



Standard Selection Questionnaire

for the

**Provision of Cleaning Services at
the Council's Corporate Estate,
Communal Areas in Housing and
at the Luton Cultural Trust's Premises**

Reponses to be submitted by noon on 27th April 2018

Overview

This Standard Selection Questionnaire (SQ) is being issued by Luton Borough Council (LBC) that is looking to engage one, two or three organisations to provide cleaning services for the LBC corporate Estate, in communal areas of Council Housing and in properties managed by Luton Cultural Trust. This SQ will be used to draw up a list of suitably qualified organisations who will be invited to tender.

The following information is made available to prospective Bidders on condition that it is used only by them for the purpose of expressing interest and for no other purpose whatsoever. LBC has taken all reasonable care to ensure that the information provided in this document is true and accurate. However, LBC reserves the right to amend or vary any information contained herein by means of a written notice.

Introduction

Luton Borough Council (LBC) wishes to tender the Corporate Cleaning Contract for a three year period with a provision to extend the contract for an additional period up to two years, dependant of the successful contractor's performance.

The Tender will be in three Lots – one for the cleaning services for the LBC Corporate estate, one for the Buildings being used by the Luton Cultural Trust, and one for the communal areas in Council housing. Appropriate qualified and capable suppliers will be invited to bid for these Lots, and may submit a response to one, two or all three Lots.

The successful contractor will be responsible for the delivery of the service, for ensuring the uninterrupted use of the building facilities and the safety, security and wellbeing of all the building users.

The current cleaning services are being provided by a third party and this will be the fourth time the cleaning contract has been tendered since its original format of a DSO in-house cleaning service.

The vision for the Council is to work in partnership with the successful contractor to deliver a first rate cleaning service to all its building occupiers and internal clients.

The Council will welcome any suggestions from the successful contractor to improve the efficiency or quality standard of the cleaning service that may reduce the overall cost in delivering the service.

The current cleaning staff will be subject to T.U.P.E. The Council is expecting the incoming contractor to take this element of the contract very seriously by ensuring the process is undertaken in a tactful and communicative manner, where staff are kept fully informed. The contractor would be expected to demonstrate this request in their mobilisation plan and the specific ITT question that relates to TUPE.

Customer

Luton is a large and growing town around 30 miles to the north of London. Luton Council is a unitary Council covering an area of approximately 16.74 square miles (43.35 km²) and the current population of Luton is estimated at 220,000.

The Council employs approximately 3,000 people based in a variety of locations such as offices, schools, nurseries, crematorium, park pavilions, community centres, sports centres, day care, residential, police station, hospital, etc. These locations are located across the Borough.

The Luton Cultural Trust is an independent organisation that operates the Museums, Libraries and cultural & community centres on behalf of the Council.

Luton Council's housing team operate across a range of properties, including individual houses, flats in low and high rise buildings and a caravan site. The communal areas in approximately 460 properties will be cleaned under this contract

A full list of properties to be cleaned in each of the Lots is provided in Annex 1.

Scope

The following services are currently included in the contract:

- Lot 1 – Cleaning of all corporate buildings as listed in the full specification, to include (but not limited to) offices, communal areas, receptions, toilets, kitchens, lifts, porches, store areas and any such area itemized in the ITT specification.
- Lot 2 – Cleaning of Luton Cultural Trust properties – the Central Library, Leagrave Library, Stopsley Library, Stockwood Discovery Centre, Wardown Museum and five community centres.
- Lot 3 – Cleaning of communal areas in low-rise and high rise blocks of flats, sheltered housing, temporary accommodation owned or managed by the Council, communal facilities on a caravan site, and officer touch down bases.
- The specifications must be read in conjunction with the ITT, Detailed Specification and Quality Standards.
- Provision of all consumables in toilets and kitchen areas, this includes toilet rolls and toilet roll holder, hand soap and dispenser, paper towels and paper towel holders, industrial blue paper towel and holder.
- Provision of bacterial wipes (or similar) for office areas, refuse sacks for waste bins and toilet brushes.

The following services will be included in the contract as “optional extras” under a schedule of rates that will be called off as and when required:

- External window cleaning, both the internal & external elevations (unless specifically requested).
- Periodic deep cleans.
- One-off cleans which could be a result of an office move or building works.
- One-off large bodily fluid emergency clean.

The following services are not included within scope:

- Cleaning of car parks, foot paths or steps other than those areas that form part of a porch clean specification.

- Cleaning of private tenanted areas at Kingsway Central Depot.
- Emptying of recycling bins unless itemized in specification.

The successful contractor(s) will be expected to provide suitably qualified, trained and vetted staff to manage and deliver the cleaning contract, and to be responsible ensuring that Employment Law and Health & Safety requirements are followed, and Data Barring Service (DBS) checks are carried out where specified. They will provide and maintain all equipment, consumables, PPE and safety equipment, cleaning materials, uniforms and mobile phones as required by the cleaning staff.

Contractual Period and Value

It is intended for the contracts to be for an initial period of three years with an option to extend for a further two years, by mutual agreement depending on performance. The working assumption is that the total value would be around £1.1m per annum across the three contracts combined.

Delivery Addresses

At the Council and Cultural Trust buildings, housing properties and other addresses as specified in Annex 1, according to the requirements of the Customer.

Please note that the Council is reviewing its property portfolio with regards to Corporate Estate; the vision for the council over next five years being to reduce the estate. Therefore there will be contract variations during the life of the contract to remove or replace some buildings from the contract. Unfortunately there is no definite plan of buildings and release dates at the moment, as soon as they become available we will inform the cleaning contractor.

Support Disciplines & Services Required

The successful bidder(s) must provide a regular cleaning service to LBC, Cultural Trust and Housing buildings as specified. Most addresses are located in and around the town centre and are either owned or 'leased in' by LBC.

The successful contractor(s) will be responsible for the delivery of the service, for ensuring the uninterrupted use of the building facilities and the safety, security and wellbeing of all the building users.

Standard Selection Questionnaire Process

This SQ must be completed through Luton Borough Council's e-Procurement Portal.

<https://www.luton.gov.uk/Business/Doing%20business%20with%20the%20council/Pages/Procurement-e-tendering-portal.aspx>

If your organisation is not already registered with Due North, please complete a supplier registration by clicking on the "Register as a Supplier" button and entering your organisation's details. Once registered, you will be able to search for current opportunities and complete the SQ form. If there are any issues with the e-Procurement Portal, please contact the Due North Supplier Helpdesk on ProContractSuppliers@proactis.com or 0330 005 0352

SQs submitted will be evaluated as described below to produce a short list of up to five organisations who will then be invited to tender. There will be a briefing and clarification meeting for shortlisted bidders on 15th May 2018, including an opportunity to visit a sample building from each Lot.

Following the initial evaluation of ITTs submitted, we will invite the top three bidders to attend a supplier information event, which will include the opportunity to ask further clarification questions on the scope of the engagement. This will also include an informal interview of key staff (maximum 5 people). These sessions will be held on 12th June 2018.

Procurement Timetable

Activity	Date
Issue of OJEU Notice and Standard Selection Questionnaire	28 th March 2018
SQ Clarification Questions Deadline	26 th April 2018
Submission Deadline for SQ	Noon on 27 th April 2018
Evaluation of SQ and selection of bidders to invite to tender	w/c 30/4/2018
Invitation to Tender issued to top 5 bidders	9 th May 2018
Shortlisted bidders invited to visit a sample of buildings included in the three Lots	15 th May 2018
ITT Clarification Questions Deadline	4 th June 2018
Submission Deadline for ITT	Noon on 5 th June 2018
Top three suppliers invited to present their proposed solutions	12 th June 2018
Final evaluation and issue of "Intention to Award" notices	w/c 18 th June 2018
Alcatel period ends	w/c 25 th June 2018
Contract Award	1 st July 2018

Potential Service Providers are advised that the above timetable is indicative only and may be subject to change without prior notice.

The Customer reserves the right to decline to make an award for its service requirements, or to abandon or cancel the further competition process. The Customer will not be responsible for any costs or expenses incurred as a result of following this course of action.

Evaluation Criteria and Scoring Methodology

All organisations must complete the mandatory questions in Parts 1 and 2 of the SQ. The lead (or only) partner must also complete Part 3 of the SQ. Any partners or major subcontractors must also complete and submit Parts 1 and 2 of the SQ, and identify the lead

partner of their submission. The lead (or only) partner must also download and complete the Quality questions which will be used to evaluate the response.

The SQ contains several Pass or Fail questions, and any organisation failing one of these responses will be rejected. In addition, if the evaluating officers, acting reasonably, consider that an SQ is fundamentally unacceptable on any issue, then regardless of other merits or its overall score, and regardless of the weighting scheme, that SQ may be rejected.

Please complete the following information on the e-Procurement Portal.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 1	Potential supplier information	
Question number	Question	Response
	specified in this procurement?	
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ² - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable)	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Section 1	Potential supplier information	
Question number	Question	Response
	(Please enter N/A if not applicable)	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model					
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					

Section 1	Bidding model					
Question number	Question	Response				
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2		
Grounds for mandatory exclusion		
Question number	Question	Response
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

Section 3 Grounds for discretionary exclusion		
	Question	Response
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) -(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 3	Grounds for discretionary exclusion	
	Question	Response
	undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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Part 3: Selection Questions⁴

Section 4	Economic and Financial Standing	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁴ See Action Note 8/16 Updated Standard Selection Questionnaire

Section 4	Economic and Financial Standing	
	Question	Response
	financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability		
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>		
	Contract 1	Contract 2	Contract 3

Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>		
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>		

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

	Act")?	
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url ... No <input type="checkbox"/> Please provide an explanation

8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions	
8.1	Insurance	
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £x</p> <p>Public Liability Insurance = £x</p> <p>Professional Indemnity Insurance = £x</p> <p>Product Liability Insurance = £x</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	
8.2	Skills and Apprentices⁵ – (please refer to supplier selection guidance)	
a.	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁵ [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

Section 8	Additional Questions	
b.	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Quality Questions

Responses to the following questions will be used to evaluate the suitability of the organisation to deliver the support requested and to draw up a short list of a maximum of five organisations who will be invited to tender.

Ref no.	Question	Max Points	Weighting
8.3 (a)	Please describe and provide recent examples of your organisation's knowledge and understanding of the corporate cleaning sector.	5	25%
8.3 (b)	Please confirm that you are able to provide the full range of services required, as described above. Please provide details of resources available in your organisation and the relevant expertise and knowledge in these fields.	5	30%
8.3 (c)	Please confirm if you are intending to form a partnership to deliver this contract. If so, please provide details of the other organisations involved. If not, please respond N/A.	5	5%
8.3 (d)	Please confirm if you are intending to subcontract any services. If so, please provide details of the other organisations involved. If not, please respond N/A.	5	5%
8.3 (e)	Please provide two recent, relevant examples that demonstrate your approach and experience of working in an integrated way with clients and other stakeholders / advisors to ensure that optimum cleaning strategies are established and delivered.	5	15%
8.3 (f)	Please describe your organisation's quality assurance and professional development approach to ensure that the level and quality of services is maintained throughout the contract period. This will include management of subcontractors / partners if relevant.	5	20%

Scored Award Criteria

An evaluation team will appraise the responses provided against the criteria below to give a weighted score. These scores will then be moderated by the evaluation and procurement teams.

The weighted score for each question will be calculated by taking the final score then multiplying it by the question weighting before dividing it by the maximum available score.

QUESTION RESPONSES	DESCRIPTION	SCORE
Excellent response with requirements being met and exceeded in some areas. Showing a comprehensive understanding and the ability to deliver to a high standard. Evidence relating to the proposed services shows high quality.	Outstanding	5
Good response with requirements being met with nothing other than a few minor exceptions which are acceptable to the evaluation team. Reasonable understanding and the ability to deliver to a high standard. Evidence in relation to the proposed services shows good quality.	Very Good	4
Acceptable answer with requirements being met in parts but not fully. A reasonable understanding to have the ability to deliver the service. Evidence to show that the services is just suitable for the purpose but has not met the standard expected.	Acceptable	3
Poor response where some requirements are being met but there are some large exceptions. Concerns that the services proposed would not be suitable for use.	Cause for Concern	2
Target requirements are only met on a few occasions. Low standard response. Major concerns that the services proposed would be suitable for use.	Unsatisfactory	1
Answer does not meet the requirements at all. No evidence that the services would be suitable.	Wholly Unsatisfactory	0

The selection of suppliers to be invited to tender will be made on the basis of the highest total weighted scores achieved against the award criteria. A tender may be rejected that significantly fails to satisfy any specific criterion, i.e. scores of 0-1, even if it scores relatively well against all other criteria.

In the event of two Tenderers having the same weighted score, the Tenderer with the highest weighted score for Q8.3 (b) will be selected.

Confidentiality

Subject to the exceptions set out below, information made available to Potential Service Providers by the Customer is solely for the purpose of this procurement and Potential Service Providers shall not (or allow anyone else to) copy, reproduce, distribute or pass information to any person at any time and shall comply with the following:-

- a. Potential Service Providers shall not use the information for any purpose other than for the purposes of submitting or deciding whether to submit a Tender;
- b. Potential Service Providers shall at all times treat information as confidential; and
- c. Potential Service Providers shall not discuss information or any aspect of this procurement or their Submission with interested stakeholders, nor make any media statement in relation to such matters without the express consent of the Customer in writing;

Potential Service Providers may only disclose, distribute or pass information to another person associated with their Submission if:-

- a. this is done for the sole purpose of enabling a Tender to be made and the person receiving the information undertakes in writing to the Potential Service Provider to keep the information confidential, or
- b. the Potential Service Provider obtains the prior written consent of the Customer in relation to such disclosure.

If a Potential Service Provider requests further information by way of a clarification, the Customer reserves the right to disseminate such information to the other Potential Service Providers unless it is or contains data that is considered commercially sensitive with respect to the Potential Service Provider who raised the request for clarification.