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Tender

SBC0425 Soft Facilities Management Contract - Corporate Estate Provision of Cleaning and Physical Security Services

Stevenage Borough Council

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

Notice identifier: 2025/S 000-048193

Procurement identifier (OCID): ocds-h6vhtk-051514

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Scope

Reference

CCD01574

Description

Stevenage Borough Council is seeking suitable Suppliers to tender for a Soft Facilities Management Contract for the provision of Cleaning and Physical Security Services for its Corporate Estate. It also includes the provision of 'end-user' consumables and 'Hygiene' bin Services.

This procurement is for the tendering of a contract which will include provision for a range of planned and reactive cleaning services for approximately ten corporately managed sites within the Borough. The exact nature and location of each property will be outlined in

the Site-Specific details document (which is contained in the draft ITT pack issued for information with this PSQ). The properties range from offices, a bus interchange centre through to a museum. There are some additional properties which are included for the 'hygiene' bin service only.

Two of the main sites have a requirement for physical security services, Daneshill House on Monday – Friday normal working hours and for the indoor market at weekends only. There is a potential ad hoc service requirement on both service areas.

There is a mandatory minimum annual turnover requirement of £800,000 for this contract. Suppliers must have experience of delivering similar services in contracts of comparable size, scope, and complexity. Public sector experience is desirable but not essential.

The requirement is for a single contract only without 'lots' for the purposes of streamlined management and resourcing for the Council. Sub-contracting is permitted however a single lead contractor is responsible for the delivery of the contract in its entirety. Due to the ratio of cleaning being the core service, the lead contractor is required to directly deliver the cleaning element.

Security Industry Council accreditation is mandatory for the Supplier and their staff (or sub-contractor).

Suppliers wishing to take part in this project are invited to "express interest" which will give access to the full procurement documents in the e-tendering system.

You must complete and submit a Pre Selection Questionnaire (PSQ) by the deadline on the portal <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Any questions relating to this tender must be made via correspondence on the website, in accordance with the procurement documents and can be addressed to the main contact as shown in the details above.

Please allow sufficient time to make your return as late returns will not be permitted by the system.

Total value (estimated)

- £2,000,000 excluding VAT
- £2,400,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

the option to extend up to a further 2 years (through two 12-month increments)

Main procurement category

Services

CPV classifications

- 39830000 - Cleaning products
- 79710000 - Security services
- 79713000 - Guard services
- 79993100 - Facilities management services
- 90900000 - Cleaning and sanitation services
- 90910000 - Cleaning services

Contract locations

- UKH23 - Hertfordshire

Submission

Enquiry deadline

1 September 2025, 11:59pm

Submission type

Requests to participate

Deadline for requests to participate

15 September 2025, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 2 April 2030

Award criteria

Name	Description	Type
Simple description	Price weighting - 50% Quality weighting - 40% Social Value Weighting- 10%	Price

Weighting description

Price weighting - 50%

Quality weighting - 40%

Social Value Weighting- 10%

Other information

Description of risks to contract performance

Known Risk - Local Government Re-Organisation

The Council may be subject to reorganisation under legislation introduced in relation to Local Government Reorganisation. In those circumstances there may be instances where repetitious or duplicated agreements become difficult or burdensome to continue with. In those circumstances, the contract that tenderers enter into will be subject to a provision

that will allow the Council to terminate or curtail the contract if it would be prudent to do so.

For more information see Devolution and Local Government Reorganisation - <https://eu-west-1.protection.sophos.com/?d=stevenage.gov.uk&u=aHR0cHM6Ly93d3cuc3RldmVuYWdlLmdvdi51ay9hYm91dC10aGUtY291bmNpbC9kZXZvbHV0aW9uLWFWuZC1sb2NhbC1nb3Zlcm5tZW50LXJlb3JnYW5pc2F0aW9u&p=m&i=Njc1YWRIZjc1NDE2OGQwYTc0ODNlMjRk&t=RzILTVBrZGk5Mm9SWmN6QTB0ZDhXWjVCK293aDFKcUFxOHFzZXNONFJsWT0=&h=e1610d3031634f34af91e9ff0aeea9e7&s=AVNPUEhUT0NFTkNSWVBUSVbz12zF51qb-8BVQFZmXv1FF1Jq6YJF89IUaYUtpnWtCQ>

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This procurement is being conducted under the Procurement Act 2023, using a Competitive Flexible Procedure.

The process is structured into three stages:

- Stage 1 & 2– Conditions of Participation (PSQ stage): This Procurement Specific Questionnaire (PSQ) is used to assess suppliers against the Council's conditions of participation consisting of Pass/Fails and also scored project specific questions.

We anticipate a maximum of eight Suppliers to be invited to the tender stage; however, we reserve the right to invite more should the scoring be very close.

- Stage 3 – Invitation to Submit Tenders: The selected suppliers following the PSQ stage who meet the conditions of participation and are the highest ranked may be invited to submit a full tender. Tenders will be assessed against the published award criteria, which will include quality, price, and social value considerations.

Draft tender documents, including the specification and contract, are provided at this stage to support transparency and early market understanding. The Council reserves the right to amend or clarify elements of the procurement in accordance with the Procurement Act 2023.

Documents

Associated tender documents

<https://in-tendhost.co.uk/supplyhertfordshire/asp/Home>

All documents are available from the portal as per the web address above

Contracting authority

Stevenage Borough Council

- Public Procurement Organisation Number: PHLV-8626-LHWZ

Daneshill House, Danestrete

Stevenage

SG1 1HN

United Kingdom

Email: procurement@stevenage.gov.uk

Website: <https://www.stevenage.gov.uk/>

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government