

UKCEH SPECIFICATION FOR GOODS OR SERVICES

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Project number:	F107-20(A/B/C)
Project Title:	Wallingford Cleaning and Security Services 2021-2025
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Project Manager:	Head of Facilities and Operational Services
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1. Introduction

The UK Centre for Ecology and Hydrology (UKCEH) is a world-class research organisation focussing on land and freshwater ecosystems and their interaction with the atmosphere.

In our science we cover:

- Natural hazards
- Water resources
- Pollution & environmental risk
- Soil
- Sustainable land management
- Natural capital
- Monitoring and observation systems
- Environmental informatics
- Ecological process and resilience
- Biosphere-atmosphere interactions.

UKCEH works with businesses, policy-makers and environmental practitioners across the globe to develop innovative products and services from cutting edge science. We nurture robust multidisciplinary, national and international research collaborations as well as engaging society with our research.

UKCEH's mission is to undertake world-class research of terrestrial and freshwater ecosystems that underpins evidence-based decisions and innovation by policy-makers and business, and engages with people, supporting sustainable development and improving society's environmental legacy.

UKCEH operates four sites in the United Kingdom, the largest of which is based at Wallingford and is also the primary location, which houses the central financial function.

2. Background

UKCEH became an independent company limited by guarantee on the 1st of December 2019 and has rolled over many of its services contracts, including cleaning and security services at all four of its sites.

As a majority public-sector funded organisation we are required to openly tender for requirements which exceed government thresholds, therefore this contract is being openly advertised.

As of January 2021 our Wallingford site has a cleaning contractor in place, however due to the change in ways of working caused by the coronavirus pandemic UKCEH does not currently have security provision.

3. Scope of the Contract

The aim of this contract is to award, through an open tender in two-stages, to a contractor to provide either cleaning services (Lot A), security services (Lot B) or combined cleaning and security services (Lot C). Bidders should only bid for one Lot, e.g. where bidding for cleaning and security bidders must submit for Lot C and not two separate bids for Lots A and B.

For all activities required in each Lot please see sections 4 and 5 below.

4. Cleaning Detailed Requirements

See Lot A Wallingford Cleaning Specification

5. Security Details Requirements

See Lot B Wallingford Security Specification

6. Service Levels and Key Performance Indicators (KPIs)

See FO107-20 Wallingford Cleaning Contract Incentive Schedule and Wallingford Security Contract Incentive Schedule.

7. Contract Management and Review

See FO107-20 Wallingford Cleaning Contract Incentive Schedule and Wallingford Security Contract Incentive Schedule.

8. Sustainability

See Proposal for Sustainable Procurement.

9. General Data Protection Regulation (GDPR) and Data Protection Impact Assessments (DPIA)

UKCEH may request a DPIA at any stage of the tender or duration of the Contract.

10. Contract Period

The initial contract period for any Lot will be two years, upon which there is the potential to extend for a further two years on an annual review basis, up to a maximum of four years.