

**United Kingdom-Bexhill-on-Sea: School cleaning services**

OJ S 66/2017 04/04/2017

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: St Mary's School and College

Postal address: Wrestwood Road

Town: Bexhill-on-Sea

NUTS code: UKJ22 East Sussex CC

Postal code: TN40 2LU

Country: United Kingdom

E-mail: [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk)

Telephone: +44 1276-673880

**Internet address(es):**Main address: <http://www.stmarysbexhill.org/>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.litmuspartnership.co.uk/project>[/st\\_marys\\_school\\_and\\_college\\_cleaning\\_services](#)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

St Mary's School and College ~ Tender for Cleaning Services.

**II.1.2. Main CPV code**

90919300 School cleaning services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Founded in 1922, St. Mary's has become a centre of excellence for the provision of education and life skills development for children with severe and complex Speech, Language and Communication disabilities.

St Mary's takes day and residential children from age 7 through to 19 plus. Students attend the 6th form College from the age of 16.

The School provides excellent facilities and specialist staff including experienced Teachers, Speech and Language Therapists, Occupational Therapists, Physiotherapists, an Audiologist, Educational Psychologist, Psychology Assistants, Teaching and Therapy Assistants and Care staff.

#### **II.1.5. Estimated total value**

Value excluding VAT: 850 000,00 GBP

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.3. Place of performance**

NUTS code: UKJ22 East Sussex CC

Main site or place of performance: St Mary's School and College, Bexhill-on-Sea, East Sussex, United Kingdom.

#### **II.2.4. Description of the procurement**

The tender project is seeking to appoint a Contractor whose initiative and innovation will be welcomed for the provision of cleaning services within the facilities for St Mary's School and College. The high quality service levels proposed, should deliver excellent standards throughout, resulting in a pleasant environment for both the pupils and staff.

The basis and rationale that the Client requires the successful contractor to operate to at all times, is being able to provide a School that is fit for purpose and that the Contractor is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the tender specification.

The contract being tendered is for 3 years in duration from 1.9.2017 until 31.7.2020, with an option to further extend during the contract term and will be fixed price in nature, with the Contractor invoicing the Client for 1/12th of the annual cost on a monthly basis.

It should be noted that the successful contractor will be expected to bring to the contract: innovation; new equipment; and cleaning methods, with BICSc standards being achieved as a minimum, thus ensuring that the highest levels of cleanliness are maintained in all areas at all times and also ensuring that the productivity of the cleaning operatives is enhanced moving forward into the new contract term.

At present 13 domestic (8.17 FTE) operatives are employed to work between the hours of 5:00 and 14:00 predominantly Monday to Friday, term time only. The Supervisory position is currently vacant and no recruitment process is in place ~ this will be the responsibility of the successful contractor, upon contract award. Currently the swimming pool area is cleaned Monday to Saturday between 6:30 and 8:30.

There is occasionally a requirement for domestic operatives to work additional hours in holiday periods, which is currently offered as overtime.

The value of the current contract is circa 168 929 GBP + VAT which includes daily cleaning duties and periodic cleaning. Additional services are sourced externally and are broken down as follows:

- 1 600 GBP window cleaning ~ 2 cleans per annum.
- 800 GBP gutter clearing / cherry picker / carpet clean.

- 1 443 GBP clinical waste disposal.
- 8 017 GBP waste bins.
- 5 329 GBP feminine hygiene, water management system, auto sanitisers and barrier matting x 42 weeks per year.
- 2 184 GBP laundry appliance service.

Whilst the School prioritises value for money as a key objective of the competitive tender process, the Governing body is not obliged to accept the lowest price.

The School's objectives:

- To build upon the standards of cleanliness within the School;
- To receive a service that complies with the service standards;
- To receive consistently high quality cleaning standards, via a motivated and fully staffed workforce;
- To generate an improved learning environment for all students, within the School;
- To receive pro-active management support for the cleaning staff;
- To hold regular review meetings with the successful contractor;
- To achieve overall value for money.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 850 000,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/09/2017 End: 31/08/2022

This contract is subject to renewal: no

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5 Maximum number: 10 Objective criteria for choosing the limited number of candidates:

A minimum of 5 suppliers and a maximum of 10 suppliers will be taken forward to the tender stage of the process. Where less than 5 suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the tender stage. Where more than 5 suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the tender stage.

#### **II.2.10. Information about variants**

Variants will be accepted: yes

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

#### **II.2.14. Additional information**

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

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#### **III.1. Conditions for participation**

### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 05/05/2017 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 26/05/2017

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

Interest in the selection process should be expressed via email only to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) clearly stating within this email which contract / notice you are referring to. Please also provide, as a minimum, a contact name, full company postal address and telephone number.

The Selection Questionnaire and associated documents can be obtained at: [https://www.litmuspartnership.co.uk/project/st\\_marys\\_school\\_and\\_college\\_cleaning\\_services](https://www.litmuspartnership.co.uk/project/st_marys_school_and_college_cleaning_services)

The closing date for receipt of the Selection Questionnaire is 5.5.2017 (12:00). Suppliers are required to ensure that documents are obtained and returned to The Litmus Partnership Limited, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

Documents in respect of economic / financial standing (where indicated in the Selection Questionnaire) shall be returned to The Litmus Partnership Limited, by email to [pqq@litmuspartnership.co.uk](mailto:pqq@litmuspartnership.co.uk) by the above closing date and time.

It will be the Supplier's responsibility to obtain any necessary documents in order to submit a response by the closing date and time.

The contracting authority reserves the right not to award any or part of the contract which is the subject of this Contract Notice and reserves the right to terminate the procurement process at any time.

The contracting authority will not be liable for any costs incurred by those expressing an interest in tendering for this contract opportunity.

The contracting authority will consider variant bids, evaluating them (so far as the variant or the evaluation of the variant is in the opinion of the contracting authority practicable) on the same basis as a conforming bid, but shall not be obliged to accept any such bid in preference to a conforming bid even if the variant bid scores more highly. No variant will be considered unless the bidder simultaneously submits a conforming bid.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: St Mary's School and College

Town: Bexhill-on-Sea

Country: United Kingdom

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

01/04/2017