



NOVA PRIMARY SCHOOL

INVITATION TO QUOTE: SCHOOL CLEANING SERVICES

NOVA PRIMARY SCHOOL - Barracks Lane, Shirehampton, Bristol, BS11 9NG

Tel: 0117 9030446

www.novaprimarieschool.co.uk

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2 General Introduction

Quotations are invited for the provision of School Cleaning for Nova Primary School. The detailed requirements are defined in the Specification in Appendix A.

3 Procurement Timetable

The procurement process is intended to follow the timeline below. Please note that the School reserves the right to amend this timetable and steps 4 – 6 inclusive are provided for indicative purposes only.

| | | | |
|---|--------------------------------------|----------|---------------------|
| 1 | Request for quotation issued | 5/2/24 | School |
| 2 | Deadline for questions | 23/2/24 | Contractor |
| 3 | Deadline for question response | 1/3/24 | School |
| 4 | Deadline for quotation response | 15/3/24 | Contractor |
| 5 | Quotation evaluation | 19/3/24 | School |
| 6 | Contract awarded | 20/3/24 | School |
| 7 | Contract strategy / delivery meeting | 16/4/24 | School / Contractor |
| 8 | Contract start date | 1/6/2024 | |

4 Questions

Any queries about this document, the procurement process, or the proposed document itself, should be forwarded to:

Jo Ferns, School Business Manager, 0117 9030446, j.fern@novaprimaryschool.co.uk

The School will endeavor to respond to questions promptly, in writing. During this period, the School may clarify, amend or add to the documentation. A copy of each such instruction will be issued to every contractor and shall form part of the quotation documentation

5 Submission of quotations

Quotations should be prepared using the schedules provided and must be received no later than Friday 15th March 2024 at 10am and emailed to:

Jo Ferns, j.fern@novaprimaryschool.co.uk

6 Evaluation of quotations

As part of the evaluation process, the School will check your organisation's financial stability. Your organisation will be eliminated from the procurement process where you are unable to provide evidence of financial stability.

The School will accept the quotation which is most economically advantageous i.e. a balance between cost and quality. Based on the information provided by contractors, each submission will be evaluated based on the following combination of price and quality:

| | | |
|---|--|-------------|
| 1 | Criteria A – Resourcing and managing the works | 8% |
| 2 | Criteria B – Implementation Plan | 8% |
| 3 | Criteria C – Performance Monitoring | 8% |
| 4 | Criteria D – Health & Safety | 8% |
| 5 | Criteria E – Service Provision | 8% |
| 6 | Criteria F – Personnel Arrangements | 8% |
| 7 | Price & Cost | 52% |
| | | 100% |

7 Instructions to Contractors

You are deemed to have obtained, at your own expense, all information necessary for the preparation of quotation. Please contact Jo Ferns to arrange site visits.

Only clarifications made in writing by the School will form part of the Invitation to Quote documents. All information contained in the Invitation to Quote shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your quote.

The School reserves the right to reject any organisation from the quotation exercise where the quote response contains significant non-compliances with health and safety legislation.

If you are planning to return a response with any non-compliances, it is a condition of your return that an alternative must be proposed or at least an explanation on why the response is non-compliant. If this is not included within your return, the School will have no alternative but to deem the bid non-compliant and therefore reject it from the evaluation process.

8 Contracts

When the school has awarded the contract, contract documents will be drawn up for agreement and signing by both parties.

9 Quotation response / documentation

Your quotation response must be documented on the schedules provided and contain the information called for in the section below.

| |
|--|
| Schedule 1 – Quote Form |
| Please read and complete as appropriate. |
| Section 2 – Method Statement |
| Method Statement detailing the means of meeting the requirements of the Specification and covering in particular (though not exclusively) the following information (in the same order as below): |
| SECTION A – RESOURCING AND MANAGING THE WORKS |
| A1) Please provide details on your current management structure and describe how you intend to support the successful performance of this contract. CVs and a description of the roles to be performed by key personnel should also be included as part of this response. |
| A2) Please demonstrate how you would manage resourcing of the contract should you be successful, in order to ensure the school receives the required level of support. |
| A3) Please explain what supervision / management arrangements will be in place for the staff on site. |
| A4) Please provide evidence of financial stability and ability to cover your payroll and resources costs. |
| A5) Please provide details and evidence of your insurance arrangements. |
| SECTION B – IMPLEMENTATION PLAN |
| B1) Please provide a Project Plan on how you intend to manage the mobilisation period from the agreement award based on an award date of Wednesday 20 th March 2024 (to include the actions required to affect the TUPE transfer of staff) with a contract start date of 1 st June 2024. |
| SECTION C – PERFORMANCE MONITORING |
| C1) Please describe what performance measures will be put in place to ensure that standards remain consistently high at all times. |
| C2) Please detail how you would record and supply information on the following: <ul style="list-style-type: none">• Complaints / compliments• Satisfaction of the Head Teacher / SBM / Caretaker• Results of your own internal quality assurance checks |
| C3) Please explain when and how you will communicate and receive feedback from stakeholders such as the Caretaker, SBM & Head Teacher. |

SECTION D – HEALTH & SAFETY

D1) Please describe what systems are in place to ensure that health and safety standards are high and compliant with legislation. Your response should cover in particular (though not exclusively) the following:

- Induction and training records for all staff
- Regular refresher training for all staff
- Health & Safety records
- COSHH management
- A list of risk assessments and policies that you consider relevant to your quotation
- Lone working arrangements
- First aid arrangements
- Emergency procedure training (e.g. fire)

SECTION E – SERVICE PROVISION

E1) Please provide a sample weekly cleaning rota for the quoted cleaning price.

E2) Please provide a sample cleaning rota for the quoted holiday cleans

E3) Please provide details on how you will maintain adequate and good cleaning supplies to meet the requirement of the Specification. This should include a list of the cleaning supplies you will use and an estimate of the anticipated weekly usage volumes of each product.

E4) Please provide details of cleaning equipment you will provide and how you will ensure it is good quality, properly serviced and maintained.

E5) Please provide details on how you will manage staff absence to ensure that you are able to fulfill the requirements of the specification.

SECTION F – PERSONNEL ARRANGEMENTS

F1) Please advise how your rates of pay are set.

F2) Please advise your arrangements for paying overtime

F3) Please give details of any pension arrangements

F4) Please demonstrate how you will ensure that enhanced DBS check and suitable reference checks have been carried out on any employee working on this contract, to include sub-contractors if relevant.

10 APPENDIX A: SPECIFICATION

| Daily and weekly cleaning. See Appendix B for floor plans. | |
|--|--|
| Classrooms (daily) | Empty bins Mop hard floors Vacuum carpet areas Clean sink areas Wipe tables Clean large marks of walls Wipe ledges and edges Clean glass panels and push plates |
| Group rooms (daily) | Empty bins Mop hard floors Vacuum carpet areas Wipe tables Clean large marks off walls Wipe ledges and edges Clean glass panels and push plates |
| Activity rooms (daily) | Empty bins Mop hard floor Clean sink area Clean kitchen worktops Wipe tables Clean large marks off walls Wipe ledges and edges Clean glass panels and push plates |
| Offices (daily) | Empty bins Vacuum carpet areas Wipe tables Wipe ledges and edges Dust around screens and keyboards Clean glass panels and push plates |
| Corridors and lobbies (daily) | Vacuum carpet areas Wipe tables Wipe ledges and edges Clean glass panels and push plates. |
| Toilets (daily) | Clean toilets, toilet doors (both sides) urinals, sinks and splash backs Mop floors Empty bins |

Periodic / holiday cleaning

4 weeks per year, dates and scope to be agreed with the Caretaker to include deep cleans. Regular items to be included alongside scope agreed with Caretaker:

- Window cleaning inside
- Steam cleaning and buff of vinyl flooring in classrooms and toilets
- Carpets cleaned
- High level cleaning

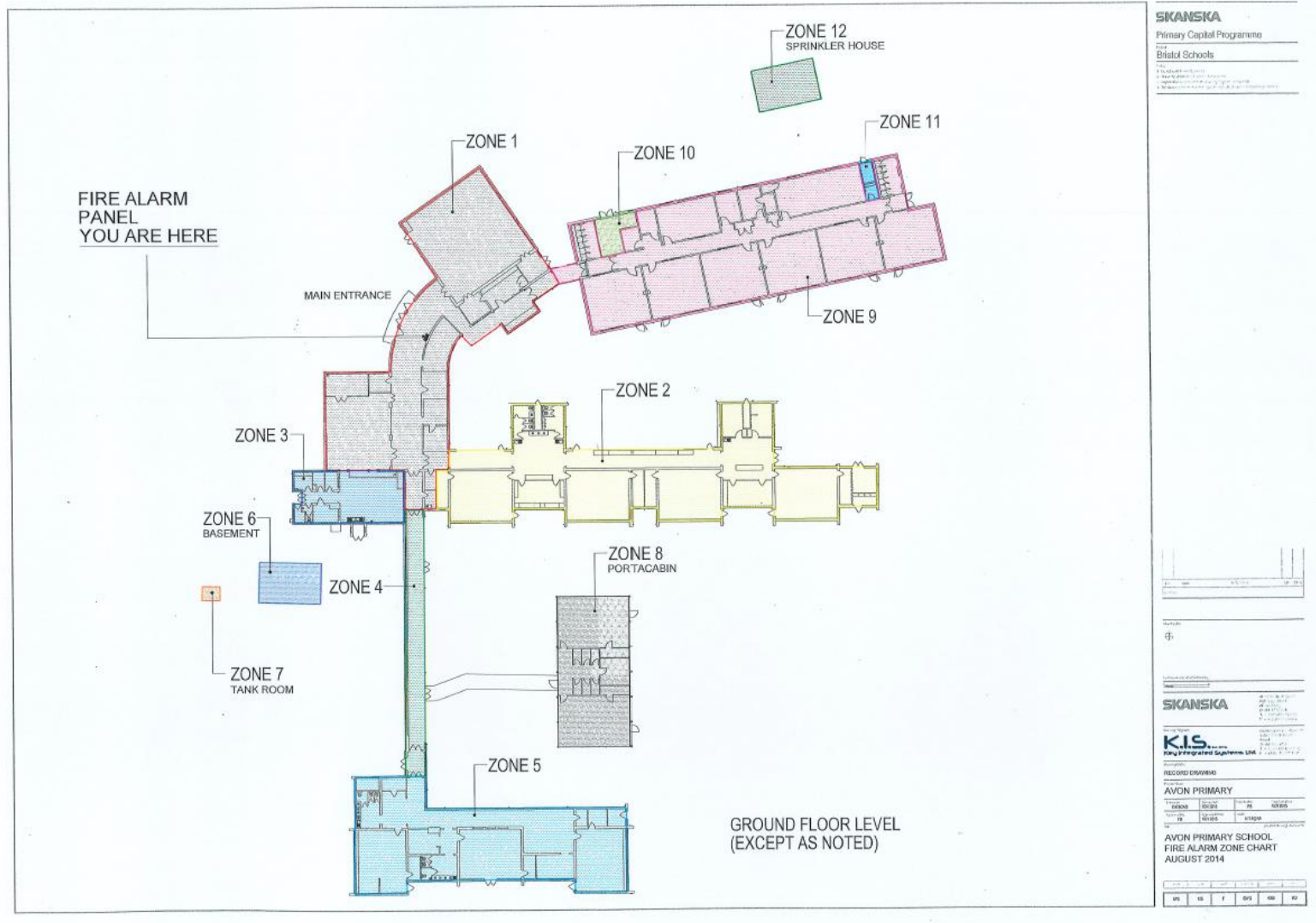
12 APPENDIX B: TUPE INFORMATION

| Staff Members | Weekly Hours (total) | Current working pattern |
|---------------|----------------------|-----------------------------------|
| Person A | 15 | Monday – Friday (3.00pm – 6.00pm) |
| Person B | 10 | Monday – Friday (5.00am – 7.00am) |
| Person C | 15 | Monday – Friday (5.00am – 8.00am) |
| Person D | 12.5 | Monday – Friday (5.00am – 7.30am) |

Please note that there is one staff member who is a member of the Local Government Pension Scheme (LGPS) and any costs associated with the LGPS and TUPE will be met by the new contractor.

Opening hours 5.00am – 6.00pm Monday – Thursday & 5.00am – 5.00pm Friday.

13 APPENDIX C: FLOOR PLANS



14 Schedule 1: Quote form (for completion and return)

| | |
|---|---|
| Quote for school cleaning services for Nova Primary School . | |
| Deadline for submission of quote: | Friday 15 th March 2024 at 10.00am |
| Quote to be submitted by email and in writing to: | j.ferns@novaprimarieschool.co.uk |
| Name of Contractor: | |
| Company address: | |
| Company number (if registered): | |
| Company website (if applicable): | |
| VAT number (if applicable): | |
| Total annual cost of cleaning (daily and periodic) based on the information provided | £ |
| Signed | |
| Name (print): | |
| Position in company: | |
| Date: | |
| I confirm that this quote has been prepared, based on the information provided in the Invitation to Quote, and visits to site and any additional information provided in response to questions raised. | |

15 Schedule 2: Method Statement (for completion and return)

Schedule 2 – Method Statement

Method statement detailing the means of meeting the requirements of the Specification and covering in particular (though not exclusively) the following information (in the same order as below).

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A2) Please demonstrate how you would manage resourcing of the contract should you be successful, in order to ensure the school receives the required level of support.

A3) Please explain what supervision / management arrangements will be in place for the staff on site.

A4) Please provide evidence of financial stability and ability to cover your payroll and resources costs.

A5) Please provide details and evidence of your insurance arrangements.

SECTION B – IMPLEMENTATION PLAN

B1) Please provide a Project Plan on how you intend to manage the mobilisation period from the agreement award based on an award date of Friday 15th March 2024 (to include the actions required to effect the TUPE transfer of staff) with a contract start date of 1st June 2024.

SECTION C – PERFORMANCE MONITORING

C1) Please describe what performance measures will be put in place to ensure that standards remain consistently high at all times.

C2) Please detail how you would record and supply information on the following:

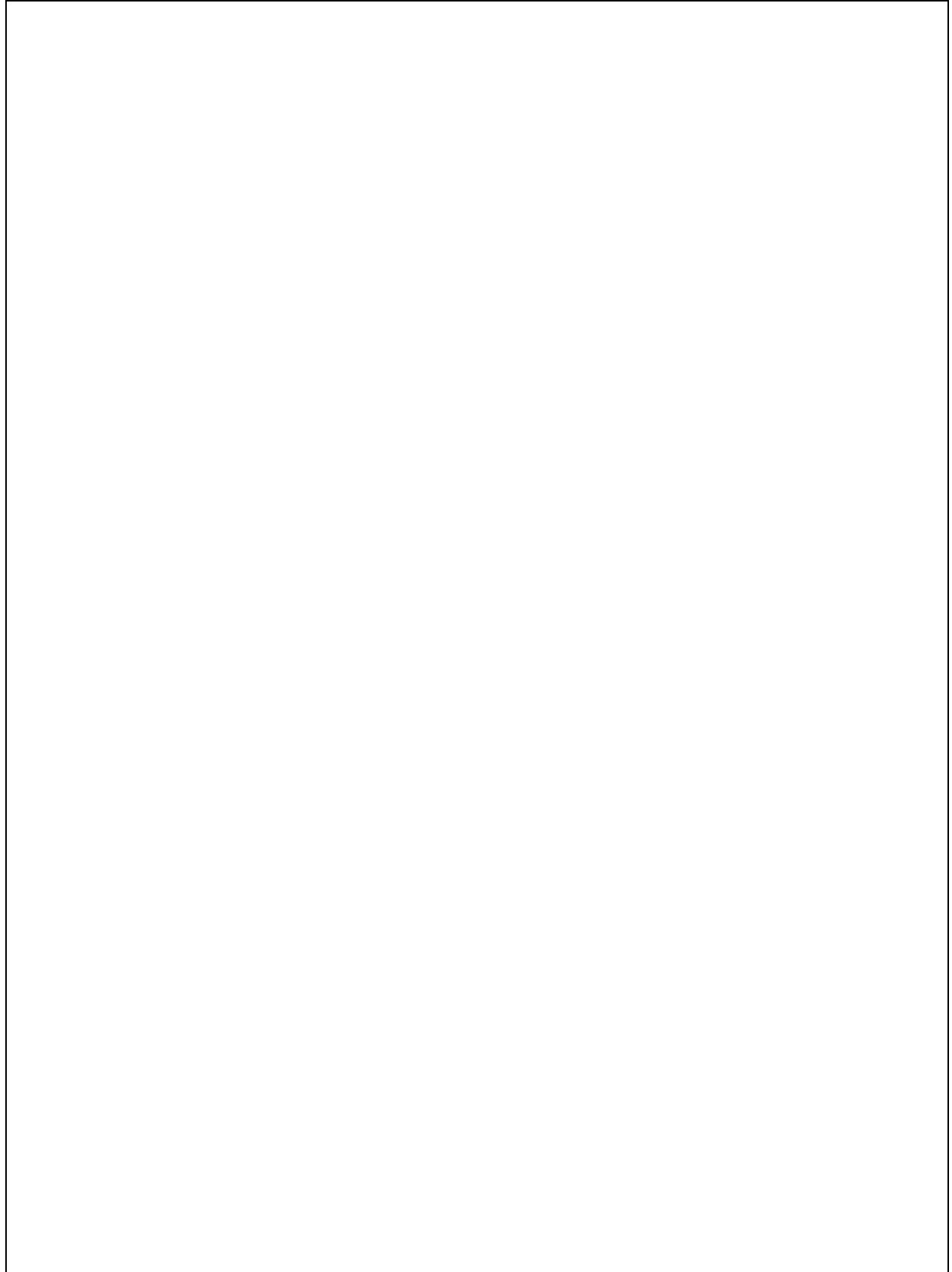
- Complaints / compliments
- Satisfaction of the Head Teacher / SBM / Caretaker
- Results of your own internal quality assurance checks

C3) Please explain when and how you will communicate and receive feedback from stakeholders such as the Caretaker, SBM & Head Teacher.

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SECTION E – SERVICE PROVISION

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SECTION F – PERSONNEL ARRANGEMENTS

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