

United Kingdom-Devizes: Office cleaning services

OJ S 3/2016 06/01/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Aster Property Limited

Postal address: Sarsen Court

Town: Devizes

Postal code: SN10 2AZ

Country: United Kingdom

Contact person: Electronic documents can be obtained from and all correspondence to be directed to, the Aster Supplier Portal at <https://in-tendhost.co.uk/aster>E-mail: apcleaning@asterproperty.co.uk**Internet address(es):**General address of the contracting authority: www.asterproperty.co.ukAddress of the buyer profile: <https://in-tendhost.co.uk/aster>**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Housing and community amenities

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Provision of Office Cleaning Services.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 14: Building-cleaning services and property management services

NUTS code UKK South West (England),UKJ South East (England)

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

This procurement is being conducted by Aster Property Limited, which is the contracting authority. Aster Property Limited. The contract is for 24 months, commencing 15.6.2016. This procurement is being conducted using the Restricted procedure under Regulation 27 of the Public Contracts Regulations 2015 ('the Regulations'). The documents are available to all economic operators who express an interest in this opportunity. Any interested economic operator may submit a tender in response to the contract notice.

The closing deadline for the receipt of Tenders is 9:00 hours (9 o'clock am) on 5.2.2016. Tenders must be submitted via the Aster supplier portal as per the instructions in the Pre-qualification Instructions.

Important information: this tender is being conducted through the Aster Supplier Portal and all documentation is only available via this portal for which the URL is: <https://in-tendhost.co.uk/aster>

It is the intention of the company to enter into an agreement for the Provision of Office Cleaning Services. These services will be provided at Ten Aster premises and can be approached as 4 regional lots:

— Lot 1 — Dorset Region:

(Site 1) Consort House, Suite 4, Princes Road, Ferndown, Dorset, BH22 9JG;

(Site 2) Link House, West Street, Poole, Dorset, BH15 1LD;

(Site 3) Prospect House, Sandford Lane, Wareham, Dorset, BH20 4DY;

(Site 4) Oxford Court, Unit B Cambridge Road, Granby Industrial Estate, Weymouth, Dorset, DT4 9GH;

Lot 2 — Hampshire Region:

(Site 5) Testway House, Greenwich Way, Andover, Hampshire, SP10 4BF;

(Site 6) The Hundred, 86a The Hundred, Romsey, Hampshire, SO51 8BX;

Lot 3 — Somerset Region:

(Site 7) Evercreech Yard, Area 19B, EverCreech Junction, Shepton Mallet, Somerset, BA4 6NA;

(Site 8) Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD;

Lot 4 — Wiltshire Region:

(Site 9) Unit 2 Harnham, Harnham Trading Estate, Salisbury, Wiltshire, SP2 8NW;

(Site 10) Sarsen Court, Horton Avenue, Cannings Hill, Devizes, Wiltshire, SN10 2AZ.

Start date: 15.6.2016 for 2 years with 3 possible extensions of 1 year each.

The link to access all tender documentation is as follows: <https://in-tendhost.co.uk/aster>

We will be holding a Contractor Tender Briefing Day on 13.1.2016 at our office in Sarsen Court, Horton Avenue, Devizes, Wiltshire SN10 2AZ. Timings: 9:30 until 11:30 approx.

Please confirm your attendance to the Contractor Briefing Day by email (apcleaning@asterproperty.co.uk) or through correspondence within in-Tend.

II.1.6. CPV code(s)

90919200 Office cleaning services, 90911200 Building-cleaning services, 90910000 Cleaning services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

It is the intention of the company to enter into an agreement for the Provision of Office Cleaning Services. These services will be provided at Ten Aster premises and can be approached as four regional lots:

Lot 1 — Dorset Region:

(Site 1) Consort House, Suite 4, Princes Road, Ferndown, Dorset, BH22 9JG;

(Site 2) Link House, West Street, Poole, Dorset, BH15 1LD;

(Site 3) Prospect House, Sandford Lane, Wareham, Dorset, BH20 4DY;

(Site 4) Oxford Court, Unit B Cambridge Road, Granby Industrial Estate, Weymouth, Dorset, DT4 9GH.

Lot 2 — Hampshire Region:

(Site 5) Testway House, Greenwich Way, Andover, Hampshire, SP10 4BF;

(Site 6) The Hundred, 86a The Hundred, Romsey, Hampshire, SO51 8BX;

Lot 3 — Somerset Region:

(Site 7) Evercreech Yard, Area 19B, EverCreech Junction, Shepton Mallet, Somerset, BA4 6NA;

(Site 8) Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD;

Lot 4 — Wiltshire Region:

(Site 9) Unit 2 Harnham, Harnham Trading Estate, Salisbury, Wiltshire, SP2 8NW;

(Site 10) Sarsen Court, Horton Avenue, Cannings Hill, Devizes, Wiltshire, SN10 2AZ.

Estimated value excluding VAT:

Range: between 239 000 and 703 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The contract is for 2 years from 15.6.2016 to 15.6.2018.

The contract may be extended at the sole discretion of the Employer, but only with the agreement of both Parties, by extensions of multiples of 1 year up to a maximum further 3 years to 15.6.2021. The first extension should be agreed 6 months before the end of the initial service period. Subsequent extensions should be agreed 6 months before the end of the previously extended service period.

Provisional timetable for recourse to these options:

in months: 24 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

II.3. Duration of the contract or time limit for completion

Start 15.6.2016. Completion 15.6.2018

Information about lots

Lot No: 1

Lot title: Dorset

1) Short description

(Site 1) Consort House, Suite 4, Princes Road, Ferndown, Dorset, BH22 9JG;
(Site 2) Link House, West Street, Poole, Dorset, BH15 1LD;
(Site 3) Prospect House, Sandford Lane, Wareham, Dorset, BH20 4DY;
(Site 4) Oxford Court, Unit B Cambridge Road, Granby Industrial Estate, Weymouth, Dorset, DT4 9GH.

2) CPV code(s)

90919200 Office cleaning services, 90911200 Building-cleaning services, 90910000 Cleaning services

3) Quantity or scope

Estimated value excluding VAT:
Range: between 72 000 and 218 000 GBP

4) Indication about different time frame or duration

Duration in months: 60 (from the award of the contract)

5) Additional information about lots

Lot No: 2

Lot title: Lot 2 — Hampshire Region

1) Short description

(Site 5) Testway House, Greenwich Way, Andover, Hampshire, SP10 4BF;
(Site 6) The Hundred, 86a The Hundred, Romsey, Hampshire, SO51 8BX.

2) CPV code(s)

90919200 Office cleaning services, 90911200 Building-cleaning services, 90910000 Cleaning services

3) Quantity or scope

Estimated value excluding VAT:
Range: between 50 000 and 140 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Lot 3 — Somerset Region

1) Short description

(Site 7) Evercreech Yard, Area 19B, EverCreech Junction, Shepton Mallet, Somerset, BA4 6NA;
(Site 8) Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD.

2) CPV code(s)

90919200 Office cleaning services, 90911200 Building-cleaning services, 90910000 Cleaning services

3) Quantity or scope

Estimated value excluding VAT:
Range: between 47 000 and 134 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Lot 4 — Wiltshire Region

1) Short description

(Site 9) Unit 2 Harnham, Harnham Trading Estate, Salisbury, Wiltshire, SP2 8NW;
(Site 10) Sarsen Court, Horton Avenue, Cannings Hill, Devizes, Wiltshire, SN10 2AZ.

2) CPV code(s)

90919200 Office cleaning services, 90911200 Building-cleaning services, 90910000 Cleaning services

3) Quantity or scope

Estimated value excluding VAT:
Range: between 70 000 and 211 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

The specific requirements are set out in the tender documentation and may include a parent company guarantee if required by Aster Property Limited.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Payments will be made in arrears on a monthly basis for services completed in accordance with the contract documentation.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

No specific legal form is required. However, if a consortium submits a tender, Aster may require the consortium to form a legal entity before entering into a contractual requirement. Joint and several liability of all consortium members may be required (and/or guarantees and /or undertakings by some or all of the consortium members).

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: For more information on Aster Property Limited specific requirements, please refer to the contract documents. Contractors will be expected to provide added value contributions in order to support community programmes promoted Aster Property Limited where relevant to the subject of the contract. Accordingly the performance conditions of the contract will include social and environmental requirements.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Information and formalities necessary for evaluating if the requirements are met: Organisations will be required to complete the Evaluation

Questionnaire, which includes pre-qualification questions. This can be completed via Aster Supplier Portal. The minimum pre-qualification standards are set out in the Pre-qualification Instructions.

III.2.2. Economic and financial ability

List and brief description of conditions: Information and formalities necessary for evaluating if the requirements are met: Organisations will be required to complete the Evaluation Questionnaire, which includes pre-qualification questions. This can be completed via Aster's Supplier Portal. The minimum pre-qualification standards are set out in the Pre-qualification Instructions.

Minimum level(s) of standards possibly required: The minimum pre-qualification standards are set out in the Pre-qualification Instructions. These can be downloaded from Aster Supplier Portal.

III.2.3. Technical and professional ability

List and brief description of conditions:

Organisations will be required to complete the Evaluation Questionnaire, which includes pre-qualification questions. This can be completed via Aster's Supplier Portal. The minimum pre-qualification standards are set out in the Pre-qualification Instructions.

Minimum level(s) of standards possibly required:

The minimum pre-qualification standards are set out which can be downloaded from Aster Supplier Portal.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: Organisations will be required to complete the Evaluation Questionnaire, which includes pre-qualification questions. This can be completed via Aster's Supplier Portal. The minimum pre-qualification standards are set out in the Pre-qualification Instructions.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

AP(PropMan) - 0004 - 2015

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 4.2.2016 - 09:00

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

5.2.2016 - 09:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2018 unless the contract is extended.

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:

no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contracts is communicated to tenderers. If an appeal regarding the award of the contract has not been harmed or are at risk by breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be started within 30 days beginning with the date when the aggrieved party first knew or sought to have grounds for

starting the proceedings had risen. The Court may extend the time limited for starting proceedings where the Court considers that there is a good reason for doing so but not so as to permit proceedings to be started more than 3 months after that date. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be ineffective.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

4.1.2016