

**United Kingdom-Norwich: School cleaning services**

OJ S 53/2017 16/03/2017

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hobart High School

Postal address: Kittens Lane, Loddon

Town: Norwich

Postal code: NR14 6JU

Country: United Kingdom

For the attention of: Nathan Whittaker

E-mail: [tenders@minervapcs.com](mailto:tenders@minervapcs.com)

Telephone: +44 1256467107

**Internet address(es):**General address of the contracting authority: <http://www.hobart.org.uk/>Electronic access to information: <https://in-tendhost.co.uk/minervapcs/asp/Tenders/Current>Electronic submission of tenders and requests to participate: <https://in-tendhost.co.uk/minervapcs/asp/Tenders/Current>**Additional information can be obtained from:**

Official name: Minerva Procurement Consultancy Services Limited

Postal address: 117 Devonshire Business Centre, Devonshire House, Aviary Court, Wade Road

Town: Basingstoke

Postal code: RG24 8PE

Country: United Kingdom

For the attention of: Nathan Whittaker

E-mail: [tenders@minervapcs.com](mailto:tenders@minervapcs.com)

Telephone: +44 1256467107

Internet address: <https://in-tendhost.co.uk/minervapcs/asp/Tenders/Current>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Minerva Procurement Consultancy Services Limited

Postal address: 117 Devonshire Business Centre, Devonshire House, Aviary Court, Wade Road

Town: Basingstoke

Postal code: RG24 8PE

Country: United Kingdom

For the attention of: Nathan Whittaker

E-mail: [tenders@minervapcs.com](mailto:tenders@minervapcs.com)

Telephone: +44 1256467107

Internet address: <https://in-tendhost.co.uk/minervapcs/asp/Tenders/Current>**Tenders or requests to participate must be submitted:** Official name: Minerva Procurement Consultancy Services Limited

Postal address: 117 Devonshire Business Centre, Devonshire House, Aviary Court, Wade

Road  
Town: Basingstoke  
Postal code: RG24 8PE  
Country: United Kingdom  
For the attention of: Nathan Whittaker  
E-mail: [tenders@minervapcs.com](mailto:tenders@minervapcs.com)  
Telephone: +44 1256467107

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

Other: education institutions

**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

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**Section II: Object of the contract**

**II.1. Description**

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

School 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 UKH13 Norfolk

**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 contract is for the provision of a full daily cleaning service Monday to Friday for Hobart High School. The contract is being offered for a three year period and the proposed commencement date is 1.9.2017. The contract is for a daily cleaning service during 38 weeks term time and 6 weeks of periodic cleaning during school holidays.

TUPE is expected to apply details of which can be found within the tender documentation.

The appointment of successful tenderer will be made to ensure a new contract is in place for September 2017.

The contract is being offered for an initial period of 3 years with 2 possible extensions of 12 months each.

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

90919300 School 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: 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**

Provision of a cleaning service to Hobart High School in Loddon. The contract will be awarded for an initial period of 3 years with 2 possible extensions of 12 months each.

Estimated value excluding VAT: 375 000 GBP

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

Options: yes

Description of options: 2 extensions to the initial 3-year contract of 12 months for each extension allowing for a maximum contract length of 5 years if both extensions are taken.

Provisional timetable for recourse to these options:

in months: 36 (from the award of the contract)

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

This contract is subject to renewal: no

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

Duration in months: 36 (from the award of the contract)

## **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**

Parent company guarantees, performance bonds or warranties may be required and will be advised at contract award stage.

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

#### **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: 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: Please refer to the Memorandum of Information, Pre Qualification Questionnaire and Invitation to Tender documentation for full evaluation details.

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

List and brief description of conditions: Please refer to the Memorandum of Information, Pre Qualification Questionnaire and Invitation to Tender documentation for full evaluation details.

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

List and brief description of conditions:

Please refer to the Memorandum of Information, Pre Qualification Questionnaire and Invitation to Tender documentation for full evaluation details.

#### **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**

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

### **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: Please refer to the Memorandum of Information, Pre Qualification Questionnaire and Invitation to Tender documentation for full evaluation details.

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

#### **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**

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: 14.4.2017 - 17:00

Payable documents: no

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

14.4.2017 - 17:00

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

3.5.2017

**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**

Date: 26.5.2017 - 17:15

Place:

117 Devonshire Business Centre, Devonshire House, Aviary Court, Wade Road, Basingstoke, RG24 8PE.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Authorised officials of Minerva Procurement Consultancy Services Ltd.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2022.

**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**

This is a best estimate of the date, time and location based on what is known at the time of despatch of this notice.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Refer to Section VI.4.2 below

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Hobart High School will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 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 and Northern Ireland).

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

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

14.3.2017