

**United Kingdom-St Albans: School cleaning services**

OJ S 198/2019 14/10/2019

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Beaumont School

Postal address: Oakwood Drive

Town: St Albans

NUTS code: UKH23 Hertfordshire

Postal code: AL4 0XB

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.beaumontschool.com>**I.1. Name and addresses**

Official name: Verulam School

Postal address: Brampton Road

Town: St Albans

NUTS code: UKH23 Hertfordshire

Postal code: AL1 4PR

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.verulamschool.net>**I.2. Information about joint procurement**

The contract involves joint procurement

**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://litmuspartnership.co.uk/sq/beaumont-and-verulam/>

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**

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

### **II.1.1. Title**

Beaumont School and Verulam 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**

The successful supplier will be required to provide cleaning services for at Beaumont School and Verulam School.

Beaumont School is located in St Albans, Hertfordshire and is an 11-18, mixed, community school rated Outstanding by Ofsted. The school currently has 1 379 students and is growing due to an additional form entry from September 2018 (7 form entry) and the phased construction of a new science block (due to be fully occupied from January 2020) and dining block. The school employs 150 staff.

Verulam School in St Albans is a Secondary School with approximately 1 100 students and 120 staff. The School is housed in an old building, the bulk of which was built in 1937 with subsequent extensions added on at different times. The school has separate playing fields at Sandpit Lane, St. Albans, AL4 0BX. There are changing rooms at the playing fields which also require daily cleaning.

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

Value excluding VAT: 1 140 000,00 GBP

### **II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

## **II.2. Description**

### **II.2.1. Title**

Beaumont School  
Lot No: 1

### **II.2.2. Additional CPV code(s)**

90919300 School cleaning services

### **II.2.3. Place of performance**

NUTS code: UKH23 Hertfordshire  
Main site or place of performance: Beaumont School, St Albans, Hertfordshire, 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 cleaning services within the facilities for each school. The high quality service levels proposed, should maintain excellent standards throughout, resulting in a pleasant environment for both the pupils and staff at both schools.

The basis and rationale that the client requires the successful supplier to operate to at all times, is being able to provide schools that are fit-for-purpose and that the supplier is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the tender specification.

For Beaumont School the contract being tendered is for 3 years in duration from 1.4.2020 until 31.3.2023 with the option for the school to then extend for a further 2-year period.

Current cleaning arrangements:

— at present there are 14 cleaning staff employed at this school where the structure is:

— 1 Working supervisor ~ 25 hours (5 hours non working),

— 7 cleaning operatives ~ 105 hours (15 hours each),

— 6 cleaning operatives ~ 120 hours (20 hours each),

— currently the majority of the school's blocks are cleaned at the end of the school day with the sports hall block having a refresh of the toilet/changing facilities after school (due to evening community use) and the main daily cleaning of this block taking place in the morning before school starts,

— the current incumbent contractor is Cleantec Services Ltd,

— there are not any incumbent members of cleaning staff who are members of the LGPS,

— the annual value of the current contract at this school is 110 914 GBP.

Further information:

— the total value of the current cleaning provision at Beaumont is 554 570 GBP over a 5 year term,

— the total value of the current cleaning provision at Verulum is 438 394 GBP over a 3 year 9 month term,

— please be advised that the schools have a minimum requirement for a contractor's employers liability/public liability and professional indemnity insurance of 5 000 000 GBP,

— the minimum annual turnover your company must have achieved to be accepted onto this project is 250 000 GBP.

Please be advised that the schools each reserve the right to choose their own supplier as the winning bidder of this tender.

#### **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**

#### **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**

### **II.2. Description**

#### **II.2.1. Title**

Verulam School  
Lot No: 2

#### **II.2.2. Additional CPV code(s)**

90919300 School cleaning services

#### **II.2.3. Place of performance**

NUTS code: UKH23 Hertfordshire  
Main site or place of performance: Verulam School, St Albans, Hertfordshire, 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 cleaning services within the facilities for each school. The high quality service levels proposed, should maintain excellent standards throughout, resulting in a pleasant environment for both the pupils and staff at both schools.

The basis and rationale that the client requires the successful supplier to operate to at all times, is being able to provide schools that are fit-for-purpose and that the supplier is proactive in the management of the contract, thus ensuring that all specifications are achieved and that the frequency of cleans is as detailed within the tender specification.

For Verulum School the contract being tendered is for 21 months in duration from 1.4.2020 until 31.12.2021 with an option to extend for a further 2 years.

At the end of the initial contract term, the next tender may involve a number of schools across the Alban Academies Trust to which Verulum belong.

The contract will be fixed price in nature, with the supplier invoicing the client for one-twelfth of the annual cost on a monthly basis.

It should be noted that the successful supplier will be expected to bring to the contract: innovation; new equipment and cleaning methods, with BICSc standards being achieved, as a minimum, thus ensuring that the highest levels of cleanliness are maintained in all areas at all times and also ensuring that the productivity of the cleaning operatives is enhanced moving forward into the new contract term.

Current cleaning arrangements:

- at present there are 15 cleaning staff employed at this school where the structure is:
  - 1 non-working cleaning supervisor ~ allocated to Verulam 1 day a week,
  - 1 additional working supervisor,
  - 12 cleaning operatives at Verulam school,
  - 1 cleaning operative at Sandpit Lane,
- the current incumbent contractor is Alban Cleaners,
- there are not incumbent members of cleaning staff who are members of the LGPS,
- the annual value of the current contract at this school is 116 905 GBP.

Further information:

— the total value of the current cleaning provision at Beaumont is 554 570 GBP over a 5 year term,

— the total value of the current cleaning provision at Verulum is 438 394 GBP over a 3 year 9 month term,

— please be advised that the schools have a minimum requirement for a contractor's employers liability/public liability and professional indemnity insurance of 5 000 000 GBP,

— the minimum annual turnover your company must have achieved to be accepted onto this project is 250 000 GBP.

Please be advised that the schools each reserve the right to choose their own Supplier as the winning bidder of this tender.

#### **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**

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

Start: 01/04/2020 End: 31/12/2023

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: 5Maximum number: 10Objective 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**

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#### **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

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### 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: 13/11/2019 Local time: 12:00

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

Date: 29/11/2019

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

English

## Section VI: Complementary information

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### 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/beaumont-and-verulam/>

The closing date for receipt of the Selection Questionnaire is 13.11.2019 (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: Beaumont School and Verulam School

Town: St Albans

Country: United Kingdom

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

09/10/2019