

**United Kingdom-Nottingham: Cleaning services**

OJ S 182/2016 21/09/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Nottinghamshire Fire and Rescue Service

Postal address: Bestwood Lodge, Arnold

Town: Nottingham

Postal code: NG5 8PD

Country: United Kingdom

Contact person: Procurement Team via NFRS In-Tend correspondence — Link <https://in-tend.co.uk/notts-fire/asp/Home> All correspondence must be through the NFRS In-Tend tendering eprocurement portal.

**Internet address(es):**General address of the contracting authority: <https://in-tendhost.co.uk/notts-fire/asp/Home>**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Other: Fire Authority

**I.3. Main activity**

General public services

Public order and safety

**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**

PRN — 004075 — Nottinghamshire and City of Nottingham Fire Authority Cleaning Services and Grounds Maintenance Contract.

**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 UKF14 Nottingham

**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)**

Nottinghamshire and City of Nottingham Fire Authority is inviting expressions of interest from suitably qualified and experienced organisations wishing to be considered for inclusion on the tender list for the Cleaning Services and Ground Maintenance Contract at the Authority's Estate. The Authority's estate comprises of 27 sites which include Headquarters, whole time and retained fire stations along with training blocks and training towers. A list of all sites will be appended to the Pre Qualification Questionnaire. The cleaning element of the contract is to provide spot cleans and full cleans to the Authority's Estate along with deep, reactive, and specialist cleans where necessary. Additional cleaning services will include, but will not be limited to, the cleaning of light diffusers, carpets, chairs etc. Cleaning services will be required throughout all buildings and stations within the Authority's estate including, but not limited to, office accommodation, canteen / dining areas, changing rooms / lockers, breathing apparatus preparation rooms, laundry rooms, stores, and toilets. Limitations may, however, be imposed on certain operational areas which will be further identified at ITT Stage. The grounds maintenance element of the contract is to provide, but will not be limited to, grass cutting, window cleaning, white lining and pruning to external areas within the Authority's Estate. A schedule of cleaning and grounds maintenance for each site will be provided at Invitation to Tender stage, outlining the services and frequency of clean / grounds maintenance required per site. The Cleaning Services and Ground Maintenance Contract will be a three year contract with the option of extending for an additional two years. The estimated value of the Cleaning and Grounds Maintenance Contract will range between £750,000 to £780,000 exclusive of VAT over the three years of the Contract, there will be an option to extend the contract for a further two years with a potential total contract value of £1,250,000 to £1,300,000 excluding VAT over the five year total contract period.

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

90910000 Cleaning services, 90911200 Building-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**

The Authority has 27 sites spread across the county of Nottinghamshire and within Nottingham City itself (a list of all sites will be included within the Pre Qualification Questionnaire). The Authority is looking to let a 'term' contract for Cleaning Services and Ground Maintenance across the Authority's Estate. The contract will replace an existing contract, which is due for expiry 31st March 2017.

The chosen provider will be assessed on a regular basis against Key Performance Indicators (KPI's) set by the Authority. Further information regarding KPI's will be included at Invitation to Tender stage. Through this procurement exercise, the Authority are looking to achieve the following:

— To provide best value through the application of economies of scale

- To provide a common standard in the way that the Authority expects its contractors to manage equality and diversity and in harmony with its own.
- To provide a common standard for our requirements in the way that the Authority expects its contractors to manage environmental issues in line with its own
- To provide a single point of responsibility for the Authority
- To provide a standard level of service for contract services across the Authority's estate
- To reduce costs year on year

It is worthwhile to note at this point that the Authority recognises that the Transfer Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply in respect of this Contract, and should they so apply that for the purposes of those Regulations, the undertaking concerned (or any relevant part of the undertaking) shall transfer to the Preferred Provider on the commencement of full operations.

Estimated value excluding VAT:

Range: between 1 250 000 and 1 300 000 GBP

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

Options: no

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

### **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**

The right to request appropriate guarantees and bonds is reserved.

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

Payments terms will be indicated in the contract documents. Tenders are to be priced in GBP. Payments will be made in GBP only.

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

No special legal form is required. However where a contract is awarded to a consortium which is not a legal entity, the contract will require a lead contractor to be named. The lead contractor shall accept responsibility for all of the obligations of the members of the consortium. The contract will impose joint and several liability on consortium members.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes  
Description of particular conditions:

### **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: Participants will be required to complete a PQQ which will be provided upon request by expressing an interest via the NFRS e-procurement system In-Tend <https://in-tendhost.co.uk/notts-fire/asp/Home> — see regulation 57 of the Public Contracts Regulations 2015.

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

List and brief description of conditions: Please refer to the financial and economic standing requirement as stated in the Pre Qualification Questionnaire and see regulation 58 of the Public Contracts Regulations 2015.

Minimum level(s) of standards possibly required: Appropriate statements to confirm any firms have or will have the following insurances;

Professional Indemnity Insurance — £2 million per insurance period

Employers Liability — £5 Million on each and every claim or series of connected claims basis.

Public Liability — £10 Million on each and every claim or series of connected claims basis.

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

List and brief description of conditions:

Please refer to the technical requirements as stated in the Pre Qualification Questionnaire and see regulation 58 of the Public Contracts Regulations 2015.

### **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: yes

Reference to the relevant law, regulation or administrative provision: All organisations should be able to demonstrate professional competence and experience through membership of British Institute of Cleaning Science (or equivalent) that sets standards in training requirements/ standards/ code of conduct etc.

#### **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**

Restricted

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

Envisaged number of candidates: 6

Objective criteria for choosing the limited number of candidates: Candidates will be restricted to the top 6 candidates as ranked after marking the PQQ, who have passed all Pass/ Fail elements of the PQQ and if less than 6, pass all pass/ fail elements, it will be the number that have passed all of the pass/ fail elements.

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

### **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**

PRN - 004075

##### **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: 21.10.2016

Payable documents: no

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

21.11.2016 - 12:00

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

8.12.2016

##### **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**

#### **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: Approximately 6 months prior to the end of the contract.

##### **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**

Subject to the outcome of the procurement process and the Authority's own internal procedures, it is anticipated that any contract awarded will commence on Friday 1.4.2017 for a period of three years. An option to extend the contract for a period of up to 2 years will be at the discretion of the Authority.

The PQQ contains important background and contextual information. The contractual conditions will be set out in the ITT and it is the Authority's intention to include certain provisions relating, but not limited to, the provision of management information to the Authority. Further information will be available at PQQ and ITT stage. Please see below

indicative timetable for this procurement exercise. The Authority reserves the right to amend this timetable should it need to.

Contract notice: Wednesday 10th November 2010

Last date for request for information (for requesting PQQ): Thursday 16th December 2010

PQQ returns: Thursday 23rd December 2010

Candidate evaluation and selection: Thursday 24th December 2010 — Tuesday 11th January 2011

Issue ITT: Friday 14th January 2011

Tender returns: Monday 28th February 2011

Recommendation to Authority: Friday 1st April 2011

Award & standstill: Tuesday 5th — Thursday 14th April 2011

Execution of Contract: Tuesday 5th — Monday 11th April 2011

Commencement of Contract: Friday 15th April 2011

Mobilisation period: Monday 18th April — Friday 13th May 2011

Start on site: Monday 16th May 2011

As noted in item II.2.1 the Authority recognises that the Transfer Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply in respect of this Contract, and should they so apply that for the purposes of those Regulations, the undertaking concerned (or any relevant part of the undertaking) shall transfer to the Preferred Provider on the commencement of full operations.

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

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

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum ten calendar day standstill period (or fifteen days when non-electronic or fax methods are used) at the point that an award decision notice is communicated to tenderers. The Award Decision Notice will specify the criteria for the award of the contract, the reasons for the decision including the characteristics and relative advantages, the name and score of the successful tenderer and will specify when the standstill period is expected to end or the date before which the Contracting Authority will not conclude the contract. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contract Regulations 2015 chapter 6 provide for aggrieved parties who have been harmed or are at risk of breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). The Court may order the setting aside of the Award Decision or may order the Contracting Authority to amend any document and may award damages. If the contract has been entered into the Court may make a declaration of ineffectiveness or may order that the duration of any relevant specific contract be shortened and additionally may award damages. The time limit for seeking such a declaration is generally 30 days from notification of the Award (either by Award Decision Notification or Contract Award Notice depending on the circumstances) or otherwise six months.

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

Official name: Nottinghamshire Fire and Rescue Service

Postal address: Bestwood Lodge

Town: Arnold

Postal code: NG5 8PD

Country: United Kingdom

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

16.9.2016