



**Wellacre Academy
Invitation to tender
Cleaning contract
September 2018
- August 2020**

Table of Contents

Background & Due diligence Information	4
1.1 Introduction	4
1.2 Values	4
1.3 Best Value Statement	4
1.4 Going Concern	4
1.5 Who we are	4
1.6 Where we are	5
Overview and Purpose	6
Instructions	7
3.1 General	7
3.2 tenderers shall:	7
3.3 Freedom of Information and Data Protection	7
3.4 tender Validity	8
3.5 Timescales	8
3.6 Communications	8
3.7 Preparation of tenders	8
3.8 Submission of tenders	8
3.9 Canvassing	9
3.10 Disclaimers	9
3.11 Collusion	9
3.12 Inducement or Incentive	10
3.13 Queries relating to tender	10
3.14 Late tenders	10
3.15 Modification and Withdrawal	10
3.16 Rejection and Disqualification	10
3.17 Cancellation	11
3.18 Notification of Award	11
Evaluation of tenders	12
4.1 Evaluation Criteria for Selection of Providers:	12
Specification of Requirements	13
5.1 Overview	13

5.2 Specification, TUPE details and Area sizes/room references:.....	13
5.3 Day to Day Management:.....	14
5.4 Output Specification:.....	14
5.6 Safeguarding and Safety	14
5.7 Emergency Procedures and Security Arrangements	14
5.8 contract Period	15
5.9 Opening Hours.....	15
5.9 Working Weeks.....	15
Key Performance Indicators (KPI's)	16
6.1 Objectives of KPI's	16
6.2 Determination of KPI's.....	16
6.3 Review of KPI's.....	16
Complaints and Communications Procedures	17
6.1 Complaints Procedure	17
6.2 Communications Procedure	17
TUPE – Transfer of Undertakings (Protection of Employment)	18
Area of Site	19
Form of tender – to be completed by the tenderer.....	20
Commercial Response	21

Background & Due diligence Information

1.1 Introduction

Wellacre is an Academy Trust is a company limited by guarantee (Company Number 7386228) and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the academy trust. The trustees of Wellacre Technology Academy Trust are also the directors of the charitable company for the purposes of company law. The purpose of the Academy is to provide education to boys age 11-16. There are currently 660 boys on roll. We employ approximately 100 people not including the cleaning staff who are provided by a contracted service.

1.2 Values

Academy Trusts are responsible for achieving educational outcomes and ensuring regularity, propriety and value for money for the public funding they receive from the Education & Skills Funding Agency (ESFA), as the agent of the Secretary of State for Education.

1.3 Best Value Statement

The governors of Wellacre Academy are committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in the Academy and will:

- Regularly review the functions of the Academy, **challenging how** and why services are provided and setting targets and performance indicators for improvement;
- Monitor outcomes and **compare** performance with similar establishments and within the Academy; we will monitor our own financial progress through monitoring of key financial performance indicators.
- **Consult** appropriate stakeholders before major decisions are made; and
- Promote fair **competition** through quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way possible

Governors will ensure that the Academy is using its resources effectively to meet the needs of pupils and staff. Governors will incorporate value for money reporting through the governance statements in the Academy annual accounts.

1.4 Going Concern

The board of trustees has a reasonable expectation that the academy has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the financial statements can be found on our website www.wellacre.org

1.5 Who we are

The governance of the trust is defined in the memorandum and articles of association. The board of trustees meets at least once per term. Trustees are also members of committees who report into the full board of trustees at their termly meetings. The committees include a Resources Committee

whose remit is to consider the Academy's budget, financial position, staffing resource, premises and internal controls for risk management. The day to day management of the Academy is delegated to the Principal who is the Accounting Officer. The day to day management of contracted services is managed on her behalf by the Business & Finance Director.

1.6 Where we are

Wellacre Academy is situated on one site at Wellacre Academy, Irlam Road, Flixton, Manchester, M41 6AP. For further information please visit our website www.wellacre.org

Overview and Purpose

The Academy wish to appoint a single contractor for the provision of cleaning. Prior to commencing formal evaluation, tender Responses will be checked to ensure they are fully compliant with the conditions of tender. Non-compliant tender Responses may be rejected. tender Responses which are deemed by the Academy to be fully compliant will proceed to evaluation. These will be evaluated using the selection criteria and weightings provided in section 3. Following evaluation of the tenders the Academy intends to appoint one successful provider. The Academy reserve the right to purchase any services (including those similar to the services covered by this procurement) from any provider outside of this contract. The Academy reserves the right not to conclude any contract as a result of the current procurement process.

Instructions

3.1 General

These instructions are designed to ensure that all tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact business-director@wellacre.org if you are in any doubt as to what is required.

tenderers should read these instructions carefully before completing the tender documentation. Failure to comply with these requirements for completion and submission of the tender Response may result in the rejection of the tender. tenderers are advised therefore to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the Conditions of tender. Participation in the tender process automatically signals that the tenderer accepts these Conditions of Participation.

tenderers shall accept and acknowledge that by issuing this tender Invitation the Academy shall not be bound to accept any tender and reserves the right not to conclude a contract for some or all of the services for which tenders are invited.

3.2 tenderers shall:

- At all times treat the contents of the tender Invitation and any related documents as confidential, save in so far as they are already in the public domain;
- Not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- Not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a tender;
- Not undertake any publicity activity within any section of the media.
- Not disclose, distribute or pass any of the information to the tenderer's advisers, sub-contractors or to another person unless this is done for the sole purpose of enabling a tender to be submitted; Or the tenderer obtains the prior written consent of the Academy; Or the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement.

The Academy may disclose detailed information relating to tenders to its employees, agents or advisers and may make any of the contract documents available for private inspection by its advisers.

3.3 Freedom of Information and Data Protection

The Academy is required to ensure transparency in its procurement and areas of expenditure may be shared in the public domain in relation to the publication of accounts etc. The successful tenderer will guarantee that any Academy data shared for the purposes of the contract will be protected securely, not shared with 3rd parties and kept for no longer than necessary for the purposes of fulfilling the contract.

3.4 tender Validity

Your tender should remain open for acceptance for a minimum period of 120 days.

3.5 Timescales

Date	Stage
26 th April 2018	Invitation to tender to be submitted in the public domain
W/c 7th May 2018	Site Visits Wellacre Academy with clarification and questions
10th May 2018	Indication of intention to submit a tender
12 noon on 17th May 2018	Closing date for receipt by the Academy of tender Responses
21st May 2018	Evaluation of Responses
30 th May 2018	Supplier Presentations
31st May 2018	Notification of proposed appointment of the contract
1 st Sept 2018	Commencement Date of contract
June 2018	Implementation and TUPE Transfers

3.6 Communications

All communications should be directed to Christine Ellis Business & Finance Director business-director@wellacre.org including clarification of procedures or schedule queries.

3.7 Preparation of tenders

Tenderers are required to:

- Obtain for themselves at their own responsibility and expense all information necessary for the preparation of tenders.
- Complete and provide all information required by the Academy in accordance with the Conditions of tender and the Invitation to tender
- Be solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their tenders
- Form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the services and their tenders, without reliance upon any opinion or other information provided by the Academy or their advisers and representatives. tenderers should notify the Academy promptly of any perceived ambiguity, inconsistency or omission in this Invitation to tender, any of its associated documents and/or any other information issued to them during the procurement process
- Submit a tender in their own "house style", however they must ensure that all questions and documents requested are responded to. Proposals must be laid out in the order indicated below.

3.8 Submission of tenders

Tender must be submitted in the form specified in the Form of tender instructions. Failure to do so may render the Response non-compliant and it may be rejected

The Academy may at its own absolute discretion extend the closing date and the time for receipt of tenders specified

Submit a hard copy of their tender clearly marked Reference Cleaning contract 2018 by 12 noon on 17th May 2018.

Do not include any information which has not been specifically requested e.g. sales literature.

Tenders will be received at any time up to the deadline stated above.

3.9 Canvassing

Any tenderer who directly or indirectly canvasses any employee, Trustee or agent of the Academy concerning the establishment of the contract or who directly or indirectly obtains or attempts to obtain information from any such employee, Trustee or agent of the Academy concerning any other tenderer, tender or proposed tender will be disqualified.

3.10 Disclaimers

Whilst the information in this Invitation to tender, due diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

The Academy nor any employee, Trustee or agent of the Academy make no representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Invitation to tender. Nor do they accept any responsibility for the information contained herein or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

All persons considering making a decision to enter into contractual relationships with the Academy following receipt of the Invitation to tender should make their own investigations and their own independent assessment of the Academy and its requirements for the services and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the Invitation to tender or any other associated documents (including the schedules) is only authorised to be provided following a query made in accordance with the section on Queries Relating to tender below.

Any contract concluded as a result of this process shall be governed by English Law.

3.11 Collusion

Disqualification will apply to any tenderer who:

- fixes or adjusts the amount of its tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than the Academy the amount or approximate amount of its proposed tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a tender; or
- enters into any agreement or arrangement with any other party as to the amount of any tender submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or

having done or causing or having caused to be done in relation to any other tender or proposed tender, any act or omission.

3.12 Inducement or Incentive

This Invitation to tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into the contract or any other contractual agreement

3.13 Queries relating to tender

Site visits will be held week commencing 7th May 2018 and any queries and requests for clarification will be answered at the Site Visit Day. If you are unable to attend please email your clarification request to business-director@wellacre.org by 12 noon on 14th May 2018. The Academy intends to publish the questions and clarifications raised by tenderers together with responses (but not the source of the questions) to all participants. tenderers should be clear if their query or clarification is of a commercially sensitive nature and where the disclosure of their query or clarification would be likely to prejudice its commercial interests - However, the Academy at its sole discretion reserves the right to circulate the clarification if it does not agree that it is commercially sensitive or to ask the tenderer to withdraw the query. The Academy reserve the right not to respond to queries and clarifications.

3.14 Late tenders

Any tender received after 12 noon on 17th May 2018 may be rejected unless the tenderer can provide irrefutable evidence that the tender was capable of being received by the due date and time.

3.15 Modification and Withdrawal

tenderers may modify their tender prior to the Deadline by giving notice business-director@wellacre.org No tender may be modified subsequent to 12 noon on 17th May 2018.

Any modification request should state clearly how the Academy should implement the modification.

tenderers may withdraw their tender at any time prior to the Deadline or any other time prior to accepting the offer of a contract. The notice to withdraw the tender must be in writing and sent to the Academy by recorded delivery to Wellacre Academy, Irlam Road, Flixton Manchester, M41 6AP.

3.16 Rejection and Disqualification

The Academy reserves the right to reject or disqualify:

- Any tenderer who fails to comply fully with the requirements of this Invitation to tender or is guilty of a serious misrepresentation in supplying any information required in this document
- Any tenderer who is guilty of serious misrepresentation in relation to its tender or expression of interest
- If there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the tenderer

3.17 Cancellation

The Academy reserves the right to cancel the process at any stage or to amend the terms and conditions.

The Academy reserve the right to require the tenderer to clarify its tender or provide additional information.

3.18 Notification of Award

The Academy shall notify the successful tenderer of the award of the contract in writing. Unsuccessful tenderers will be provided with an "unsuccessful letter" in writing via email notifying them of the outcome of the evaluation exercise.

Evaluation of tenders

Tenderers will be awarded on both price and quality based on the responses to the questionnaires and any other information requested by the Academy. The price score will be awarded based on a formula of taking the lowest price divided by the next lowest price and multiplied by 60. As a result, the lowest price submitted (subject to the provisions of regulation 69 of the Public contracts Regulations 2015) will be awarded 60% for price alone, with tenderers thereafter being allocated a relative score. This will be combined with the other award criteria, details of which can be found in the table below, to give an overall score for each tenderer:

4.1 Evaluation Criteria for Selection of Providers:

Criterion	Percentage Weightings
Management QA and MI	20%
Innovation and Service Delivery	20%
Cost	60%

Any Bidder who achieves an 'Unacceptable' score of '0' for any of the questions will be deemed to have failed to meet the Academy's minimum acceptable standards and therefore will not be evaluated further and will not be considered for contract award.

The scores from the technical and financial evaluation will be added together and the contractor with the highest total percentage will become the preferred supplier

Specification of Requirements

5.1 Overview

The Academy is based at one geographical location with buildings comprising 11,040m² of varying types of space. A proportion of spaces are out-of-use (“moth-balled”) resulting in a total cleaning requirement area of 7,216m². The specific areas are broken down for the purposes of the cleaning contract into the following categories:

- Toilets
- Classrooms
- Circulation
- Offices
- Stores
- Changing Rooms
- Gyms
- Canteen

Some areas of the Academy are leased including services to an external apprenticeship training provider and are included within the Invitation to tender.

There is a mixture of footfall pressure across the site with some areas being completely out of use (“moth-balled”) and some used more frequently than others. The specification directs the frequency of cleaning requirements for the diversity of use.

5.2 Specification, TUPE details and Area sizes/room references:

[Cleaning contract Information March 2018.xlsx](#)

The services shall comprise the cleaning of the school buildings to the standards stated and which can be reasonably inferred from the requirements included in these documents. The contractor shall be expected to regularly move light items to facilitate cleaning, such as items on window ledges and easily moveable furniture such as chairs and furniture on wheels and to correctly replace furniture on completion.

The contractor shall provide and always use appropriate signage indicating wet floors and similar hazards.

All surfaces shall be kept free of spot marks, graffiti and chewing gum. The contractor shall arrange for removal of same as soon as possible utilising, where necessary, specialist equipment.

Contractors should satisfy themselves as to the extent of different hard flooring when they visit premises for tendering purposes.

Where appropriate floors should be treated according to manufacturer's instructions.

Where loose carpets or rugs are laid, they should be lifted, the floor treated as per the specification and then they should be replaced.

On completion of vacuuming, sweeping or mopping the entire floor area should be free from dust, stains, refuse particles, litter, fluff, soil and spillages.

On completion of wiping, dusting or cleaning, all surfaces should be free from stains, spillages, finger marks, smudges and splashes.

5.3 Day to Day Management:

The cleaning function is overseen by the Site Manager under the supervision of the Business & Finance Director. The Site Manager will be the operational contact on a day to day basis. The successful contractor will be required to co-ordinate reporting to the Site Manager and the Academy will expect the contractor to co-operate and be proactive in this process particularly in relation to remedies that may be proposed in respect of poor or failed performance.

5.4 Output Specification:

The Academy is seeking to obtain improvements in efficiency and effectiveness within the cleaning contract and seek to promote opportunities for innovation by adopting a partial output specification for cleaning services. The contract will also seek to gain improvements in the level of management performance and the efficient deployment of staffing resource. We will seek to agree service level agreements and key performance indicators with the successful tenderer. The Academy will expect the tenderer to be proactive in this process, particularly in relation to remedies that might be proposed in respect of poor performance. We will be looking for potential for a dynamic approach to working with the academy in reducing serviceable areas where possible in order to reduce costs. The specification (section 5.2) details current frequencies for performance requirements and tenderers are invited to use their own expertise to offer solutions that achieve/exceed these minimum performance requirements.

5.6 Safeguarding and Safety

The contractor shall always employ, provide and supervise sufficient suitably trained and/or experienced management and cleaning staff to provide the Services on every day that it is required. The staff shall be made aware of and comply with the requirements of the school, the operations taking place, security and similar requirements.

The Academy expects the successful tenderer to assume full responsibility for ensuring all members of staff have a current clear enhanced DBS check and that if any member of staff's DBS is not clear of convictions for this to be discussed with the Business & Finance Director and agreed by the Principal before the member of staff is permitted to work on site.

The contractor will be expected to have in place a health and safety policy, appropriate risk assessments, COSHH assessments (not just material safety data sheets), Information on equipment - e.g. staff training to it, maintenance, provision, storage and PAT testing. The contractor should also have a policy or appropriate arrangements in place for lone working.

All costs and responsibility for training staff in child protection, health and safety and other legislative requirements will rest with the successful contractor.

5.7 Emergency Procedures and Security Arrangements

Cleaning staff will be expected to be signed in by their supervisor and to comply with emergency evacuations and "run-hide-tell" procedures as directed and advised through training and updates. The supervisor will be expected to account for all staff in the event of an evacuation (drill or otherwise) and report to the Business & Finance Director.

Cleaning staff shall always wear badges, tabards or other suitable clothing clearly and consistently identifying them as employees of the contractor. Such badges, tabards or clothing shall be kept clean and the identification kept legible and shall be replaced when worn, torn, damaged or become un-presentable for whatever reason.

5.8 contract Period

The contract will commence on 1st September 2018 and will run until 31st August 2020. The contract would thereafter be continued at the Academy's sole discretion up to another 2 years, in annual increments.

5.9 Opening Hours

The contractor shall proactively take account of the operation of the school calendar and scheduled day. Day to day term-time cleaning (as opposed to the holiday deep cleaning) shall be carried out during the hours of (AM) 7.00 – 9.00 and (PM) 15.00 – 18.45. The contractor shall take into account ad hoc operations such as Parents' Evenings and ensure services are provided to support and cause no disturbance to such operations. The opening hours during holiday periods will be determined on an on-going basis and the contractor should proactively seek to agree these in advance with the Site Manager and/or Business & Finance Director.

5.9 Working Weeks

The service shall be provided for 48 weeks of the year for 5 days each week (Monday to Friday). The site will ordinarily be open during school closure periods with the exception of Christmas shut-down and the academy reserves the right to create an additional "shut-down" period.

The contractor shall manage the Services in order to meet the required cleaning standards and the other requirements of these documents adapting the Services from time to time to suit reasonable variations in the school's operations, alterations to floor layouts within the existing building, alterations to furniture layout and the installing of additional furniture and fittings.

Key Performance Indicators (KPI's)

6.1 Objectives of KPI's

The provision of KPI's will assist the academy in the effective monitoring of the agreement and will provide evidence that the contractor is, or is not, meeting the requirements of the specification.

6.2 Determination of KPI's

The academy, in consultation with the contractor will determine how the KPI's will be utilised in the monitoring process and to agree any additional KPI's to set standards, determine and action progress monitoring and to take corrective action as required. Tenderers are expected to formulate the KPIs they are able to offer as part of the tender process which will be scored.

6.3 Review of KPI's

The contractor will propose the relevant and appropriate KPIs as part of the tender submission. The minimum expectation for reporting will be termly submission of performance against KPIs. The KPIs will form the basis of reviews which will be attended by the Business & Finance Director and relevant contract Manager.

Complaints and Communications Procedures

6.1 Complaints Procedure

The contractor shall establish a complaints procedure, which shall be agreed with the academy. The procedure shall enable the Site Manager to forward a complaint to the contractor and to record the action and timescale for its resolution.

6.2 Communications Procedure

The contractor shall establish a communications procedure which shall be agreed with the academy. The procedure shall enable the Site Manager and the contractor to record any relevant information relating to the service. .

TUPE – Transfer of Undertakings (Protection of Employment)

Tenderers are advised to take their own independent professional advice on the application of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) and any other applicable rules or regulations to any contract that may arise from any tender they submit.

The outcome of this procurement process will result in the transfer of staff who currently work on the services to the contractor or its subcontractors, under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) (TUPE) along with the Services. These employees are currently employed by the incumbent supplier. Tenderers' pricing models must include the costs associated with the TUPE transfer of these employees. If the costs associated with a TUPE transfer (including pension costs) are subsequently found to be lower than envisaged, the contractor shall make a corresponding reduction in the contract price.

At present, 8 members of staff provide the cleaning services at the school and further detailed information can be found: [Cleaning contract Information March 2018.xlsx](#).

The contractors are not allowed to share this information with any other parties.

In the event of a TUPE transfer, employees who transfer from the incumbent supplier who previously transferred from a public-sector body and are either members of or eligible for membership of LGPS must be offered appropriate pension provision. In accordance with the Fair Deal policy, it is a condition of the contract that the new employer offers these employees continued membership of their legacy pension scheme. If this is not possible, and where permitted by Fair Deal, the new employer must offer the employees access to a pension scheme which has been certified by the Government Actuary's Department (GAD) as broadly comparable to the LGPS. The School must see a copy of the GAD certificate before the transfer date. In addition, the costs and terms applicable to the bulk transfer of accrued benefits must be clearly provided for in the tender. Tenderers are asked to include indicative costings of their proposed pension provisions

Area of Site

If there is an expansion or reduction resulting in an increase or decrease to the footprint of the site, any change to the contract price will be determined by the following process:

- a. the contractor will review the additional/reduced space;
- b. the contractor will calculate any increase/decrease to the m2 of the Site;
- c. the contractor will assess time and equipment implications.
- d. the contractor will calculate a price for approval based on the square meterage of the additional/reduced space and the altered time it will take to carry out the cleaning services.

The academy reserves the right to benchmark the proposed pricing for any additional space.

Form of tender - to be completed by the tenderer

To: Wellacre Academy, Irlam Road, Flixton, Urmston, Manchester M41 6AP.

Date:

Provision of: Cleaning contract

From: [Insert name of organisation]

Having examined the Invitation to tender and all other Schedules, and being fully satisfied in all respects with the requirements of the Invitation to tender (including the Conditions of tender). I/We hereby offer to provide Cleaning Services, as specified in Specification the prices shown in the Commercial Response - Charges for the term of 01/09/2018 to 31/8/2020 with the option to extend in annual increments up to 4 years in total.

I/We confirm that I/we agree with the Academy in legally binding terms to comply with the provisions relating to confidentiality set out in the Invitation to tender.

In compliance with your requirements as set out in your Invitation to tender I have completed and enclose the following documents:

Form of tender	
Commercial Response	
References	
Qualification Information	

This tender shall remain open for acceptance for a period of 120 days after the due date for return of tenders.

I warrant that I have all the requisite corporate authority to sign this tender and confirm that I have complied with all the requirements set out in the Invitation to tender.

Signed for an on behalf of the above named tenderer:

Signature
Position
Signature
Position
Date

Commercial Response

Company Details

Please complete the table below:

Information Required	Response
Registered Company Name	
Registered Company Address	
Registered Number	
Contact name for enquiries	
Position	
E-mail address	
Land line telephone number	
Mobile telephone number	

Charges

Please break down your costs below and include anything not listed under a heading within the Periodics section. The charges should cover ALL requirements e.g. all travel, subsistence, equipment, materials, staffing, uniforms, training, overheads, profits, TUPE, administration, meetings, etc. Prices for Consumables are requested separately. Staff numbers are included in the TUPE details attached. The costs should be expressed in £ Sterling and state clearly whether or not VAT will be charged. It is the responsibility of tenderers to check their VAT position with HMRC before submitting a bid. All pricing will form the basis of any resultant contract.

Staffing Costs	
Number of Cleaners allocated to site	0
Rate Per Cleaner Per Hour	£0.00
Number of hours per Cleaner Per day	0
Cost per Day	£0.00
.....	
Number of Supervisors allocated to site	0
Rate Per Supervisor Per Hour	£0.00
Number of hours per Supervisor Per day	0
Cost Per Day	£0.00
.....	
Number of Housekeepers allocated to site	0
Rate Per Housekeeper Per Hour	£0.00
Number of hours per Housekeeper Per day	0
Cost Per Day	£0.00

Equipment	£0.00
Materials	£0.00
Periodics, Sundries, Staff Training & DBS Check Costs	£0.00
Overheads & Profit	£0.00
Total Site Cost per Annum	£0.00

TUPE

Please confirm you have included all TUPE liabilities in your pricing schedule? Yes/No.

References

You should provide one written business reference with your tender which should include the contact name and telephone number of the person providing it.

Terms and Conditions

We confirm that we have read and accept the terms and conditions document supplied with this Invitation to tender: Yes/No*.

*If you do not accept these terms and conditions please state which clauses you do not comply with or those that you partially comply with and why?

Title	Reference	Issue

Management Information and Quality Assurance - Qualification Information

The Academy will require a monthly Management Report to include Quality Assurance details of how the specification has been met – including zoned staffing areas - performance data, time allocated, absence information, innovation and savings. The report may contain other information as appropriate. Please therefore confirm what Management Information you are able to provide:

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the bidder to provide their response to the question below.

Innovation and Service Delivery - Please confirm how you propose to effectively manage and deliver the service to the required standard?

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the bidder to provide their response to the question above.

