

**UK-Wokingham: Accommodation, building and window cleaning services**

OJ S 39/2013 23/02/2013

Contract notice

Services

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Holt School  
Postal address: Holt Lane  
Town: Wokingham  
Postal code: RG41 1EE  
Country: United Kingdom  
Contact person: School Business Manager  
For the attention of: Janet Perry  
Telephone: +44 1189780165  
Fax: +44 1189890831

**Internet address(es):**

General address of the contracting authority: [www.holtschool.co.uk](http://www.holtschool.co.uk)  
Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA2921](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA2921)

**Additional information can be obtained from:**

Official name: The Holt School  
Postal address: Holt Lane  
Town: Wokingham  
Postal code: RG41 1EE  
Country: United Kingdom  
Contact person: School Business Manager  
For the attention of: Janet Perry  
E-mail: [per@holt.wokingham.sch.uk](mailto:per@holt.wokingham.sch.uk)  
Telephone: +44 1189780165  
Fax: +44 1189890831  
Internet address: [www.holtschool.co.uk](http://www.holtschool.co.uk)

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

Official name: The Holt School  
Postal address: Holt Lane  
Town: Wokingham  
Postal code: RG41 1EE  
Country: United Kingdom  
Contact person: School Business Manager  
For the attention of: Janet Perry  
E-mail: [per@holt.wokingham.sch.uk](mailto:per@holt.wokingham.sch.uk)  
Telephone: +44 1189780165  
Fax: +44 1189890831  
Internet address: [www.holtschool.co.uk](http://www.holtschool.co.uk)

**Tenders or requests to participate must be submitted:** Official name: The Holt School  
Postal address: Holt Lane  
Town: Wokingham  
Postal code: RG41 1EE  
Country: United Kingdom  
Contact person: School Business Manager  
For the attention of: Janet Perry  
E-mail: [per@holt.wokingham.sch.uk](mailto:per@holt.wokingham.sch.uk)  
Telephone: +44 1189780165  
Fax: +44 1189890831  
Internet address: [www.holtschool.co.uk](http://www.holtschool.co.uk)

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

**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**

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**II.1. Description**

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

The Holt School Building Cleaning Contract 2013

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

Services

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

Main site or place of performance: The Holt School.

NUTS code UK United Kingdom

**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)**

The Holt School, established in 1931, is an all girls school on the outskirts of Wokingham with c 1250 students, 250 of whom are in the sixth form. The school is spread across a range of buildings of approx. 8 800 m<sup>2</sup>.

This contract is to review our cleaning services which have been contracted out for many years. The new contract will run from 1.8.2013.

**II.1.6. CPV code(s)**

90911000 Accommodation, building and window cleaning services, 90911100 Accommodation cleaning services, 90911200 Building-cleaning services, 90900000 Cleaning and sanitation 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: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Total floor area 8 700 m<sup>2</sup>.

Estimated value excluding VAT:

Range: between 250 000 and 300 000 GBP

### **II.2.2. Information about options**

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Start 1.8.2013. Completion 31.7.2016

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

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

Payments for this contract will be settled by monthly invoice paid in arrears, normally via BACS.

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

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: TUPE arrangements will apply to the current workforce.

### **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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

- (3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.
- (4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.
- (5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.
- (6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.
- (7) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.
- (8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

- (2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.
- (3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.
- (4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

- (1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.
- (2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;
- (3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.
- (4) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.
- (5) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.
- (6) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

(7) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

(8) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

(9) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

(10) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

#### **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**

### **Section IV: Procedure**

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#### **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 number of candidates: 5

Objective criteria for choosing the limited number of candidates: Evidence of quality assurance.

Legal position.

Economic and financial viability.

Technical capability.

Expereince of cleaning school of previous size.

##### **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**

##### **IV.3.2. Previous publication concerning this procedure**

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

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

22.3.2013 - 12:00

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

27.3.2013

**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**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

(MT Ref:100296)

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: The Clerk to the Governors

Postal address: The Holt School, Holt Lane

Town: Wokingham

Postal code: RG41 1EE

Country: United Kingdom

E-mail: [ham@gholt.wokingham.sch.uk](mailto:ham@gholt.wokingham.sch.uk)

Telephone: +44 1189780165

Internet address: [www.holtschool.co.uk](http://www.holtschool.co.uk)

**VI.4.2. Review procedure**

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

**VI.5. Date of dispatch of this notice**

20.2.2013