

United Kingdom-Hounslow: School cleaning services

OJ S 200/2015 15/10/2015

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: The Heathland School

Postal address: Wellington Road South

Town: Hounslow

Postal code: TW4 5JD

Country: United Kingdom

Contact person: The Litmus Partnership Ltd

E-mail: pqq@litmuspartnership.co.uk

Telephone: +44 1276673880

Internet address(es):General address of the contracting authority: <http://www.heathland.hounslow.sch.uk>Electronic access to information: <http://www.litmuspartnership.co.uk/project>[/the_heathland_school](#)**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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

The Heathland School — 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: The Heathland School.

Hounslow.
Middlesex.
UNITED KINGDOM.
NUTS code UKI23 Outer London - West and North West

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)

The successful tenderer will be required to provide cleaning services at The Heathland School. The contract being tendered is for 3 years in duration from 1.4.2016 until 31.3.2019, with a possible extension of 2 years.

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: yes

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

The successful tenderer will be required to provide cleaning services at The Heathland School. The contract will be for 3 years with a possible 2 year extension to a total of 5 years. The School is cleaned Monday-Friday, 6:00 to 8:00; The School is open at 5:30 and closed at 18:30 with lessons finishing at 15:20. There are currently 25 cleaners and 1 supervisor. There is an extra requirement for approximately 20 evening cleans per year. The School is closed at Christmas, so the contract is for 50 weeks per year. Over the summer holidays the School has a summer clean where the School has a deep clean from top to bottom. We understand that recruitment of staff for 2 hours can be a problem and we would be open to other workable suggestions to address this issue.

The School has over 1 800 pupils and has a total area of 12 994 m² .

The current annual cleaning cost is approximately 155 000 GBP excluding external window cleaning which will not be part of the tender process.

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

Start 1.4.2016. Completion 31.3.2021

Section III: Legal, economic, financial and technical information

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.

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

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

Grounds for mandatory and discretionary exclusion — 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.

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

Failure to achieve a pass in any of the minimum standards may 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 900 000 GBP (nine 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.

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

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

Minimum level(s) of standards possibly required:

Tenderers are required to self-certify whether they already have, or can commit to obtain, prior to the commencement of the contract, the minimum levels of insurance cover of:

— Employers Liability Cover — 5 000 000 GBP (five million pounds sterling);

— Public Liability Cover — 5 000 000 GBP (five million pounds sterling);

— Professional Indemnity Cover — 1 000 000 GBP (one million pounds sterling).

Other questions as indicated in the Pre-Qualification Questionnaire shall be assessed and scored as per the stated criteria.

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

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

Payable documents: no

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

13.11.2015 - 12:00

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

4.12.2015

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

VI.1. Information about recurrence

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

Interest in the pre-qualification process should be expressed via email only to 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 pre-qualification questionnaire and associated documents can be obtained at:

http://www.litmuspartnership.co.uk/project/the_heathland_school

The closing date for receipt of the Pre-Qualification Questionnaire is 13.11.2015 (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 by the above closing date and time.

Documents in respect of economic / financial standing (where indicated in the Pre-Qualification Questionnaire) shall be returned to The Litmus Partnership Limited, by email to pqq@litmuspartnership.co.uk by the above closing date and time.

It will be the Tenderer'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 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

11.10.2015