



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

20th June 2022

Dear Sir/Madam

INVITATION TO TENDER (ITT) for Cleaning Services

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

Document 1 Requirement.
Document 2 Specification of the Requirement.
Document 3 Instructions and Information on tendering procedures
Document 4 Declarations and Information to be provided by the Tenderer
Document 5 Time Schedule
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 Three copies of your tender must be received by Mrs Karen Cleverley, Finance Director, St Joseph's no later than 11th July 2022 at 12 noon. Late tenders will **not** be considered.
- 4 Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of the school's requirement.

I look forward to your response.

Yours sincerely

Mrs K Cleverley
Finance Director

Telephone: 01782 848008, email: sjcollege@stjosephsmail.com www.stjosephstrentvale.com

*St Joseph's College Edmund Rice Academy Trust is a Company Limited by guarantee, registered in England & Wales
Registration Number: 07490390 Registered office: London Road, Trent Vale, Stoke-on-Trent, ST4 5NT VAT Registration Number: 113707834*

Requirement

1 Introduction/Background

St Joseph's College is an outstanding Academy for ages 11-19 years established in 1932. We are a split site school comprising of three sites, the main site housing the main school, and five additional smaller buildings. We have a VI Form building situated directly across the main site, and a separate playing fields located one mile away.

2 Purpose

Our current cleaning contract expires on 30th September 2022 so we are looking to appoint a company to provide a high standard of service to clean our premises ensuring a consistent high level of hygiene at all times. St Joseph's college has a strong reputation and as such we need to be sure that the school adheres to hygiene standards and regulations and that our staff are confident they can enjoy a clean and pleasant working environment.

3 Management Information

Please provide a background to your company and explain how you will fulfil our requirements, how the contract will be managed, including a list of equipment and cleaning agents you will be using and how you will ensure the Electricity at work requirements are met. Please also provide details of your Employee policy and how the TUPE process will be managed.

4 Invitation to visit the School

Due to the nature of the site, a convenient time will be arranged for you to visit the school to view the premises and discuss our requirements further.

5 Costs

Please give a detailed breakdown of costs (excluding VAT) detailing staffing hours and number of operatives. Also, if you offer a discount for prompt payment of invoices.

Specification of Requirement**Schedule of Buildings Monday to Friday**

Site opening times 06.30 to 19.00

Main School	Lower Ground Floor Upper Ground Floor 1 st Floor
Brothers' House	Ground Floor 1 st Floor Studio
Fideliter Building	Ground Floor 1 st Floor
Fortiter Sports Hall	Ground Floor 1 st Floor Viewing Gallery
Olsen Building	Ground Floor 1 st Floor
Design & Technology Block	Ground Floor 1 st Floor
Music Block	Ground Floor

Cleaning – output Specification

Offices Daily	Dust and wipe clean all surfaces including window sills Empty waste bins and place in appropriate external refuse collection bins Change bin liners Vacuum chairs where required Vacuum carpeted areas
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<u>Classrooms</u>	Empty waste bins and place in appropriate external refuse collection bins Change bin liners Vacuum all areas Dust desks and remove stains Dust surfaces
<u>Toilets Daily</u>	Thoroughly clean all hand basins with cleansers Clean and sanitise toilet bowls, lids, seats, cisterns and shower cubicles Clean and polish mirrors Thoroughly clean and sanitise urinals Clean all walls, doors and door frames as required and maintain in clean and hygienic condition Dust and wipe clean all sills' ledges Clean and disinfect all flooring Polish stainless-steel fittings, basin taps Empty waste bins and place in appropriate external refuse collection bins Change bin liners Wipe and disinfect bins Replace and top up consumables
<u>Meeting Room/Training Rooms Daily</u>	Clean furniture Dust telephone Polish surfaces Empty waste bins and place in appropriate external refuse collection bins Change bin liners Dust and wipe clean all surfaces Thoroughly vacuum carpets Wipe clean doors, frames and ironmongery
<u>Walkways, corridors, seating areas and stairwells</u>	Dust and clean banisters Clean thoroughly Vacuum carpeted areas Sweep and damp mop hard flooring Spot clean stair treads Vacuum stairs regularly
<u>Main School Office Kitchen (lower ground floor), and Staffroom kitchen</u> <u>Brothers' House Office kitchen</u> <u>Olsen building Staff Kitchen</u> <u>Fideliter staff Kitchen</u>	Load dishwashers (wash crockery left in kitchen area) Sweep and mop hard floor surface and vacuum carpet in staffroom Empty waste bins and place in appropriate external refuse collection bins Change bin liners Clean all surfaces, window sills Wipe down chairs where required Remove marks and spillages from vertical surfaces including walls Clean microwave and fridge weekly
<u>Sports Hall</u>	Mop Sports Hall Floor Clean Sports Hall with Scrubber dryer

INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Mrs Karen Cleverley, Finance Director, St Joseph's College, London Road, Trent Vale Stoke on Trent ST4 5N, kcleverley@stjosephsmail.com, 01782 848008 to arrange a date and time to do a site visit. Pre-tender negotiations are **not** allowed.

Contract Period

- 2 The contract is to be for a period of 3 years with a possible extension of 2 years.

Incomplete Tender

- 3 Tenders may be rejected if the information asked for in this tender request is not given at the time of tendering.

Returning Tenders

- 4 Tenders can be submitted either electronically or manually, or both. The school will send a confirmation of receipt of bid via email. Tenders must be delivered 12 noon on 11th July 2022.

Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

Acceptance of Tenders

- 6 By issuing this invitation the school is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the School will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
 - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
 - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
 - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

- Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

- 9 You will not be entitled to claim from the school any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Award of Contract

- 10 The successful bidder will be informed by letter no later than 2 weeks after the closing date of the submission deadline.

Invoicing

- 11 The annual cost of the contract will be invoiced in twelve monthly charges.

Unsuccessful bidders

- 12 Following the award of contract, a letter will be sent to unsuccessful bidders.

Freedom of Information

- 13 The School is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the School may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the School should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Basis of the Contract

- 14 The specification in Document 2, to carry out cleaning for 39 weeks over a 12-month period forms the basis of this contract. Please provide details of staffing hours and number of operatives.

Personnel Security Standard

- 15 The successful contractor will need to assure the school that staff supplied under the contract including its own staff and those of sub-contractors have an enhanced DBS disclosure and have all undertaken Child Protection Training. You should ensure that an individual's employment history has been verified and that the evidence can be provided to the school on request. You should verify the last 3 years' employment or academic history checking with previous employers, following up references (where required) or using a commercial CV checking service. You should verify an individual's nationality and immigration status and ensure that they have a right to remain and work in the UK. Evidence must be provided to the school on request.

You must not supply any individual if they are:

- On probation (in a legal sense.)
- Under a suspended prison sentence.
- Released from prison on parole.
- Still under a conditional discharge.

DOCUMENT 4

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

Declarations

- 1 (Name of tenderer) declares that we accept the school's standard terms and conditions included at Document 3 as the basis of the contract; and
- 2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
- 3 declare that the tender will remain valid until *(insert a date)* and that we are not entitled to claim from the school any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

signed on behalf of the Tenderer

Undertaking

The School requires all tenderers to make full and frank disclosure to the school in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

DOCUMENT 5

Time Schedule

ACTIVITY	TIMESCALE
Advertise (and Voluntary advert (through OJEU)	20/6/22
Invitation to visit the school	20/6/22 to 8/7/22
Submission deadline for receipt of bids	11/7/2022
Inform bidders of award	No later than 25/7/22