COUNCIL of the

**ISLES OF SCILLY**

TOWN HALL

ST. MARY'S

ISLES OF SCILLY

TR21 OLW

 [www.scilly.gov.uk](http://www.scilly.gov.uk)



**DATE THIS NOTICE: 9th December 2015**

**Reference: APHC021115**

**CONTRACT NOTICE**

The Council of the Isles of Scilly request expressions of interest to tender for the Services detailed as follows:

1. **Title of the contract:** Airport and Park House Cleaning Contract

The Council of the Isles of Scilly is alocal authority purchasing solely for the Council of the Isles of Scilly and not for other contracting authorities.

**Type of contract and location:**

**[ ]  Works** **[ ]  Supplies** **[x]  Services**

**Main site or location of works:** St Mary’s Airport and/or Park House Residential Care Home, St Mary’s, Isles of Scilly

**The notice involves:**

[x]  A public contract

[ ]  The establishment of a framework agreement with several operators

[ ]  The establishment of a framework agreement with one operator

[ ]  The establishment of a framework agreement with a maximum of       participants to the framework agreement envisaged

**Description of the contract****:** Provision of Cleaning Services at Park House Residential Care Home and St Mary’s Airport. The contract is set out as a series of lots to be awarded to either one or more suppliers.

1. **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Anticipated Start date: 1st February 2016

Duration: 24 months from award of contract (please note a short timespan may be applicable to LOT 1 – Airport)

1. **LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**
	1. **Conditions relating to the Contract**
		1. **Main financing conditions and payment arrangements** and/or reference to the relevant provisions

regulating them will be provided in the Invitation to Tender documents.

* + 1. **Legal form** to be taken by the group of economic operators to whom the contract is to be

Awarded will beJoint and several liabilities.

1. **conditions for participation**
	1. **Personal situation of economic operators**
		1. **Information and formalities necessary for evaluating if requirements are met:**

Parties will be provided with detailed instructions concerning the information they must provide. This will be contained in the Invitation to Tender. Consideration will only be given to those suppliers who complete and return a valid tender submission by the required date. Tenders will be checked for compliance and then subject to the evaluation process identified in the tender documentation.

Economic operators may be excluded from the tender process where they have breached any of the mandatory or discretionary criteria (Please see Appendix A of the tender pack for further details).

* + 1. **Economic and financial capacity**

Information and formalities necessary for evaluating if requirements are met may include, but shall not be limited to

1. appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
2. the presentation of balance sheets or extracts from the balance sheets, where publication of the balance sheet is required under the law of the country in which the economic operator is established;
3. a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.
4. the criteria listed in III.2.1; and

Minimum Requirement: N.A.

* + 1. **Technical capacity**

Information and formalities necessary for evaluating if requirements are met may include, but shall not be limited to

1. a list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given:
* where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority,
* where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator;
1. a description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;
2. where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;
3. the educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;
4. for public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;
5. a statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last three years;
6. an indication of the proportion of the contract which the services provider intends possibly to subcontract;
7. the criteria listed in III.2.1; and
8. any other information or documents referred to in any Pre-Qualification Questionnaire.

Minimum Requirement: N.A.

1. **PROCEDURE**
	1. **Type of procedure**

Open [x]  Restricted [ ]  Negotiated [ ]

Please note - This contract is a sub-threshold procurement and therefore any terminology used in this or the other tender documents that is similar to that used in the Public Contracts Regulations 2015 (as amended) should not be construed as having the same meaning and powers as set out or defined therein.

* 1. **Limitations on the number of operators** Not Applicable
1. **AWARD CRITERIA**

**Award criteria** will be as noted in the Invitation To Tender.

1. **ADMINISTRATIVE INFORMATION**
	1. There are no previous publications concerning this same contract.
2. **ADDITIONAL INFORMATION**

This  a recurrent project

* 1. **This contract**  related to a project and/or programme financed by EU funding

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1. **Contact Details**

COUNCIL OF THE ISLES OF SCILLY

Town Hall

St Mary's

Isles of Scilly

TR21 0LW

United Kingdom

Telephone: 01720 424805

For the attention of: Sean Parsons

Email: aphc@scilly.gov.uk

Fax: 01720 424017

ULR address*:* [www.scilly.gov.uk](http://www.scilly.gov.uk)

* 1. **Any further information**, Specifications and additional documentswill be available from the contact point above and the Council of the Isles of Scilly website at [www.scilly.gov.uk/business/contracts](http://www.scilly.gov.uk/business/contracts)
	2. **Tenders must be sent to:** Please refer to details in the Invitation to Tender

**10 Estimated Value of the Contract**

 Estimated value: up to £35,000 – 60,000