

**United Kingdom-Bury St Edmunds: School cleaning services**

OJ S 203/2014 22/10/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Thurston Community College

Postal address: Norton Road, Thurston

Town: Bury St Edmunds

Postal code: IP31 3PB

Country: United Kingdom

Contact person: The Litmus Partnership Ltd

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

Telephone: +44 1276673880

**Internet address(es):**General address of the contracting authority: <http://www.thurstoncollege.org/>**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**

Body governed by public law

**I.3. Main activity**

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**

Provision of Cleaning Services

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Thurston Community College, Thurston, Bury St Edmunds, Suffolk, United Kingdom.

NUTS code UKH14 Suffolk

**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)**

Thurston Community College, located four miles outside of Bury St Edmunds, is the largest co-educational school in Suffolk. It recently expanded through the local re-organisation of schools and moved its 6th form into refurbished premises in Beyton.

The successful tenderer will be required to provide cleaning services at two locations which form part of Thurston Community College:

1. Thurston Campus, Norton Road, Thurston, Bury St Edmunds, Suffolk, IP31 3PB.  
Years 7 to 11: Pupil roll of 1 565.
2. Beyton Campus, Drinkstone Road, Beyton, Bury St Edmunds, Suffolk, IP30 9AA.  
Years 12 and 13 Pupil roll of 325.

The cleaning service is currently outsourced to a cleaning contractor.

Any company wishing to be considered for this contract must be able to demonstrate experience and depth of knowledge in the management and handling of TUPE issues.

The contract will commence in April 2015 for an initial period of 3 years, with the option to extend by mutual agreement for a further 2 periods of 1 year.

This contract will be fixed price in nature with the successful contractor working to an output cleaning specification which complies with the British Institute of Cleaning Science (BICSc) standards.

We are seeking a suitably experienced contractor who has current experience of working within the secondary school or HE / FE market place, ideally with a strong operational base within the Suffolk area, thus allowing for responsive, contract support and management of cleaning staff.

The successful tenderer will be required to formally report each month on cleaning standard performance and operational matters, ensuring the senior management team at the College is fully informed about all issues related to delivery of the cleaning service.

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

90919300 School cleaning services

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

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: yes

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

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

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

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

### **II.3. Duration of the contract or time limit for completion**

## **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**

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

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

### **III.1.4. Contract performance 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: Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire.

Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Conviction of criminal offences — questions are stated in the Pre-Qualification Questionnaire.

Business Probity — questions are stated in the Pre-Qualification Questionnaire.

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

List and brief description of conditions: Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire.

Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Minimum level(s) of standards possibly required: Economic and financial standing —

Tenderers are required to have a minimum annual turnover of 500 000 GBP (five hundred thousand pounds sterling).

Suppliers must be financially fluid and currently trading.

They must not be recorded at Companies House as having any negative action / event (dissolved, removed, in liquidation, etc.) that calls into question their financial / corporate standing. Such action / event will be deemed to be a failure to meet minimum standards of economic and financial standing. Additionally, suppliers must provide suitable evidence in the form of the last full year of accounts (audited and accompanied by auditors' confirmation where they are above the statutory threshold for providing audited accounts, or certified by their bank if they are below the statutory audit threshold). Non provision of such evidence to a satisfactory standard will be deemed to be a failure to meet minimum standards of economic and financial standing.

If a business has been recently set up and not audited, annual or endorsed accounts have been produced, unaudited or management accounts for the 3 months prior to the application must be provided and certified by an independent Chartered Accountant or accompanied by a positive bankers reference for the bidder.

Where information is available to the contracting authority that points to concerns over financial viability, further information may be requested to evidence financial viability and non-availability of, or refusal to provide such evidence, will be deemed to be a failure to meet minimum standards of economic and financial standing.

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

List and brief description of conditions:

Tenderers will be required to complete and submit a pre-qualification questionnaire and associated documentation to The Litmus Partnership Limited website.

Minimum standards for participation are stated in the Pre-Qualification Questionnaire.

Failure to achieve a pass in any of the minimum standards will result in your exclusion from any further part in this process.

Minimum level(s) of standards possibly required:

Health and Safety Policy — Tenderers shall have a robust Health and Safety Policy endorsed by the Company Director(s).

Tenderers shall have in place insurance cover of a minimum:

Public Liability Cover — 10 000 000 GBP (ten million pounds sterling).

Employers Liability Cover — 10 000 000 GBP (ten million pounds sterling).

Other questions as indicated in the Pre-Qualification Questionnaire shall be assessed and scored on a points basis.

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **III.3.2. Information about staff responsible for the performance of the contract**

## **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 minimum number 5: and 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.

#### **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**

#### **IV.3.2. Previous publication concerning this procedure**

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

20.11.2014 - 12:00

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

3.12.2014

#### **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**

#### **VI.2. Information about European Union funds**

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

Interest in the pre-qualification 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 closing date for receipt of the Pre-Qualification Questionnaire is 20.11.2014 (12:00). Tenderers 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. Policy documents (where indicated in the Pre-Qualification Questionnaire) shall be uploaded to The Litmus Partnership Limited pre-qualification website prior to this closing date and time.

It will be the Tenderer's responsibility to obtain any necessary documents and access to The Litmus Partnership pre-qualification website 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 OJEU 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**

**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**

17.10.2014