

**Preliminary Market Consultation Brief**

**Cleaning Services**

1. **Introduction**

Wythenshawe Community Housing Group (WCHG) manages almost 14,000 properties, providing homes for more than 29,000 people in Wythenshawe, South Manchester.

Awarded ‘Investors in People’ Health & Wellbeing and officially recognised by the Top Employers Institute as a Top Employer UK, three years running since 2019, WCHG is now amongst an elite group of world class organisations recognised for demonstrating a commitment to high performance through excellent people management and provides local employment to 530 colleagues.

Our purpose is to provide good quality homes and services to our tenants and leaseholders and to play a leading role in creating safer, healthier communities.

The below guidance details our nine guiding principles, to deliver our purpose we will;

* Put tenants and leaseholders first
* Respect the diverse needs of our customers
* Develop and support our community directly and through partnership
* Be a leading custodian of Wythenshawe’s green spaces in line with its ‘Garden City’ heritage
* Invest in homes and reduce our carbon footprint
* Balance the interests of our current and future generations
* Invest in an inclusive staff team
* Be financially resilient and strong
* Have a business head and a social heart.

You can read more about WCHG [**here**](https://www.wchg.org.uk/about-us/)

1. **Current Arrangements**

WCHG currently has numerous arrangements in place for a wide range of cleaning services, including:

* Window cleaning, low rise buildings
* Window cleaning, high rise buildings
* Cleaning of void properties
* Cleaning of commercial vehicles
* Cleaning of office buildings
* Jet washing
* Neighbourhood and estates cleaning

These current arrangements are undertaken by external contractors.

1. **Future requirements**

WCHG is in the early planning stages of reviewing the full scope of cleaning services, with the intention of new long-term arrangements for cleaning services to commence in Summer 2022. To assist in the review, WCHG wishes to obtain input from potential service providers via formal Preliminary Market Consultation, in accordance with Regulations 40 and 41 of the Public Contracts Regulations 2015.

1. **Objectives of the Preliminary Market Consultation**

The objectives of the Preliminary Market Consultation are to:

* Discuss the current service provision
* Determine market capacity
* Determine market drivers
* Determine market risks
* Establish potential Bidder interest in the new arrangements
* Discuss solution and technology options
* Discuss product/service development pipelines
* Explore the potential for innovation and added value
* Establish key cost drivers, current cost bases, pricing model options and estimated budgets

The key objectives of the new arrangements are:

* Value for money for all services provided
* High standards of cleaning services
* Improved contract and performance management
* Maximizing the impact in the local economy impact (including, but not limited to, creating local employment opportunities and the use of local supply chains)
* Budget certainty
1. **Preliminary Market Consultation Process**

The Preliminary Market Consultation process shall be conducted via a 1-hour meeting with each Participant. The meeting dates and times are on the following dates and times:

* 3rd November 2021 at 13.30, 14.45 and 16.00
* 4th November 2021 at 09.30, 10.45 and 12.00
* 5th November 2021 at 09.30, 10.45 and 12.00

Meetings will be runs remotely via Microsoft Teams or Zoom.

Meetings shall be allocated on a first come first served basis to Interested Parties responding to this Brief.

Interested Parties wishing to attend shall register their interest and their preferred date and time (1st, 2nd and 3rd choices) by no later than 17.00 hours on Monday 25th October 2021 to:

Procurement@wchg.org.uk

Interested Parties shall also indicate the names and positions of those wishing to attend.

Subject to availability, meeting dates shall be confirmed to Participants on Wednesday 27th October 2021.

1. **Important Notes**

In accordance with Regulations 40 and 41 of the Public Contracts Regulations 2015, the deliverables from this Preliminary Market Consultation may be used in the planning and conduct of the future procurement procedure, provided that it does not have the effect of distorting competition and does not result in a violation of the principles of non-discrimination and transparency.

Where a Participant has advised WCHG, whether in the context of this Preliminary Market Consultation or not, or has otherwise been involved in the preparation of the procurement procedure, WCHG shall take appropriate measures to ensure that competition is not distorted by the participation of that Participant.

Such measures shall include:

* The communication to the other Participants and Bidders of relevant information exchanged in the context of or resulting from the involvement of the Participant in the preparation of the procurement procedure
* The fixing of adequate time limits for the receipt of tenders

Participants shall only be excluded from the procurement procedure where there are no other means to ensure compliance with the duty to treat economic operators equally in accordance with regulation 18(1) of the Public Contracts Regulations 2015.

Prior to any such exclusion, Participants shall be given the opportunity to prove that their involvement in preparing the procurement procedure is not capable of distorting competition.

Participants shall bear their own costs and in no circumstances whatsoever shall WCHG become liable for any participation costs associated with this Preliminary Market Consultation. WCHG shall similarly not be liable in the event that any procurement process pursuant to this Preliminary Market Consultation is not undertaken, whatever the reason.

1. **Definitions**

“Bidder” – shall refer to the organisations formally invited to participate in the Tender

“WCHG” shall refer to Wythenshawe Community Housing Group

“Interested Parties” shall refer to providers who express an interest in participating in the Preliminary Market Consultation

“Participants” shall refer to the providers that WCHG has invited to participate in the Preliminary Market Consultation

“Preliminary Market Consultation” shall refer to this exercise, undertaken in accordance with Regulations 40 and 41 of the Public Contracts Regulations 2015

“Tender” shall refer to any Tender which WCHG may issue subsequent to this Preliminary Market Consultation