

**Portal Contract Reference: DN531183**

**Internal Contract Reference:**

**Contract Title:** Soft FM Services

**Initial Contract Duration:** 36 months

**Extensions:** 12 months + 12 months

**Estimated Contract Value (including extensions):** £5m - £7.5m

**Description:** Corporate Soft FM services contract will provide regular cleaning services to Sutton Council's main corporate sites, including offices and libraries, as well as the supply of consumables and window cleaning on request. The appointed contractor will also be responsible for the provision of security services, including static guarding at the Civic Centre and a full Out of Hours service, Pest Control services, Postal & Reprographic Services, including being responsible for the management and successful operation of a mail distribution & collection service for all buildings. There will be provision for ad hoc services to be instructed on request via a schedule of rates.

The London Borough of Sutton invites interested and suitable companies to attend a bidder briefing session via Google Meet on Tuesday 16<sup>th</sup> March 2021. Engagement sessions with members of the Council's Facilities Management service will be offered **by appointment only** and there will be a limit of two attendees per company. Interested bidders will be able to download a presentation pack via the portal from **Tuesday 9<sup>th</sup> March 2021**. The Council would like to extend this invitation to companies and organisations of all sizes including local SME's.

If you wish to register your interest by Friday 12 March 2020, please complete the form on the link below confirming whether you would prefer a morning or afternoon appointment and you will be allocated an appointment slot via the portal.

[Soft FM Bidder Briefing Session](#)

Only contractors who have registered their interest by this date will be sent out a link to attend the webinar.

**Additional Information:**

The London Borough of Sutton (LBS) is seeking expressions of interest from interested organisations for the above services and / or goods.

The Council will not be liable for the lack of delegated access within the organisation and will not send any documentation regarding the opportunity, which shall be exclusively available through the portal.

Suppliers are responsible for allowing sufficient time to submit their Application. The Council accepts no liability whatsoever for tenders that are not submitted due to internet connectivity issues, transmission delays or errors.

A minimum annual turnover will apply to this contract opportunity. It will be decided after the sessions but it is likely to be set in the region of £3,000,000 - £4,500,000.

Sutton Council is an Equal Opportunities Employer.

If you require any further information prior to submitting an expression of interest please contact the Council via the messaging portal email address tbc quoting the contract internal reference number.

