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**UK-Folkestone: cleaning services
2011/S 239-387539**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Shepway District Council
Civic Centre, Castle Hill Avenue
For the attention of: Procurement Manager
CT20 2QY Folkestone
UNITED KINGDOM
Telephone: +44 1303853377
E-mail: tenders@shepway.gov.uk

Internet address(es):

General address of the contracting authority: www.shepway.gov.uk

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA1259

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Regional or local authority

I.3) Main activity

Housing and community amenities

I.4) Contract award on behalf of other contracting authorities

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Cleaning of General Needs and Sheltered Accommodation.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 14: Building-cleaning services and property management services

Main site or location of works, place of delivery or of performance: Folkestone, Hythe, New Romney, Lydd and surrounding areas.

NUTS code UKJ4

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

II.1.4) Information on framework agreement

II.1.5) Short description of the contract or purchase(s)

The Client wishes to enter into a Partnering Contract with the successful Service Provider for the delivery of cleaning services ("the Works") to both its general needs housing blocks and sheltered housing accommodation schemes ("the Sites") throughout the Contract Area.

The successful Service Provider will be required to undertake the Works within a social housing environment and their employees will be interacting with people from all walks of life / ages, abilities and vulnerabilities.

Therefore courtesy, politeness and an understanding approach towards others is essential.

The Client wishes to develop a partnership relationship with the successful Service Provider with the central aims of the partnership focusing on:

- the maintenance of the communal areas used by the Client's tenants and leaseholders ("Residents") and maximisation of their satisfaction levels as a common objectives of both the Client and the Service Provider,
- engendering a sense of pride, both within the workforce undertaking the Works on behalf of the Client as well as Residents, in maintaining and where appropriate improving upon the general cleanliness of the blocks and communal environment within which they live and work through the promotion and encouragement of a pro-active attitude by the Service Provider's employees delivering the Works,
- the development of positive relationships between the Service Provider and Residents.

Additional services expected from the successful Service Provider, which must be undertaken in such a way that they do not disrupt / have a negative effect upon the normal provision of the Works, will include (but not be limited to) activities such as;

- emergency cleans (dealing with the removal of bodily fluids, human excrement, deceased animal, animal faeces, sharps and other drug taking paraphernalia),
- the provision of an adhoc 'cover service' for caretakers and or wardens who are on leave, sick or otherwise absent.

The successful Service Provider will be notified of the Client's need for the above mentioned additional services as and when they are required.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=84209.

II.1.6) Common procurement vocabulary (CPV)

90910000, 90911000, 90911100, 90911200, 90911300

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Estimated value excluding VAT: 150 000,00 GBP

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

II.3) Duration of the contract or time limit for completion

Starting 2.7.2012. Completion 1.7.2017

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Candidates expressing an interest in this Contract will be required to provide an undertaking to the Council that in the event of their company being awarded the Contract they will enter into either a Guarantee Bond (representing 10 % of the estimated contract value) or a Parent Company Guarantee.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

Delivery Payment.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Any consortium which is awarded this Contract must either form a single legal entity before entering into this Contract or each member of the consortium must be jointly and severally liable.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

As detailed within the Pre-Qualification Questionnaire that will be sent to those candidates expressing and interest in this Contract.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

As detailed within the Pre-Qualification Questionnaire that will be sent to those candidates expressing and interest in this Contract.

III.2.3) Technical capacity

Information and formalities necessary for evaluating if the requirements are met:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(5) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(6) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

(7) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(8) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

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) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Restricted

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

Envisaged minimum number 5: and maximum number 7

Objective criteria for choosing the limited number of candidates: The selection of those to be invited to submit formal tenders will be evaluated on the basis of the Pre-Qualification Questionnaire (PQQ) provided to interested parties which will assess bidders on the basis of the qualification criteria in accordance with Part 4 of the Public Contract Regulations 2006 (as amended).

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) Award criteria

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated below

1. Price. Weighting 60
2. Quality. Weighting 40

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:

T7/2011 – BM/509/201

IV.3.2) Previous publication(s) concerning the same contract

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 6.1.2012

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

16.1.2012 - 14:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

3.2.2012

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

IV.3.8) Conditions for opening tenders

Section VI: Complementary information

VI.1) Information about recurrence

VI.2) Information about European Union funds

VI.3) Additional information

The initial Term is for five (5) years with the opportunity for further extensions of any duration (exercisable at the sole discretion of the Client and in agreement with the Service Provider) up to a maximum of two (2) additional years.

In any event the maximum possible duration of this Partnering Contract will be for seven (7) years.

The Partnering Contract will also contain a no penalty 'walk away' break clause, subject to three (3) months written notice, exercisable by either party at anytime following the expiry of the initial twelve (12) month period from the commencement of the Term.

Bidders should note that the Client's offices are closed over the Christmas Period from 24.12.2011 to 2.1.2012 inclusive. Therefore, no documents can be issued or responses to clarifications made during this time. (MT Ref:84209).

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

Royal Courts of Justice
The Strand
WC2A 2LL London
UNITED KINGDOM
Telephone: +44 2079476000

Body responsible for mediation procedures

Royal Courts of Justice
The Strand
WC2A 2LL London
UNITED KINGDOM
Telephone: +44 2079476000

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: In accordance with Part 9, Regulation 47 (Enforcement Obligations) of The Public Contract Regulations 2006 (as amended).

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

Royal Courts of Justice
The Strand
WC2A 2LL London
UNITED KINGDOM
Telephone: +44 2079476000

VI.5) **Date of dispatch of this notice:**
8.12.2011