



Request for Quotation PSSRFQ006

Studio School Cleaning Contract

Issued 04th July 2017



**BE PART
OF IT**

**CITY COLLEGE PLYMOUTH
KINGS ROAD, PLYMOUTH, PL1 5QG**

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, Plymouth Studio School.

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SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Friday 14th July 2017

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 7th July 2017

Natalie Hockings

Procurement Officer

Phone: 01752 856809

Email: tenders@cityplym.ac.uk

If you would like to attend the site this can be arranged on the 10th and 11th July. Please contact Simon Payne, the premises manager, on **01752 243900**

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Signed Agreement Acceptance and Declaration, Appendix C
- Completed Appendix E: Suitability and Assessment Questionnaire

Please note that we are able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to Studio School that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be

excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

Plymouth Studio School is seeking to contract with a single company for the provision of cleaning within the School. Due to the current contractor giving notice, the new contract is required to commence 1 September 2017.

BUSINESS OVERVIEW & BACKGROUND

The Plymouth Studio School provides a new and innovative approach to learning for 14 to 19 year olds, offering a curriculum that is specifically linked to careers in the sport and lifestyle sectors.

The School offers a range of GCSEs, A levels, BTECs and professional qualifications, alongside specialist Sports Performance and Sports Development and Coaching programmes, with some opportunities for work placement.

The School works with Olympic and Commonwealth level coaches and has access to world-class sports performance facilities within its new £4.2 million building and on-site at Marjon.

It works closely alongside its partner organisation, The University of St Mark & St John, which is ranked the fourth best University in the UK for sports facilities.

Small class sizes and an individual approach to learning help every student to reach their full potential.

REQUIREMENT

The School is seeking to secure a new contractor to undertake cleaning of the school premises. The new cleaning contract will commence on the 1st September 2017 initially for a one year contract reviewed annually with the option to extend for a further one plus one year subject to satisfactory performance.

The Cleaning Team provides the normal cleaning practice across all areas of the building during the term time. The objective of the team is to maintain a clean and hygienic environment for all stakeholders. A more detailed specification outlining the detailed and frequency of tasks is outlined in Appendix A. Specialist ad hoc cleaning may be required outside of term time, for example a deep clean during the Easter and Summer school holidays.

Cleaning is required each morning before the main school day. Cleaning is expected to take 2.5 hours per day with cleaners having completed duties by 8.30am. However as pupils may arrive on site before this time, all cleaners are required to hold a full English DBS disclosure. Copies of the DBS disclosure for each cleaner to be employed on site must be provided to the school prior to commencement of the contract. A key will be provided to allow the cleaners into the premises.

It is strongly recommended that you visit the school premises to familiarise yourself with the school size and layout. Visits can be arranged on the 10th and 11th July. Please contact Simon Payne, the premises manager, on **01752 243900**

Actual term time dates will be provided to the successful bidder as these will vary from year to year. A school year generally consists of 39 weeks. Cleaning of the school kitchen and eating area remains the responsibility of the catering contractor and is outside of this contract.

You are required to have an annual turnover of at least £45,000 to be considered for this contract.

As well as a completed Appendix A, a written document should be submitted which details your offer with particular interest to the following:

- Service delivery-to include your proposed operating hours, number of staff to be employed, confirmation minimum wage requirements are met, how you will meet and monitor the DBS requirements, how you will cover staff sickness,
- Contract Management- we would expect a named contact with whom complaints could be raised and a minimum of termly management reviews. Performance indicators will be agreed with the successful bidder.
- Your preferred invoicing arrangements.

Your submission will be scored as per the table on page 6.

SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

PRICING

Bidders should provide their pricing for the requirements listed in Appendix A during the term time (39 weeks). Any specialist cleaning or cleaning during the holiday period should be priced at a day rate. You are asked to provide 2 prices:

- A price including the provision of all consumables e.g. cleaning materials, disinfectant, toilet rolls, cloths etc.
- A price for the supply of cleaners only, consumables to be purchased by the school.

All prices should be **exclusive** of VAT.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The School's normal business terms are 30 days from the date of invoice. Payment will become due subject to the above upon the School's full acceptance of the goods/services.

The school would be willing to consider an annual invoice payable by monthly standing order or termly invoices to reduce administration costs. Your preferred payment method should therefore be outlined in your written response.

This Request for Quotation and any resulting purchase order will be subject to the School's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than 30 days from the date of submission.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the School. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 20 Days from Submission Date. The date of contract award will be provided within that email.

The weighting criteria are as follows:

| Category | Weight |
|---|-------------|
| Price | 65% |
| Service Delivery | 25% |
| Contract Management | 8% |
| Invoicing Arrangements | 2% |
| Pass / Fail Criteria | |
| Annual company turnover of at least £45,000 | Pass / Fail |

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN DOCUMENT CRITERIA

| Assessment | Score | Interpretation |
|---------------------|-------|---|
| Excellent | 4 | <i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i> |
| Good | 3 | <i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i> |
| Satisfactory | 2 | <i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i> |
| Poor | 1 | <i>Limited response not well supported by evidence.</i> |

| | | |
|---------------------|---|---|
| | | <i>Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i> |
| Unacceptable | 0 | <i>No response or insufficient information provided.</i> |

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The School reserves the right to discount any quotation which does not fully meet the specification.

The School reserves the right to seek clarification with bidders upon receipt of quotations.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, supplied at Appendix C.

SUPPORTING DOCUMENTATION

Appendix A: Plymouth Studio School – Cleaning Contract Requirement and Pricing Document

Appendix B: Plymouth Studio School - Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration

Appendix E: Suitability and Assessment Questionnaire

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM

Agreement for the Provision: PSSRFQ049 Cleaning Contract

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix C, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We declare that we have not directly or indirectly obtained information from any member concerning the Tender or proposed Tender, or obtained any unfair advantage by any other means. We understand that if this is proven not to be true the contract will be severed and we shall be banned from quoting for future opportunities with the College for at least four (4) years.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE

COMPANY* (1) Signature:
Name:
Position in Company:
For and on behalf of:
.....
.....

(Print Company's full name and registered number)

*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.