

United Kingdom-London: Cleaning services

OJ S 96/2016 20/05/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: Viridian Housing  
Postal address: Colwell House, 376 Clapham Road  
Town: London  
Postal code: SW9 9AR  
Country: United Kingdom  
For the attention of: Mr Adrian Yearwood  
E-mail: [adrian.yearwood@viridianhousing.org.uk](mailto:adrian.yearwood@viridianhousing.org.uk)  
Telephone: +44 2032023743

**Internet address(es):**

General address of the contracting authority: <http://www.viridianhousing.org.uk/>

**Additional information can be obtained from:**

Official name: Viridian Housing  
Postal address: Colwell House, 376 Clapham Road  
Town: London  
Postal code: SW9 9AR  
Country: United Kingdom  
For the attention of: Mr Adrian Yearwood  
E-mail: [adrian.yearwood@viridianhousing.org.uk](mailto:adrian.yearwood@viridianhousing.org.uk)  
Telephone: +44 2032023743

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

Official name: Viridian Housing  
Postal address: Colwell House, 376 Clapham Road  
Town: London  
Postal code: SW9 9AR  
Country: United Kingdom  
For the attention of: Mr Adrian Yearwood  
E-mail: [adrian.yearwood@viridianhousing.org.uk](mailto:adrian.yearwood@viridianhousing.org.uk)  
Telephone: +44 2032023743

**Tenders or requests to participate must be submitted:** Official name: Viridian Housing

Postal address: Colwell House, 376 Clapham Road  
Town: London  
Postal code: SW9 9AR  
Country: United Kingdom  
For the attention of: Mr Adrian Yearwood  
E-mail: [adrian.yearwood@viridianhousing.org.uk](mailto:adrian.yearwood@viridianhousing.org.uk)  
Telephone: +44 2032023743

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

### **I.3. Main activity**

Housing and community amenities  
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 Provision of a Cleaning Service at Middlesex University Hall of residence Sites.

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

Services  
Service category No 27: Other services  
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)**

General Cleaning from Monday — Friday. During the summer the cleaning and servicing of rooms.

Rubbish removal and litter picking normally daily during term time.

During the summer when cleaning and servicing of rooms is required

Annual deep clean.

Removal of debris

Sweeping and litter picking of external hard areas.

Suction clean.

Dust control, full damp and spot damp mop.

Spray cleaning.

Machine scrub and suction dry.

Stripping and re-dressing floors.

Carpet cleaning.

Upholstery and fabric cleaning.

De-scaling of toilet and shower facilities.

Window cleaning (internal and external)

Provision of adequate facilities for disposal of waste and final disposal of all refuse products.

Monitoring and maintaining environmental standards.

Removal of graffiti.

Clean paladin bins and waste storage areas after visits by refuse disposal contractors.

Quarterly deep clean of paladin bins and chambers required.

Removal of stickers/ posters/ flyers not placed by Viridian Housing.

Provision of consumables including toilet rolls, hand soap, paper towels etc.

Room cleans approx. 3 per week during term time student departures.

Weekly room clean and bed making over the summer period.

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

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

**II.1.9. Information about variants**

Variants will be accepted: yes

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

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

General Cleaning from Monday — Friday at Viridian Housings Middlesex University Halls of Residence

Rubbish removal and litter picking normally daily during term time.

During the summer when cleaning and servicing of rooms is required

Annual deep clean.

Removal of debris.

Sweeping and litter picking of external hard areas.

Suction clean.

Dust control, full damp and spot damp mop.

Spray cleaning.

Machine scrub and suction dry.

Stripping and re-dressing floors.

Carpet cleaning.

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Provision of consumables including toilet rolls, hand soap, paper towels etc.

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**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**

Duration in months: 24 (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**

As highlighted within sections 1 — 7 in the suite of published tender documents.

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

All invoices must be sent, quoting a valid purchase order number (PO Number), to: Viridian Housing, 376 Clapham Road, London SW9 9AR. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to [dl-ap-team@viridianhousing.org.uk](mailto:dl-ap-team@viridianhousing.org.uk) by telephone between 9:00-17:00 Monday to Friday.

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

As highlighted within Section 5 in the suite of published tender documents.

### **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: As highlighted within Section 7 item 3.1 in suite of published tender documents.

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

List and brief description of conditions: As highlighted within Section 6 in the suite of published tender documents.

Minimum level(s) of standards possibly required: As highlighted within section 1 in the suite of published tender documents.

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

List and brief description of conditions:

As highlighted within Section 3 in the suite of published tender documents.

Minimum level(s) of standards possibly required:

As highlighted within section 1 in the suite of published 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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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## **IV.1. Type of procedure**

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

Open

### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 3

Objective criteria for choosing the limited number of candidates: Following evaluation of the Tenders, it is anticipated that a maximum of the top three scoring Tenderers will be invited to a presentation / interview. Viridian Housing however reserves the right to alter the number of Tenderers invited to interview at its sole discretion. The Presentations/Interviews will not themselves be scored; however, the results of the initial evaluation of the Tender will be reviewed following interview. As a result of the responses given in the interview, the results of the evaluation may be adjusted upwards or downwards to reflect the evaluation score as it would have been made in the light of those responses.

### **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**

### **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: 9.6.2016 - 12:00  
Payable documents: no

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

9.6.2016 - 12:00

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

### **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: 16.6.2016 - 10:00

Persons authorised to be present at the opening of tenders: no

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

### **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**

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

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

#### **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**

18.5.2016