

Cleaning contract

Request for participation

# Length of Contract:

We are looking to procure cleaning services for a period from 1st November 2025 until end of August 2028 (2 years 10 months)

# Our Context:

The Oak Partnership Trust is a family of schools that cater for children and young people from 2 – 19 years old. Our Trust consists of eight sites. The Trust requires a supplier to carry out, manage and maintain cleanliness and hygiene across the following schools:

**LOT 1**

* Ruishton Primary School
  + Including Woodlands Nursery
  + Excluding food servery adjacent to main hall
  + Approximate floor area 1140m²
* West Monkton Primary Schools
  + Including Little Herons Nursery
  + Excluding catering Kitchen areas and BACH (community hall)
  + Approximate floor area 2300m²
* Selworthy Special School, comprising
  + Oakhill Campus (specialist provision for primary aged learners)
    - Excluding Block B (swimming pool) and food servery adjacent to main hall
    - Approximate floor area 800m²
  + Hazelbrook Campus (specialist provision for secondary aged learners)
    - Including 6th form and Hydrotherapy Pool.
    - Excluding Cadet Hut and food servery adjacent main hall.
    - Approximate floor area 3800m²
  + The Cove, Wellington (specialist provision attached to Courtfield Secondary school)
    - Approximate floor area 250m²

**LOT 2**

* Hill View School, Martock (SEMH provision)
  + Excluding catering kitchen
  + Floor area 3154m²

# Service Requirements:

We will require the following support from the supplier:

# Regular cleaning

To be responsible for the complete cleaning of each site at end of each school day. Including emptying bins, replenishment of dispensers, and the like, for 39 weeks per year, according to academic calendar.

**Deep cleaning**

To be responsible for a high standard of deep cleaning three times per year, including high-level clean, external windows.

**Materials**

To be responsible for ordering and supply of all materials needed to undertake the contract.

**Consumables**

To be responsible for ordering and supply of all consumable items in dispensers, and replenishing of those dispensers.

**Discrete towel disposal**

Provide adequate hygienic and discrete towel disposal service.

**Health and Safety**

To be responsible for staff health and safety and have regard for health and safety of other users of the site. To work with sites in regard of COSHH regulations and providing datasheets and assessments for all hazardous substances.

**Equipment**

To provide all equipment needed to undertake the contract, with any electrical equipment maintained correctly with proof of testing.

**Quality management**

To provide regular QA reports

**Communication**

To provide a communication book at each site and liaise with site representatives as necessary to fulfil contract.

**Security**

To be responsible for locking of site at end of shift. Checking external doors, windows, and setting alarm. To be responsible for keys

**Storage**

Storage will be provided on site. Supplier to work with sites to use efficiently and effectively.

**Payment Structure**

Invoiced monthly to Trust, in one invoice.

**Tendering process**

The Trust have issued a notice, seeking requests from suppliers to participate in the tender.

Suppliers should read this document, and submit responses to the below question set before the deadline as outlined on the notice. The responses will be evaluated and the 5 highest scoring will be invited to the next stage to prepare and submit a full tender. If fewer than 5 bids are received, a minimum score of 60% must be achieved to proceed to next stage.

The full tender will be split 55% price, 45% quality and subject to evaluation.

**Question set – request to participate**

# Suppliers are invited to submit responses to the below:

# Will you be tendering for Lot 1, Lot 2 or both lots?

# Are you legally incorporated or registered? Please provide registration number and relevant documentation. (Pass/fail)

# Is your company, or any persons with significant control, subject to any debarment, insolvency, or exclusion from public contracting? Please declare and give details if applicable. (Pass/fail)

# Are you relying on another supplier or sub-contractor to meet any legal requirements for this procurement? If so, provide their details and supporting documentation. (scored 1-5)

# Can you supply evidence of economic or financial standing, such as bank references, credit ratings, or statements of solvency (scored 1-5)

1. Do you hold, or are you prepared to obtain, the relevant insurance (e.g., public liability, professional indemnity) required for this contract? Specify amounts and attach evidence or confirmation. (Scored 1-5)
2. Please list relevant contracts or projects delivered in the last five years that are similar in scope and complexity to this opportunity. Include client references where possible (scored 1-10)
3. Do you have an operational base situated in close proximity to the sites? Please provide details (scored 1-10)
4. Can you provide evidence of sufficient qualified personnel, equipment, and technical resources to deliver this contract? Please elaborate (scored 1-5)

Total points 40

**Evaluation Criteria**

Responses will be marked either on a pass/fail basis, or a scoring system. A response that results in a fail will exclude the supplier from proceeding to next stage.

# Receipt of Tender

As outlined in notice, electronic submission of requests to [centralops@oak.education](mailto:centralops@oak.education) must comply with the submission deadline date and time.

**Tender process timeline**

The tender process will follow the timeline below, and is subject to change. Any change will be published:

- Issue of request to participate: Friday 18th July 2025

- Deadline for requests: Noon, Friday 8th August 2025

- Evaluation of responses: 11th August 2025

- Issuing of tender documentation to successful supplier – 11th August 2025

- Deadline for receipt of full tender: Noon Friday 5th September 2025

- Evaluation of proposals: 8th September 2025

- Decision and notification of supplier: 15th September 2025

- Contract commencement: 1st November 2025

# Safeguarding and Child Protection

We require all staff visiting the schools to be in possession of Disclosure and Barring System, enhanced level of disclosure.

We require the Trust to be provided with the DBS certificate numbers for their records before access will be permitted.

We require the supplier to communicate any changes in level of clearance, or any issues that could make it inappropriate for that member of staff to work unaccompanied in the school, to the Headteacher, as soon as they become known.

As a third-party providing staff who work at the school you will be required to provide signed confirmation that staff who regularly work in our school have been subject to appropriate clearances and pre-employment checks.

Regular staff who attend the school site will need to read the current school Safeguarding Policy each year and will be familiar with all safeguarding and child protection processes.

Regular staff who attend the school site will also read and be guided by the school staff code of conduct.

The use of mobile phones will only be permitted in areas where children are not present. The taking of photographs anywhere on site will not be carried out without prior permission from the Headteacher.

Each of the supplier’s personnel is suitably qualified, adequately trained and capable of providing the applicable services properly;

# GDPR / Privacy Statement

Many of the duties that the supplier will have to carry out to require them to have access to areas that would normally be secured from users and could contain sensitive information.

We require the supplier to take all reasonable steps to ensure data is protected against unauthorised access and it will not be disclosed or sold to another company or organisation.

# Health and Safety

Due to the emphasis on delivering works or services in a safe, legally compliant manner, we require suppliers to state in their bid the relevant accreditations your staff and company hold as well as a statement to demonstrate your commitment to health and safety, quality and compliance in delivering works and services.

# Confidentiality Undertaking

We require the supplier to undertake not to copy, release, divulge or communicate, either in writing, orally, electronically or by any other means, to any third party, either directly or indirectly, any information not already in the public domain relating to The Oak Partnership without the express written authority from the Head Teacher or The Oak Partnership.

We expect all information obtained relating to The Oak Partnership will be retained in accordance with the ‘Data Protection Principles’ as set out in the Data Protection Act of 2018

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| *Prepared by:* | *Jack Davey* |
| *Date:* | *July 2025* |

***TERMS AND CONDITIONS***

*- The Trust reserves the right to accept or reject any proposal without providing reasons.*

*- The Trust is not bound to accept the lowest bid.*

*- This tender document does not constitute a contract or offer of employment.*

*- The successful supplier will be required to sign a formal contract before the commencement of services.*