# Soft Market Test

For

The provision and maintenance of blinds and curtains across the entire Corporate Estate at Cambridgeshire County Council

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope of services in order that suppliers can explain the relevance of products, services and their experience to the requirements.
  2. **Please note:** this market testing exercise is **not** an invitation to tender or a request for formal expressions of interest. This document does not form any part of an invitation to tender. CCC is issuing this request for **information only**. Any supplier invited to present to CCC is doing so to support market research only and to help make any potential procurement process more focused and efficient. No supplier selection or supplier preference is implied.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this Soft Market Testing is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under FOI the request will be dealt with in accordance with the legislation.

## Background

Cambridgeshire is a [county](https://en.wikipedia.org/wiki/Counties_of_England) in the [East of England](https://en.wikipedia.org/wiki/East_of_England), bordering [Lincolnshire](https://en.wikipedia.org/wiki/Lincolnshire) to the north, [Norfolk](https://en.wikipedia.org/wiki/Norfolk) to the north-east, [Suffolk](https://en.wikipedia.org/wiki/Suffolk) to the east, [Essex](https://en.wikipedia.org/wiki/Essex) and [Hertfordshire](https://en.wikipedia.org/wiki/Hertfordshire) to the south, and [Bedfordshire](https://en.wikipedia.org/wiki/Bedfordshire) and [Northamptonshire](https://en.wikipedia.org/wiki/Northamptonshire) to the west.

In Cambridgeshire, we have a more complicated set of public service organisations than most areas, with district councils, a county council, 260 town and parish councils, a mayoral combined authority, and a local economic partnership around Greater Cambridge. We have ambitious plans to cut emissions and reduce our impact on the environment,

This vision guides a ‘decentralised’ approach to our relationships with our partners, communities, and residents, so that Cambridgeshire can become greener, fairer, and more caring in the ways that are most suitable to the variety of people and communities we serve.

To do this we have 7 key ambitions:

1. Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.
2. Travel across the county is safer and more sustainable environmentally.
3. Health inequalities are reduced.
4. People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.
5. People are helped out of poverty and income inequality.
6. Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
7. Children and young people have opportunities to thrive.

Cambridgeshire County Council are looking for experienced service provider with extensive detailed knowledge to undertake the provision of a blinds and curtains installation and maintenance contract at all CCC buildings across Cambridgeshire. Specific requirements and elements for inclusion are set out later in this document.

Ideally interested parties should have knowledge of the East of England area, specifically Cambridgeshire itself if possible.

## Soft Market Test Timetable

* 1. Please read this document and if you feel that your organisation is able to contribute to this exercise please complete the questionnaire at the end of this document and return, via email to [procurementandcommercial@cambridgeshire.gov.uk](mailto:procurementandcommercial@cambridgeshire.gov.uk) **by Friday 7th June 2024.**
  2. Potential responders will not be prejudiced in any future procurement processes by either responding or not responding to this soft market test exercise.

# Section 2: Identification of Requirement

## Current Situation

* 1. Cambridgeshire County Council currently access various frameworks let by Public Sector Buying Organisations such as [ESPO](https://www.espo.org/frameworks.html) to support our capital programmes and refurbishment programmes. There is not the capacity within the Authority to provide this service, and external support has been accessed via such frameworks for several years.
  2. Cambridgeshire County Council has several office buildings, libraries, children’s centres, highways depots and registry offices throughout the county, many of which use window blinds or curtains. We are looking for a new contractor to be able to provide new installations of these items and reactive repair and maintenance as well as occasional cleaning of any existing or new window blinds and curtains.

## Our Requirements

Requirements are set out in the table below.

* 1. We are looking for a solution that will:
* Provide a reliable service with a timely response to requests for surveys and quotations for new requirements.
* Interface, liaise and communicate efficiently with our contract manager and helpdesk team.
* Work efficiently with our finance team round purchase order and invoice raising.

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| What if any local connections do you have with the authority? |  |
| Name of person whom any queries relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above. |  |

# Section 3: Supporting information.

## Section B: Questions

Please note, you do not need to resize the table; it will automatically adjust to fit your response.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Have you offered similar solution/service to other Local Authorities or other public bodies? (If you have case studies please attach) |  |
| Please detail what presence you currently have within Cambridgeshire, both your own offices and relevant supply chain? |  |
| Should a full procurement process eventually result, would you be interested in tendering for this opportunity? What would be the reason you would not choose to submit a bid? |  |
| What other information apart from the information provided above would you need to be able to provide a suitable and sufficient bid? |  |
| The authority using the provision RAMS to ensure safety when working in offices and around staff. Is your organisation/this industry adverse to adhering to this provision? |  |
| We require the provision of a pricing structure, with prices held annual and revisions applied at the start of the new financial year, once agreed with The Authority.  Please comment on how you would see this working.. |  |
| The Authority require a provider to have good communication with the Authority’s property services helpdesk using our Concerto CAFM system. Does your company operate a helpdesk system that could interface with ours? |  |
| What would you suggest the best route to market would be? Are there any frameworks open to the public sector that would meet our requirement. |  |
| Please add in any further suggestions that you feel will benefit CCC for its procurement process. |  |