

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

OJ S 66/2019 03/04/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Tonbridge Grammar School

Postal address: Deakin Leas

Town: Tonbridge

NUTS code: UKJ4 Kent

Postal code: TN9 2JR

Country: United Kingdom

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

Telephone: +44 1276-673880

**Internet address(es):**Main address: <https://www.tgs.kent.sch.uk/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://litmuspartnership.co.uk/sq/tonbridge/>

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**

Tonbridge Grammar School — 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**

Tonbridge Grammar School is a high achieving selective grammar school with academy status, educating girls between the ages of 11 and 16 and girls and boys in the Sixth Form. As an International Baccalaureate (IB) World School, we blend the best of a traditional curriculum

with the principles and ethos of the IB Organisation. The School prepares students for GCSEs and the International Baccalaureate Diploma.

The school opened in 1905 and is situated in 5 acres in Deakin Leas, Tonbridge. We are well resourced with modern facilities. The Hands Building was opened in 2009 and offers state-of-the-art classrooms, a drama and dance studio and a sports hall. The IBarn, a dedicated sixth form study centre, was opened in September 2015, and in 2018 construction was completed for a full-size all-weather hockey pitch, 100 m sprint track and cricket practice nets to bring our outdoor facilities up to the very latest standards for competitive sports.

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

Value excluding VAT: 585 500,00 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: UKJ4 Kent

Main site or place of performance: Tonbridge Grammar School, Kent, UNITED KINGDOM.

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

5 students on roll and 102 teaching and support staff, The School would wish the successful contractor to review the current provision of cleaning services offered and make recommendations accordingly. The tender project is seeking to appoint a contractor whose initiative and innovation will be welcomed for the provision of service within the existing facilities for the 1 165 students on roll and 102 teaching and support staff, The School would wish the successful contractor to review the current provision of cleaning services offered and make recommendations accordingly.

The contract being tendered is for 3 years in duration from 1.11.2019 to 31st October 2022, and will operate as a Guaranteed Performance Contract, with the successful contractor offering the School a guaranteed return/cost per annum for the provision of cleaning services.

We require the services of a competent and professional outsourced cleaning provider who can provide effective cleaning solutions to our schools. This includes daily cleaning and out of term deep cleaning, for spaces including, but not limited to teaching, office, circulation, sports and rest room spaces. The supplier shall establish effective management and operational level communication systems at all levels regarding the cleaning service with the School. In addition, the provider will also be responsible for all legal and health and safety and safety requirements in delivering the services.

The School year is based on a calendar of 39 weeks/195 days. Additional cleaning will be required for certain holiday periods, commensurate with any activities taking place on the School site. (i.e. Easter and Summer Activity Camps, which currently run for 6 weeks p.a.). This additional cleaning is specific to certain areas and not for the whole site.

The contract offered covers the scope for the provision of all cleaning services within the School, which currently include: washrooms, changing rooms (x 4), classrooms, circulation areas, dining hall and 2 x further eating areas, main school hall, sports hall (floor only), dance studio (c/w mirrors), staff workrooms, medical room, food technology room, offices and main reception. Total cleanable interior floor space has been calculated at 10 103 m<sup>2</sup>, divided into 4 separate facilities on the School site. For a virtual tour of the School facilities click on the below link.

<https://www.tgs.kent.sch.uk/virtual-tour>

The core cleaning shift will be required Mon-Fri 15:00 – 21:00. In addition to the cleaning duties, it will be a requirement of the cleaning supervisor to lock and secure the site every weekday evening. If there should be either a School event or an external letting taking place, the School's Facilities and Estates Dept. will undertake this.

The School would also like the cleaning contractor to provide an annual window cleaning service for the site as an additional chargeable 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 value of the contract for this academic year is 117 103,00 GBP.

Tonbridge Grammar School expects the successful contractor to enable the continued development of cleaning services. As a school who are continually seeking ways to improve and develop the ethos and learning environment for students and staff, the School expects the successful tenderer to evidence, through their bid, how they shall support and complement its values and support the principles of the school. The School does have a keen interest in reducing the amount of non-recyclable waste generated on a daily basis and will expect any tender to include details of environmental initiatives.

Please be advised that this contract will be awarded on a 3 + 2 years basis.

Further information is provided in the SQ Document.

#### **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: 585 500,00 GBP

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

Start: 01/11/2019 End: 31/10/2024

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: 17/05/2019 Local time: 12:00

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

Date: 21/06/2019

#### **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://litmuspartnership.co.uk/sq/tonbridge/>

The closing date for receipt of the Selection Questionnaire is 17.5.2019 (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: Tonbridge Grammar School

Town: Tonbridge

Country: United Kingdom

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

29/03/2019