**Planned Procurement Notice (PPN)**

**UWE Cleaning**

The University of the West of England (UWE) is issuing this Planned Procurement Notice (PPN) to invite specialist cleaning companies to participate in the early market engagement for the upcoming requirements for the provision of Cleaning Services. The University employs approx. 140 in-house cleaning personnel across 3 campuses, Frenchay Campus, Glenside Campus, and City Campus (Bower Ashton, Spike Island, Arnolfini & Bush House) Please note this is not a re tender of UWE’s in house cleaning provisions.

Our Cleaning Services aim to deliver an outstanding level of cleaning across the 3 sites, this is achieved through training, supervision, and innovation.  We use agency staff to support busy periods and to cover vacant areas, we are looking for cleaning contractors to cover Frenchay Campus, Arnolfini & Bush House, Spike Island and Bower Ashton plus adhoc cleaning when required. We have identified the following 5 Lots: a further breakdown of each area is listed below.

**Lot 1:** Cleaning of all Centre for Sport spaces, includes routine cleaning, heavy usage of communal/sporting areas, specialist sports hall, gym facilities, plus Christmas & Summer deep cleans. **Lot 2:** Frenchay Campus cleaning of Halley Nursery, Subcontractor site offices, Morrisons shop floor & Onezone servery. **Lot 3:** Bower Ashton & Spike Island Campus, Cleaning of gallery area, classrooms, computer rooms, office areas, communal areas, refectory areas, toilets and workshops. **Lot 4:** Arnolfini & Bush House includes cleaning of toilets, auditorium, light studio, dark studio, galleries 2, 3 and 4, dressing rooms and back stage. **Lot 5:** Adhoc University Cleaning at all sites across the University Estate, includes cleaning of all spaces across the university campuses.

Lot 1 The **Centre for Sport** on the Frenchay Campus encompasses an 8 badminton court hall, large fitness suite, aerobics studio, squash courts and associated spaces. The centre needs cleaning on a daily basis on weekdays throughout the year and ad hoc cleaning on weekends will be required. The current cleaning provision for the Centre for Sport is Daily, Monday to Friday, 7am – 9pm, 2.5x FTE cleaning operatives. The **Wallscourt Farm Gym** also on Frenchay Campus encompasses 2 fitness suites, squash courts and associated spaces. Currently, the Gym is cleaned Daily Monday to Friday (term time only), 6am – 9am, 1x cleaning operative. Further details for the UWE Centre for Sport can be found here: <https://www.uwe.ac.uk/life/activities/sport>. Please note DBS checks will be required for this lot.

Lot 2 Frenchay Campus includes the **Halley Nursery** which provides high quality childcare and education for the children of students, university employees and the local community. The Nursery is open year-round, though term-time and is a purpose-built 62-place nursery which welcomes children from three months. The nursery requires cleaning Daily, Monday to Friday, 6pm – 8pm, 2x cleaning operatives working 2 hours per day. Please note DBS checks will be required for this lot.

The **Subcontractor site office area** is located at Frenchay Campus and consists of an office area and toilet which requires cleaning daily, Monday to Friday, 6.30am – 8.30am, 1x cleaning operative.

**Morrisons Shop Floor** at Frenchay Campus cleaning provisions for this is 3 times per week, Monday, Wednesday & Friday, 5.30am – 6.30am, 1x cleaning operative. This involves sweeping and machine scrubbing (scrubbing machine provided by UWE) the shop floor. (approx. 190m2).

**Onezone Servery** at Frenchay Campus serves our staff & students with freshly prepared and cooked meals. Cleaning provision is machine scrubbing (scrubbing machine provided by UWE) the servery floor once weekly on a Saturday (during term time), 9am – 11am, 1x cleaning operative 2 hours per day.

Lot 3 **Bower Ashton Campus** is nestled at edge of beautiful Ashton court estate, it's the home of film, animation and photography courses at UWE. Cleaning provisions are classrooms, computer rooms, communal areas, refectory area, toilets and workshops (approx. 82 rooms in total). Daily Monday to Friday, 6am-9am, 1x cleaning operative. There is also the requirement for a 1hr weekly kitchen floor clean with scrubber machine (scrubbing machine provided by UWE). Cleaning suppliers will also be required to assist in the cleaning provisions for open days, degree shows, exhibitions and any other events throughout the year.

**Spike Island** is located in an 80,000 square foot former industrial warehouse near Bristol harbourside, Spike Island is an internationally renowned contemporary art centre with whom UWE Bristol has a substantial partnership and is home to a major gallery and art centre. Cleaning provision is daily Monday to Friday (term time only), 6am – 9am & 3pm – 6pm, 1x cleaning operative, cleaning of gallery areas, toilets, machine scrub kitchen area (scrubbing machine provided by UWE), 3 office areas and computer room.

Lot 4 **The Arnolfini** is one of Europe's leading centres for the contemporary arts, presenting innovative, experimental work in the visual arts, performance, dance, film, music and events, accompanied by a public programme of learning and participation activities. The Arnolfini houses five exhibition spaces, a theatre/cinema auditorium, Reading Room and Light/Dark Studios all housed in this Grade II listed, fully accessible building. The ground floor Auditorium is used for lectures, drama workshops and performance workshops. Cleaning provision is currently daily Monday to Sunday, 12x cleaning operative covering a total 38.5 hours per week (including weekends). Cleaning suppliers will also be required to assist in the cleaning provisions for open days, degree shows, exhibitions and any other events throughout the year.

**Bush House** is part of the city campus, cleaning provisions are mainly classrooms on a daily basis, Monday to Friday, 5pm – 8pm, 5x cleaning operatives for 2 hours per day, 1x cleaning supervisor for 2 hours per day.

**Lot 5** Adhoc University Cleaning at all sites across the University Estate when required, includes cleaning of all spaces across the three main university campuses.

It is anticipated that TUPE may apply to some Lots of this tender.

Please note that some cleaning materials will be provided by UWE, such as toilet roll and soap in all buildings, this will be further explained in the tender pack. Where suppliers are providing cleaning materials these are required to have a very low sustainable impact and where possible packaging will be recyclable.

This notice, in line with the Procurement Act 2023 initiates a non-binding request for the pre procurement stage, intended to gauge market interest, understand industry developments, and assist UWE in drafting requirements for the future procurement opportunity.

UWE would like to invite interested parties to submit an expression of interest (EOI) for the project and each lot by registering on the HE Intend Portal. <https://in-tendhost.co.uk/he/aspx/Login> Please also ensure your company is registered on the new Government Central Digital Platform (<https://www.gov.uk/find-tender>).