

### INVITATION TO TENDER

<b>Background and context:</b>	<p>Tenders are invited for the supply of cleaning services to our school.</p> <p>We believe having a clean and safe learning environment reflects our vision of our school being a place where we all want to be.</p> <p>Our current cleaning contract has been in place for a number of years. We are looking to re-tender to get the best value for money and a high quality service to ensure our school is clean, hygienic and maintained to a high standard.</p> <p>As part of the tender submission, we are seeking written submissions on how the individual elements of this tender contract will be delivered and as well as a pricing submission. The overall tender will be evaluated against the tender sum (price) as well as the written response (quality).</p>
<b>School details:</b>	<p>Coleshill C of E Primary School Wingfield Road Coleshill Birmingham B46 3LL</p> <p>We are a large two form entry primary school taking children from age 2 to 11.</p> <p>We are part of a growing MAT, The Birmingham Diocesan Multi-Academy Trust (BDMAT). Opportunities to tender services at other schools across the trust may therefore exist.</p>
<b>Key contacts:</b>	<p>Matthew Edwards, Executive Headteacher Becky Holt, School Office &amp; Nursery Manager</p> <p>01675 463672 office@coleshill.bdmatrix.org.uk <a href="http://www.coleshillprimary.org.uk">www.coleshillprimary.org.uk</a></p>
<b>Specification: (Price)</b>	<p>We would like the opportunity to discuss the specification with potential suppliers based on a site visit.</p> <p>Potential suppliers should provide a schedule and pricing for regular daily cleaning in term-time (see core areas and core tasks below).</p> <p>Potential suppliers should also provide method statements for deep cleans during the school holidays and a proposed schedule for these.</p> <p>Potential suppliers should also provide costings for optional ad hoc cleaning tasks (including tasks outside and at height) that may be required to be carried out on the specific instruction of the school and in respect of which payment will be made in accordance with the Schedule Rates or as may be agreed, e.g. cleaning of</p>

	<p>upholstery; deep cleaning of carpets and rugs; external window cleaning and gutter clearance.</p> <p><b>Core areas:</b>  Entrances, Exits, Doors, Door Glass, Door Mats  Floors, Landings, Hallways and External Areas to Entrances – carpet and hard surface  Stairs  Windows  Walls, Woodwork, Ceilings, Light Fittings, Sockets  Skirting Boards, Ledges, Switches and Panels etc.  Toilets, basins and taps  Work surfaces, desks, sinks and taps  Offices, Classrooms and Halls</p> <p><b>Core tasks:</b>  Specification would include the following at a frequency as required for the area:  Hi/low damp wipe  Full vacuum  Broom sweep  Full mop  High/low dusting  Empty bins into external bins and change liners  Internal glazing  Anti bac touch points  Full toilet clean  Spot clean  Machine scrub  Replenishment of domestic consumables in toilets, classrooms, offices and staff rooms.</p> <p>Please see the site plan at the end of this document.</p> <p>Although there is currently no requirement for keyholding duties at our school, there may be in the future as well as at other schools in the trust, so potential suppliers should include this in their tender.</p>
<p><b>Staffing: (Price)</b></p>	<p>We are aiming for a high quality cleaning service with a stable workforce and effective supervision.</p> <p>Current staffing levels are based on four staff working 3.00pm – 6.00pm in the school and one staff working 6.30am – 8.30am in the nursery building.</p> <p>Potential suppliers should include costing based on both current staffing and staffing according to any industry standard calculations.</p> <p>Potential suppliers must note that the award of a contract to the successful supplier may result in a transfer covered by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014. All employees engaged in the performance of the Services will transfer to the successful tenderer on the contract commencement date.</p>

	We would expect payment of the national living wage as a minimum.	
<b>Materials and supplies: (Price)</b>	<p>There are four cleaning store cupboards for equipment and supplies.</p> <p>Consumables (bin bags, hand soap, paper towels, toilet rolls) are currently requested by cleaning staff as required and purchased directly by the school, with all other cleaning materials and equipment provided by the company.</p> <p>Potential suppliers should outline what materials and equipment will used by the contractor to fulfil the contract and how they offer a high standard of quality for the best price.</p>	
<b>Staffing: (Quality)</b>	<p>Potential suppliers should produce a statement setting out the steps they have taken to prevent modern slavery in their business and supply chains.</p> <p>Potential suppliers are required to detail the arrangements they will have in place to provide adequate staff cover to ensure that sickness or other absence by their operatives and/or Managers can be covered.</p> <p>Potential suppliers are required to detail how they will maintain excellent relations with their operatives and ensure they feel valued and supported.</p> <p>Potential suppliers should explain how they will support the wellbeing of their staff.</p> <p>Potential suppliers should outline their approach to staff recruitment, vetting, initial induction, ongoing training and supervision.</p> <p>Potential suppliers should outline relevant key performance indicators for monitoring the delivery of the contract.</p>	/10
<b>Environmental impact: (Quality)</b>	Potential suppliers should indicate the measures they employ to minimise their organisation’s carbon footprint and environmental impact, and how these practices will be applied to the delivery of this service, including the use of environmentally friendly equivalents or alternatives where possible.	/10
<b>Standards: (Quality)</b>	<p>Potential suppliers should outline how they adopt best cleaning practices including rigorous standards of discipline, cleanliness and tidiness, and ensuring the security of the building at all times.</p> <p>Potential suppliers should indicate how work is carried out in accordance with Health &amp; Safety rules and regulations, including the contractor’s own risk assessments, safe systems of work and personal protective equipment.</p>	/10

	<p>Potential suppliers should outline how the materials and equipment used by the contractor to fulfil the contract shall be suitable, safe and reliable for the purpose, indicating any warranties or guarantees available.</p> <p>Potential suppliers should outline their approach to COSHH, including relevant paperwork and labelling.</p> <p>Our school is committed to safeguarding and promoting the welfare of children and expects everyone on site to share this commitment. All operatives will be required to have Enhanced DBS Checks and to receive an appropriate level of Safeguarding, Health and Safety and practical training prior to working unsupervised within the school environment. Operatives will be working while there are children on site. Potential suppliers should outline any experience they have working on school sites and steps they would take to ensure the safety of children, providing a reference from a similar contract if possible.</p> <p>Potential suppliers should confirm that their insurance has the required level of cover in respect of Employer's Liability, Public Liability and Professional Indemnity.</p>	
<b>Exclusions:</b>	Emptying of bins containing hazardous waste, e.g. sanitary bins or medical waste bins.	
<b>Inputs from school:</b>	Arrangements will be made for access to site during the school holidays as agreed.	
<b>Dates and deadlines:</b>	<p>The contract would commence from April 2023.</p> <p>Tenders should be submitted for consideration by Friday 17<sup>th</sup> February.</p> <p>Potential suppliers should indicate the duration of the contract and associated terms and conditions.</p>	
<b>Approval process:</b>	<p>Recommendations will be made by the Executive Headteacher to the BDMAT Deputy Chief Executive Officer, who will approve the project in line with the thresholds set out in the procurement policy and scheme of delegation.</p> <p>To ensure that there is no conflict of interests, please indicate whether a contractor or consultant is associated with the school, the academy trust or any of its employees or governors.</p>	
<b>Evaluation criteria and weightings:</b>	<p>Submitted quotes will be evaluated on the basis of value for money as well as on the quality of the response in each of the areas outlined in this document, to include a focus on environmental and ethical considerations, weighted as follows:</p> <ol style="list-style-type: none"> <li>1. Price – 70% (Price should be given on a total annual basis, and billed on a monthly basis.)</li> <li>2. Quality – 30% <ol style="list-style-type: none"> <li>a. Staffing /10</li> </ol> </li> </ol>	

- b. Environmental impact /10
- c. Standards /10

We intend scoring each submission on a 70/30 basis, with 70% of the available scores being awarded for price, and 30% awarded for the quality answers.

The 70% for price will be allocated on the basis of 70 points going to the lowest tender price with each other tender receiving a reduction in the 70 points in relation to how close their tender was (a tender 10% higher will receive 10% or 7 points less – so 63 points not 70 points).

The quality elements will be scored by a panel and will receive a maximum of 30 marks. It may be possible that all responses are judged equal and receive the same score therefore leaving price as the deciding factor, however it may be that the lowest priced tender is not the chosen tender if the quality questions are judged to be variable in answers.

The 30 marks for quality will be allocated on the basis of 30 points going to the highest scoring tender with each other tender receiving a reduction in the 30 points in relation to how close their tender was (a tender with a quality score of 10% lower will receive 10% or 3 points less – 27 points and not 30.)

The quality element of supplier’s tenders will be scored using the following scale of awarding marks between 1 and 10:

- 0-3 Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard.
- 4 Fair response – Respondent would only meet some of the requirements of the contract some of the time.
- 5-6 Acceptable response – Respondent would be likely to meet basic contract standards, but further work required to ensure standards are met consistently.
- 7-8 Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.
- 9-10 Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards and includes robust and deliverable proposals to provide additional benefit to the Employer.

If a score of 3 or less is given for any method statement the bid will be deemed to be non-compliant, will fail the tendering evaluation and will not be considered further. For any tenders so excluded, that tenderer’s price shall be excluded from the ‘price’ evaluation.

We will also consider the company’s past performance and any references provided.

Please submit your written quotation for the attention of Becky Holt.

If you have any questions or wish to arrange a site visit, please call or email to make arrangements.

This invitation to tender is made available in good faith. We give no warranty as to the accuracy or completeness of the information contained in it and disclaim any liability for any inaccuracy or incompleteness. We reserve the right to cancel the tender process at any point. We are not liable for any costs resulting from any cancellation of this tender process or for any other costs that potential suppliers may incur by tendering for this contract.

We reserve the right to monitor any part of the contract standards and issue warning and default notices if the Contractor fails to meet either contract standards or any part of the contract conditions. For example the monitoring system will include an inspection of the following: (a) the number and suitability of operatives on site (b) quality of materials used (c) that the cleaning procedures used are either as detailed in the Contract or as agreed (d) that the frequency and standards of cleaning are being met (e) that Health and Safety Requirements are met (f) that the agreed work plan has been followed.

Thank you.

# SITE PLAN

