

United Kingdom-Colchester: Office cleaning services

OJ S 39/2014 25/02/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Colchester Borough Homes
Postal address: Rowan House, 33 Sheepen Road
Town: Colchester
Postal code: CO3 3WG
Country: United Kingdom
For the attention of: Matt Howe

Internet address(es):

General address of the contracting authority: www.colchesterboroughhomes.co.uk

Additional information can be obtained from:

Official name: The Essex Procurement Hub
Postal address: Braintree District Council, Causeway House
Town: Braintree
Postal code: CM7 9HB
Country: United Kingdom
For the attention of: Matt Howe

E-mail: matthew.howe@braintree.gov.uk

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

Official name: The Essex Procurement Hub
Postal address: Braintree District Council, Causeway House
Town: Braintree
Postal code: CM7 9HB
Country: United Kingdom
For the attention of: Matt Howe

E-mail: matthew.howe@braintree.gov.uk

Tenders or requests to participate must be submitted: Official name: The Essex Procurement Hub

Postal address: Braintree District Council, Causeway House
Town: Braintree
Postal code: CM7 9HB
Country: United Kingdom
For the attention of: Matt Howe
E-mail: matthew.howe@braintree.gov.uk

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services
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: yes

Official name: Braintree District Council

Postal address: Causeway House

Town: Braintree

Postal code: CM7 9HB

Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Corporate Office Building Cleaning and Sheltered Housing Building Cleaning for Colchester Borough Homes and Braintree District Council.

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 UKH3 Essex

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)

Office cleaning services. Cleaning services. Building-cleaning services. Colchester Borough Homes (CBH) is an Arm's Length Management Organisation, created in 2003 to manage homes for Colchester Borough Council. The company manages 6,300 homes, 23 sheltered housing schemes and 950 leasehold properties. CBH will be the authorising and managing authority for this contract.

The contract will be split into two Lots:

Lot 1 - 23 Sheltered Housing Schemes managed by Colchester Borough Homes and 16 Office and Corporate sites owned by Colchester Borough Council. Full details will be provided within the specification which will be issued with the Tender.

Lot 2 –Braintree District Councils Corporate Office Buildings. Full details will be provided in the specification within the Tender Documents.

Tenders should also note that TUPE and Pension provision will apply.

II.1.6. CPV code(s)

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

Estimated value excluding VAT:

Range: between 1 710 468 and 1 950 468 GBP

II.2.2. Information about options

II.2.3. Information about renewals

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

Duration in months: 72 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Colchester Borough Homes Building Cleaning Services

1) Short description

Lot 1 - 23 Sheltered Housing Schemes managed by Colchester Borough Homes and 16 Office and Corporate sites owned by Colchester Borough Council. Full details will be provided within the specification which will be issued with the Tender.

Tenders should also note that TUPE and Pension provision will apply.

2) CPV code(s)

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

3) Quantity or scope

Estimated value excluding VAT: 1 710 468 GBP

4) Indication about different time frame or duration

Duration in months: 72 (from the award of the contract)

5) Additional information about lots

The contract will be for 4 years with the option to extend for a further 2 years.

Lot No: 2

Lot title: Braintree District Councils Corporate Office Buildings

1) Short description

Lot 2 –Braintree District Councils Corporate Office Buildings. Full details will be provided in the specification within the Tender Documents.

2) CPV code(s)

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

3) Quantity or scope

Estimated value excluding VAT: 240 000 GBP

4) Indication about different time frame or duration

5) Additional information about lots

The contract will be for 4 years with the option to extend for a further 2 years.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Parent company guarantees, bonds and/ or collateral warranties from the principal as well as sub-contractors may be required. The Council's requirements will be identified in the tender documents.

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

Payment by the contracting entity will be pounds sterling and will normally be required to be made by means of electronic funds transfer. Full details will be contained in the tender documents. Payment will be made on delivery of the service(s) and at the end of each contract month or quarter in arrears.

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

The contracting entity's specific requirements are to be determined but it does require that any contract(s) awarded be entered into by a single legal entity on the part of the successful candidate(s). Any legal entity which has a group of entities will be required to provide an undertaking to be jointly and severally responsible for the due performance of the concession agreement.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

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: These requirements are fully detailed in the Pre Qualification Questionnaire and Tender Documents.

III.2.2. Economic and financial ability

List and brief description of conditions: These requirements are fully detailed in the Pre Qualification Questionnaire and Tender Documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

These requirements are fully detailed in the Pre Qualification Questionnaire and Tender Documents.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

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

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 4: and Maximum number 10

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

CBH-LS-0001

IV.3.2. Previous publication concerning this procedure

no

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

28.3.2014 - 15:00

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

3.4.2014

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: 2020

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be

based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

To obtain the Pre Qualification Questionnaire, suppliers must contact Matt Howe via email at matthew.howe@braintree.gov.uk and the deadline for requesting the PQQ is 24.3.2014 at 17:00 hrs and the deadline for submitting your response(s) is 28.3.2014 at 15:00 hrs.

Please ensure that you allow yourself plenty of time when responding to this invite prior to the closing date and time, especially as you will need to submit a hard copy of your PQQ to the address detailed in the PQQ Document by the closing date of 15:00 on 28.3.2014.

The tenders will be issued on 03.04.2014, with an anticipated closing date of 12:00 hrs (noon) on 12.5.2014.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Colchester:-Office-cleaning-services./43TC759V67>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/43TC759V67>

GO Reference: GO-2014220-PRO-5475413

VI.4. Procedures for review

VI.4.1. Review body

Official name: The Royal Courts of Justice

Postal address: Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Lodging of appeals: This Authority will incorporate a minimum 10 Calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the contract is entered into. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI2006 No 5) (As amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales & Northern Ireland). Any such action must be brought promptly (generally within 3 months).

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

VI.5. Date of dispatch of this notice

20.2.2014