number

HES/C/4242

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

HES requires the provision of cleaning services at various sites across the estate. A full list of sites can be found in Appendix 1. This list is not exhaustive and HES reserves the right to add or remove sites and requirements during the lifetime of the contract.

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: £1,186,522

II.2) Description

II.2.2) Additional CPV code(s)

- 90910000 - Cleaning services

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

HES requires the provision of cleaning services at various sites across the estate. A full list of sites can be found in Appendix 1. This list is not exhaustive and HES reserves the right to add or remove sites and requirements during the lifetime of the contract. The plan is also to move all staff from John Sinclair House into Longmore House. A timescale for this has not been finalised but is likely to be within the next 2-3 years. The Supplier should be aware that there is a smarter working project underway within Longmore House so the outcome of this will be cascaded in due course.

It would be the preference of HES to have site specific team at each site, where possible to maintain consistency.

CLEANING SERVICE REQUIREMENTS

Examples of the service requirements are listed below, however this list is not exhaustive and the requirements will vary per site –

Buildings/Offices

- Fabric of buildings, including all entrances, doors, doorframes, corridors, lifts, loading bays, staircases, balustrades, treads, risers, banisters, floors and floor coverings including public entrances and barrier mats (various finishes), skirtings, ceilings, ledges and walls (including fire exit stairwells), fireplaces, window ledges and frames
- All fixtures and fittings, including internal glass, door inserts, partition sections, mirrors, tables and chairs, pictures, plaques, notice board frames and signage, window blinds, heater grills and radiators where appropriate, metal work including door brasses, fire extinguishers, exhibits, clocks, coat-stands, free standing lamps, desk lamps, table lamps, uplighters, wall lights and lightshades.
- All office areas including workstations, desks, floors and shelving
- Toilets, washrooms, staff locker rooms and shower rooms (including taps, shower heads, mirrors and sanitary bins)
- Reception areas and other public rooms such as waiting areas, interview rooms, display and exhibition space and touchdown areas.
- Corridor and utility rooms
- Staff restaurants (up to counter fronts unless as specified), coffee lounges, staff kitchens, and break areas (including electrical appliances and cupboards in staff kitchens and break areas only)

- Removal of drinking glasses, cutlery and crockery, and placing in designated tea point/kitchen areas/dishwasher (plus switching on) as required.
- Vending points including any adjacent sinks
- Emptying of internal waste paper and recycling bins, ensuring that the recycling remains separated prior to uplift from our waste management supplier.
- Conference, meeting, syndicate and board rooms, lecture theatres and other teaching areas, function rooms (including as required the cleaning of silverware, candelabra, crystal and china, prior to functions), meeting room pottering (set up and cleaning)
- Service and support areas, including registry/mail rooms, delivery and other store rooms, resource points (reprographics rooms, libraries, media centres and TV studios), first aid/nursing parents' rooms, utility rooms and appliances in common break areas and all cupboards.
- Security control/incident rooms
- Internal and external planters, water features
- External litter collection (ensuring recycling is done where appropriate) including clearing/cleaning of cigarette receptacles within designated smoking areas.

Window Cleaning

- See Appendix 1a for individual site requirements and frequencies.

IT Cleaning

- Surface cleaning of PCs including keyboards and screens
- Telephone sanitising
- Surface cleaning of printers, fax machines, overhead projectors, media equipment, photocopiers and similar equipment

Specialist cleaning of monuments and heritage sites

- Bronze work, weaponry and armour as directed
- Memorial plaques
- Specialist floor, wall and upholstery cleaning

Laboratory and similar hygiene environments

- Floors
- Glass ware – by means of autoclave or other sterilising equipment (training on this equipment will be given by HES)
- Periodic cleans
- Special Cleans
- Emergency cleans

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 80%

Price - Weighting: 20%

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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: [2024/S 000-017839](#)

Section V. Award of contract

Contract No

HES/C/4242

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

19 December 2024

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 0

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

Mitie Cleaning & Environmental Services Ltd

The Granary, Roddinglaw Business Park, EDINBURGH

Edinburgh

EH12 9DB

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

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

Total value of the contract/lot: £1,186,522

Section VI. Complementary information

VI.3) Additional information

Please note that Historic Environment Scotland cannot sign up to suppliers T&Cs. Please read through our T&Cs carefully and if you have any concerns please raise these at the earliest available opportunity.

(SC Ref:786407)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom