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Tender

Residential & Business Services: Commercial Laundry Services

University of St Andrews

F02: Contract notice

Notice identifier: 2025/S 000-081056

Procurement identifier (OCID): ocids-h6vhtk-05f1c9

Published 9 December 2025, 1:51pm

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

Telephone

+44 1334462523

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Residential & Business Services: Commercial Laundry Services

II.1.2) Main CPV code

- 98311100 - Laundry-management services

II.1.3) Type of contract

Services

II.1.4) Short description

Residential and Business Services (RBS) is responsible for, among other matters, the management and operation of the University's Residential System. In addition to accommodating students in term time (when laundry services are not required), there is an extensive commercial operation between May – September each year. During the summer period, the University effectively operates as the largest hotel in St Andrews, with requirements for commercial laundry associated with this business including towels, bed linen and other associated items. While the majority of the activity will be between May – September each year, there may be some smaller requirements throughout the year.

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98311000 - Laundry-collection services
- 98311100 - Laundry-management services
- 98311200 - Laundry-operation services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

UK- St Andrews

II.2.4) Description of the procurement

Residential & Business Services (RBS) is seeking a laundry solution for the commercial operation. This primarily takes place between May – September each year but there may be reduced requirements out with this period.

RBS currently own our own bed linen and towels and are looking for a laundry service for these items although we would consider a hire solution . We are looking for a collect, wash, dry, press and return laundry service.

Currently there are 8 locations within St Andrews that require collection and delivery. During peak periods and at the busiest locations we require collections/returns 6 days per week, during quieter periods and at quieter locations collections/returns can be reduced.

Linen Bags would be required as part of the service. No plastic packaging is to be used in the delivery of this contract

Linen must be returned on the 2nd day after collection, e.g. collection Monday, return Wednesday, collection Wednesday, return Friday. Deliveries must be made between 8am – 4pm, Monday – Friday and by agreement at the weekend. Deliveries must be made to the designated collection/return point which will vary by Residence and which can be viewed at the site visit.

Total Items (indicative)

Bath Mat - 8400

Bath Towel - 27970

Double Duvet Cover - 11600

Double Mattress Protector - 530

Double Sheet - 12100

Double Valance - 1054

Hand Towel - 26260

Pillowcase - 51350

Shower Curtain - 350

Single Duvet Cover - 6220

Single Mattress Protector - 421

Single Sheet - 5800

Please see ITT for full details including indicative quantities per location. There may also be laundry requirements for other parts of the University and these are detailed in the documents.

Ideally the supplier will be a member of the Textile Services Association or equivalent.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £900,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions subject to satisfactory annual review and the discretion of the University of St Andrews.

II.2.10) Information about variants

Variants will be accepted: No

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

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

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 ITT.

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

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

22 January 2026

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

22 January 2026

Local time

12:00pm

Place

Procurement - University of St Andrews

Information about authorised persons and opening procedure

Appointed Procurement Staff

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 will continue to have laundry requirements. Any required notice for a future iteration of a contract will be published several months prior to the start of such a 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

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=816176.

(SC Ref:816176)

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.