



## **2122-0117 Cleaning at Copenhagen and Vittoria Primary Schools**

Islington Council acting on behalf of Copenhagen and Vittoria Primary Schools invites suitable expressions of interest from suppliers for cleaning services to be provided at Copenhagen Primary School and Vittoria Primary School.

### **Current status / Background**

Copenhagen and Vittoria Primary Schools are part of the Islington Futures Federation. Both schools are based in North London, in the London borough of Islington. We are intending to appoint up to two contractors to provide cleaning services for both schools from January 2022. The schools are local authority maintained one form entry schools.

### **The requirement**

We are inviting companies to tender for the cleaning contract at one or both schools. Bidders may apply for one or more lots. Each lot will be awarded to one contractor. A single contractor may be awarded one or more lots. If a single contractor is awarded more than one lot, a single contract may be issued combining lots.

Requirements of the contracts include:

39 weeks per annum of term time of daily routine cleaning

5 weeks per annum of deep cleaning of the school (termly deep cleans with timings agreed)

1 x kitchen deep clean per annum with TR19 extraction hood cleaning certificates

Cleaning operatives will be required on site between 4pm and 8pm. This may also include locking up.

### **Lots**

Lot 1 - Copenhagen Primary School

Lot 2 - Vittoria Primary School

### **TUPE [Transfer of Undertakings (Protection of Employment) Regulations]**

Potential providers must be aware that TUPE may or may not apply to this service. Further details will be available in the invitation to tender.

### **Contract Period**

The contract period will be for 36 months from an estimated start date 01 March 2022 with an option to extend for up to a further 12 months.

### **Contract Value**

The estimated total value of this contract is £355,000 (£177,500 for Lot 1 Copenhagen and £177,500 for Lot 2 Vittoria) for over the maximum 48 months term of the contract, this is based on an annual value of £88,750. However, the Council is confident the bids received will be lower than the estimated value.

**There is a maximum fixed budget for this service of £355,000. Any bids over this amount may be disqualified.**

### **Award criteria**

The contract will be awarded to the Most Economically Advantageous Tender (MEAT) in accordance with the Public Contracts Regulations. MEAT for this contract is quality 70% and cost 30%. Further details will be provided in the invitation to tender.

**Cost 30%**

**Quality 70%**

#### **Quality made up of:**

Proposed approach to social value – 20%

Proposed approach to safeguarding – 15%

Proposed approach to health and safety – 15%

Proposed approach to service delivery – 10%

Proposed approach to managing performance and quality standards – 10%

**Total 100%**

Tenderers should be aware that we reserve the right to hold site visits and/or presentations and/or interviews during the tender process. Site visits and/or presentations and/or interviews will be for verification/clarification purposes of the written submission.

### **Procurement Process**

This contract is over the threshold at which we are required to publish public procurement notices for new procurements to the new UK e-notification service, Find a Tender (FTS).

This contract will be procured using the Open Procedure. The Open Procedure means that all bidders who successfully express an interest will automatically be invited to tender and have access to the tender documents. Those who submit a tender and meet the minimum requirements will have their full tender, method statements and pricing evaluated.

### **How to express an interest**

If you wish to apply for this contract please follow the steps below:

Register your company free of charge via the **London Tenders Portal**.

Link: <https://procontract.due-north.com>

Await acceptance. You will receive an email confirming your username and password.

Use your username and password to log into the London Tenders Portal and express your interest in 2122-0117 Cleaning at Copenhagen and Vittoria Primary School – 90919300 School Cleaning Services

Shortly after you have expressed interest, you will receive a second email containing a link to access the tender documents.

## Deadlines

The deadline for expressions of interest is: **11.59am 1 December 2021.**

Submission of Tender documents by: **12 noon 1 December 2021.**

Late submissions will not be accepted.

## Additional information

- Islington Council and its partners are committed to work towards a 'Fairer Islington', for more information see [www.islington.gov.uk](http://www.islington.gov.uk).
- Please **do not** include any publicity material with your submissions.
- Islington Council aims to provide equality of opportunity and welcomes applicants who meet the qualitative selection criteria from black and minority ethnic communities and disabled groups.
- The Council encourages all types of organisation who meet the qualitative selection criteria including Voluntary and Community Sector (VCS) organisations, Social Enterprises or not for profit enterprises and small to medium enterprises (SME) to tender.
- Your submission will be marked in stages. Only applicants who meet the requirements at each stage will progress to the next stage. Further details will be contained in the tender documents.
- Please include the Contract Number of this tender process when communicating with the Council in any way.
- All questions relating to this contract should be raised via the question and answer section of the relevant contract on the London Tenders Portal. Please do not contact any officer of the council directly.
- Applicants are advised that all costs incurred either directly or indirectly in preparation, submission or otherwise related to this advertisement will be borne by them, and in no circumstances will the council be responsible for any such costs. Applicants are also advised that the council at its sole discretion acting reasonably and in good faith reserves the right to abandon the procurement at any stage prior to contract award.

As part of a commitment to transparency the council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful contractor should expect details of spend against the contract to appear on the council website [Islington Council: Council contracts](#). The council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation. What constitutes commercially sensitive information is a matter for the council's sole discretion.

However, tenderers will be invited to identify information they consider to be commercially sensitive in their tender return and this will be taken into account in the council forming a view.