

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

**OJ S 125/2019 02/07/2019**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Little Heath School

Postal address: Little Heath Road, Tilehurst

Town: Reading

NUTS code: UKJ11 Berkshire

Postal code: RG31 5TY

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.littleheath.org.uk>

**I.3. Communication**

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

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**

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

**II.1.1. Title**

Little Heath 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**

Little Heath School (the client) is a voluntary-aided co-educational comprehensive secondary school. The school is located in the Little Heath area of the Reading suburb of Tilehurst, in Berkshire.

The school is managed by West Berkshire Local Authority, but serves communities in both West Berkshire and Reading. A mixed 11-18 school, it has approximately 1 650 students on roll, with over 300 of these in the Sixth Form.

The Facilities:

Founded in 1963, the school is situated on a large site in Little Heath Road, Tilehurst. The school has multiple buildings, of a range of ages, and is working on a phased redevelopment of the school site. Most recently the school has opened a new dedicated sixth form study centre in October 2015. The school currently has a 15 000 000 GBP building project underway to replace its main school building.

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

Value excluding VAT: 770 000,00 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: UKJ11 Berkshire

Main site or place of performance: Little Heath School, Reading, Berkshire, UNITED KINGDOM.

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

The tender project is seeking to appoint a supplier whose initiative and innovation will be welcomed for the provision of service within the school facilities. The client will wish the successful supplier to review the current provision of cleaning services offered and make recommendations accordingly.

The contract being tendered is for 3 years in duration from 1.4.2020 to 31.3.2023, with the option for the client to extend for up to a maximum of 2 further years. The contract will operate as a fixed price contract, with the successful supplier offering the client a guaranteed cost per annum for the provision of cleaning services.

The client requires the services of a competent and professional outsourced cleaning provider who can provide effective cleaning solutions to the school. 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 communication systems at all levels regarding the cleaning service within the school. In addition, the supplier will also be responsible for all legal, health and safety and safety requirements in delivering the services.

The academic year is based on a calendar of 39 weeks/195 days. Additional cleaning will be required in the holiday periods, as some staff do work year round and various activities take place on the school site during holiday periods, such as exam revision sessions. This additional cleaning is specific to certain areas and not for the whole site.

The contract offered covers the provision of all cleaning services within the school, which currently includes: washrooms, changing rooms (x 4), classrooms, circulation areas, dining hall, main hall, sports hall, gym, drama studio, staff workrooms, medical room, food technology rooms (x 2) and technology workshop.

At the start of the proposed cleaning contract the total floor space for the school has been calculated at 13 370 m<sup>2</sup>, divided across 14 separate buildings on the school site, including one temporary building that is in situ for the duration of the current building project. The client currently expects the school to move into its new building at the end of 2020, at which time the existing main building will be demolished and the temporary building removed from site. Once

the client is using the new building, the total floor space for the school will reduce to approximately 13 200 m<sup>2</sup>.

The core term time cleaning shift will be required Mon-Fri 16:00 — 21:00. In addition to the cleaning duties, it will be a requirement of the cleaning supervisor to lock and secure any building still being cleaned after 18:00 on any weekday evening, as well as locking the school gate if the cleaning team are the last personnel to leave site. Therefore, suitable key holder insurance will need to be in place. If there should be either a school event or an external letting taking place, the school's site team will be responsible for the locking and securing of any buildings concerned, as well as the main school gate.

A day time janitor is also required to work year round, Mon-Fri 8:30-16:00, excluding bank holidays and the period between Christmas and New Year. In school holidays they would be responsible for the cleaning of any areas that have been in use. Any surplus time available in holiday periods should be spent on periodic cleaning tasks.

The client would also like the supplier to provide a quotation for an annual window cleaning service for the site as a potential additional chargeable service.

Whilst the client 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 the current year, based on 13 800 m<sup>2</sup>, is 153 963 GBP. This sum is currently being adjusted to reflect the reduced area. 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: 770 000,00 GBP

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

Start: 01/04/2020 End: 31/03/2025

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**

### **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**

---

### **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: 16/08/2019 Local time: 12:00

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

Date: 27/09/2019

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

English

## **Section VI: Complementary information**

---

### **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/littleheath/>

The closing date for receipt of the selection questionnaire is 16.8.2019 (12:00). Suppliers are required to ensure that documents are obtained and returned to The Litmus Partnership Ltd, 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 Ltd, 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: Little Heath School

Town: Reading

Country: United Kingdom

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

28/06/2019