

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

OJ S 218/2015 11/11/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Holy Trinity School

Postal address: Birmingham Road

Town: Kidderminster

Postal code: DY10 2BY

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.holytrinity.co.uk/>Electronic access to information: [http://www.litmuspartnership.co.uk/project/holy\\_trinity\\_school](http://www.litmuspartnership.co.uk/project/holy_trinity_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**

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

Holy Trinity 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: Holy Trinity School, Kidderminster, Worcestershire, United Kingdom.

NUTS code UKG12 Worcestershire

**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 Holy Trinity School. The contract being tendered is for 3 years in duration from 1.4.2016.

#### **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**

In September 2014, Holy Trinity became a Free School. A Free School in England is an independent, state-funded school which is free to attend but which is not controlled by the Local Authority. The school is governed by the Holy Trinity Academy Trust, a non-profit charitable trust that signed a funding agreement with the Secretary of State. At Holy Trinity School there is a strong tradition of respect, personal academic achievement and an education designed to develop creative minds.

We encourage our pupils to be independent thinkers and inspire them to grow into confident individuals who are committed to learning for the rest of their lives.

We are an all-age school, from age 4 to age 18, on the same site. Children who enter at age 4 will be able to continue, if they and their parents wish, until their school education ends at age 18. Adjacent to the school is Little Trinity Nursery, with circa 80 infants aged 2-4 years old.

We are a small school, with a family atmosphere, starting with up to around 470 pupils in September 2014 and rising to a maximum of around 690, when full, in September 2018.

School days and term times are based on those of the current school. These involve slightly longer school days, shorter school terms (180 days a year overall rather than the usual 190 +), but also a higher number of taught hours overall than most state schools.

This contract will be fixed price in nature with the successful contractor also guaranteeing both the number of input hours to the contract and the quality of cleaning provision.

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 Kidderminster area, thus allowing for both adequate contract support and operational flexibility that is to be delivered to support the contract as and when required moving forwards into this contract term.

It is anticipated the successful bidder shall introduce a biometric, or equally robust and auditable sign-in system, to validate and report on staff hours worked.

The successful contractor will be expected to deliver a concise and detailed method of management reporting at the end of each month thus updating the senior management team within the Academy on the contract performance.

The projected cost of cleaning for the current year is circa 70 000 GBP, however it is believed that through equipment and cleaning material innovation and the effective recruitment, training

and supervision of cleaning staff there is considerable opportunity for improvement. The school is currently undertaking a significant building project to upgrade the wiring and heating throughout. Included in scope of this work is the reconfiguration of several classrooms and refurbishment throughout the school premises. This work is due for completion in September 2016 and the successful bidder shall ensure their bid includes periods that certain rooms shall not require cleaning, with subsequent deep cleaning of them following building works. The site supervisor and contractor's operational management team shall liaise with the school's Facilities Manager regarding the detail and impacts of building work and act as the subsequent point of contact for the management of the contract throughout the remainder of the 3-year contractual period.

#### **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 31.3.2019

### **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.

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 400 000 GBP (four 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**

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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**

Payable documents: no

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

11.12.2015 - 12:00

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

18.12.2015

### **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**

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### **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](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 pre-qualification questionnaire and associated documents can be obtained at:

[http://www.litmuspartnership.co.uk/project/holy\\_trinity\\_school](http://www.litmuspartnership.co.uk/project/holy_trinity_school)

The closing date for receipt of the Pre-Qualification Questionnaire is 11.12.2015 (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](mailto: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](mailto: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**

6.11.2015