



SPECIFICATION

for the supply of
CLEANING SERVICES TO

One Degree Academy

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1. Introduction

One Degree Academy is an innovative school. We opened in September 2016, and were graded as outstanding in all areas by Ofsted in February 2019. We are designed around the idea that tiny changes can have profound effects, and that a committed focus on seemingly small details leads to continuous and sustained improvement. In short, we know that any giant leap to success is preceded by lots of small steps. We aim for our academic achievements will be amongst the best in the country, and for our young people to go on to become successful employees, citizens and family members. We are proud to serve students of disadvantage and have created an environment where our children are happy, inspired and eager to attend every day. We moved into a brand new building in Chase Farm, Enfield in September 2022 and we are inviting a limited number of Cleaning providers to tender for this opportunity to provide services to a growing outstanding school.

2. Information about the school

Company Name	Adnan Jaffery Academy Trust		
School name	One Degree Academy		
Company house number	09026334		
School Website	https://onedegreeacademy.org		
Address	1 Chace Village Road, Enfield EN2 8GH		
Local Authority	Enfield		
What date will the contract start	1/09/2023		
	2023/24	24/25	25/26
Total number of pupils in school	327	357	387
Total number of staff	38	39	40
Is large equipment supplied by School or company?	Currently Supplied by cleaning company- Equipment could be purchased by the school		
Are cleaning products supplied by the School or company?	Soap, toilet paper, blue paper towels by school. All other by company		
What time do the cleaners have access to the school?	We currently operate a 6am – 8am and 3:30pm – 6:30pm model of cleaning and times.		
What is the size of the school?	1400 Meter squared approx		
What areas need cleaning?	See site plan appendix 2		
Is there a lift to first floor?	Yes		
Is your current service in-house or outsourced?	Outsourced to Birkin		
School opening days	195 days a year (39 weeks during term time) Monday-Friday (Student days 181 + Staff 195)		
Cleaning days needed	195 days a year (39 weeks during term time) Monday-Friday		
Periodic cleans	20 days = Every half term we require a number of additional days to perform deep cleaning. This involves the deep cleaning of carpet rugs, removal of stains from carpets, walls, and a thorough clean of all areas and marks on internal glass. Annual deep clean of the kitchen.		
Other	We offer free tea and coffee to all staff, including our contractor – They welcome to join us in the staff room and are made to feel part of the 1D family.		
Do the current provider staff need to be Tupe?	YES		
Is London Living Wage to be paid to staff	YES - London living wage must be adopted		

3. Tender process

We are inviting a limited number of Cleaning providers to tender for this opportunity. Please submit your bid by email to dbrighton@onedegreeacademy.org by 31st May at 5pm. Submissions received after the deadline may not be considered.

If you are in any doubt as to any aspect of the brief or require clarification of any part of the documentation, please contact us via the email above. One Degree Academy reserves the right not to appoint or accept any specific proposal if we do not believe that the specified requirements have been met or that the proposed costs are not economically advantageous to the school. We accept no responsibility for difficulties during the process of submission and/or late or lost submissions.

The Tender will be managed in 2 stages,

Stage 1

All interested companies are able to visit the school on the **9th May**. Please email Joe Howlett jhowlett@onedegreeacademy.org to arrange a time on the afternoon of **9th May**. All interested companies will be able to submit a list of questions in line with the deadlines set in the Bid timetable. On receipt of the completed Tender's ODA will seek references and credit reports prior to shortlisting the providers. All providers will be notified of the bid outcome. There will be a maximum of 3 shortlisted providers that proceed to stage 2.

See Section '8 Price schedule' for requirements as to what to include in the tender document.

Stage 2

The 3 shortlisted providers will be sent the Tupe information and are required to submit the final tender documentation as detailed in the Bid timetable. ODA will invite a maximum of 3 shortlisted providers to do a presentation detailing how they will meet the needs of the Trust via a Zoom meeting*. There should be time to ask any questions.

*Shortlisted providers will be asked to reconfirm their submissions and provide a presentation in advance.

4. Bid Timetable

The following table sets out the timetable for the tender process:

Milestone Description	Date
Invitation to tender sent	2 nd May
Stage 1	
Interested parties are able to have a school visits (if required) to take place Afternoon of 9 th May	9 th May
Submission deadline for initial clarifications	16 th May
Response to initial clarifications	22 nd May
Tenders to be submitted by 5PM	31 st May
Seek contract references & credit reports	6 th June
Deadline for receipt of contract references	13 th June
Notify all bidders of outcome and identification of shortlist. Send out 2 nd stage docs (if required), scopes and TUPE	13 th June
Stage 2	
Final submissions based on Tupe information by 5PM	18 th June

Interviews to take place (if required) via zoom*	20 th June
Contract awarded	4 th July
Contract mobilisation period (6 weeks)	21 st July
Contract commences	1 st September

*Shortlisted providers will be asked to reconfirm their submissions and provide a presentation in advance.

5. Evaluation criteria

All of the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between experience, price & service offered. We will select the best value for money tender considering the following factors (not listed in order of importance):

- suppliers; qualifications, technical ability and experience.
- pre-sales demonstrations.
- after sales service.
- quality procedures.
- references from existing customers.
- financial status.
- professional indemnity insurance.
- cost.
- overall price.
- unit price for parts of the product or service.
- the possibility of 'hidden costs.
- scope for negotiation
- Cleaning – Quality
- Cleaning - Service

The Trust shall be under no obligation to accept the lowest or any tender submitted hereunder. The Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer's bid.

6. Bid evaluation and contract award

1. Scoring

Evaluators will apply a scoring guide when evaluating the Tender documents but will have the freedom to award intermediate scores if a submission does not sit fully within a given criteria.

2. Stage 1 evaluation

All bids will be downloaded after the submission deadline. Each bid will be scored in accordance with the scoring guide within the document and the results summarised. The highest scoring bidders will be invited to the second stage of the tendering process.

3. Stage 2 evaluation

All bids will be downloaded after the submission deadline. Each bid will be scored in accordance with the scoring guide within the document and the results summarised.

The highest scoring bidder will be identified as the preferred supplier.

In addition to the scoring, an affordability test will be undertaken and together with the scores a judgement will be made which Contractor offers the most economically advantageous tender.

Criteria	Comments	Score /10
Suppliers; qualifications, technical ability and experience		
Pre-sales demonstrations		
After sales service		
Quality procedures (COSHH / Health and Safety)		
References from existing customers		
Financial status		
Professional indemnity insurance		
Cost of contract		
Costs of consumables and *optional cleaning		
Annual Price increase		
Overall price over life of contract		
Unit price for parts of the product or service if additional services required <ul style="list-style-type: none"> ● Emergency clean ● Deep clean ● Heavy equipment 		
The possibility of 'hidden costs		
Scope for negotiation.		
Able to deliver requirements from Scope: <ul style="list-style-type: none"> ● Cleaning 		/25
Able to deliver requirements from Scope: <ul style="list-style-type: none"> ● Service 		/25
Able to deliver requirements from Scope: <ul style="list-style-type: none"> ● London living wage 		
Total Score		/200

7. Price schedule

The Trust requires an itemised proposal of full year costs. All pricing submitted is to include all costs including anticipated expenses.

Where different rates are applicable to different aspects of the service, or to different personnel or teams, please disclose this, for example transition and implementation costs, annual support, additional services, cost of consumables, cost of heavy equipment.

Please clarify:

- a. annual recurring costs and those costs that are incurred only in the first year.
- b. any element of the cost that is volume based – whether that is per pupil, per staff member, per area, per location
- c. details of the policy on price changes in future years (e.g. price plus inflation, RPI, CPI etc.).
- d. how cost would alter if additional academies are acquired
- e. how cost would alter if additional school or area is acquired/Pupils join the school i.e nursery
- f. if the contract is billed annually or monthly.

8. Requirements and services

The primary objective of the contract is to ensure that a high standard of Cleaning is maintained and provide a highly proactive, diligent service.

One Degree is seeking to enter into a contract with a Provider who can provide:

- Cleaning services including materials. The below is an overview of what is required but please refer to the full specification Annex 1.
- Contract to run for a period of three (3) years with an option to extend for a further three (3) years (to a maximum of six (6) years) commencing 1st September 2023.
- Labour, cleaning materials and consumable costs can be subjected to annual RPI increases but these will need to be agreed in writing three (3) months prior to the anniversary of the contract. Other uplifts for labour will only be allowed where the current rate of pay is less than the London Living Wage.

Typical plan	
	<p>Daily Tasks</p> <ol style="list-style-type: none"> 1. Vacuum all floor surfaces inclusive of classrooms, offices etc. 2. Damp mop all hard floors 3. Clean all tables to classrooms (must be free from books, papers etc) 4. Clean sinks (Homebase, Staffroom, Reception / Nursery classrooms) 5. Wipe low level worktops, cupboards. 6. Tables / Desks in offices to be wiped 7. Empty bins and replace liners (Including recycling bins – cardboard/paper only) 8. Clean all toilet areas – Replenish Soap and Toilet roll 9. Spot clean and remove finger marks from glass partitions and doors (this only includes internal glazing – no external glass to be cleaned) 10. Clean Staff room sink/ draining board and return crockery from draining board to cupboard. <p>Weekly Tasks</p> <ol style="list-style-type: none"> 1. Lift rugs and vacuum underneath 2. Dust/wipe window ledges, dado, skirting boards, top of smartboard 3. Wipe Chairs 4. Wipe down coat peg stand 5. Wipe / remove marks on cupboard doors and Walls 6. Clean (emptied fridges) – 3 Fridges <p>Periodic/ Deep Cleaning</p> <p>Every half term we require a number of additional days to perform deep cleaning. This involves the deep cleaning of carpet rugs, removal of stains from carpets, walls, and a through clean of all areas and marks on internal glass.</p> <p>Other Requirements / Benefits</p> <ul style="list-style-type: none"> - We are a LLW employer - We currently operate a 6am – 8am and 3:30pm – 6:30pm model of cleaning and times. - We offer free tea and coffee to all staff, including our contractor – They welcome to join us in the staff room and are made to feel part of the 1D family.

9. Confidentiality

The information contained within this ITT is made available by ODA on condition that Bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.

Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.

ODA may disclose detailed information relating to bids to ODA directors, officers, employees, agents or advisers and they may make the bid available for inspection by ODA directors, officers, employees, agents or advisers.

ODA also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid.

ODA will act reasonably in regards to the protection of commercially sensitive information relating to the Bidder, subject to ODA's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

10. Freedom of Information

- a) In accordance with Freedom of Information Act 2000, public organisations must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the Tenderers or the School's commercial interests. These categories are exemptions under which information may not be disclosed.
- b) It will be the Tenderers responsibility to clearly state in their bid submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the organisation prior to submission.
- c) Tenderers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the organisation may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to the Information Commissioner's Office, the Government organisation responsible for the Act.
- d) You will also need to provide with your submission a contact within your organisation to ensure that, should we need to consult on a Freedom of Information request, we can do this promptly. If we are unable to contact anyone to consult we may have to release the information to ensure that we remain within the 20 working days deadline.

11. Accuracy of the information and Liability of ODA and its Advisers

- a) Information provided to Bidders has been prepared by ODA in good faith but does not purport to be comprehensive or to have been independently verified. Bidders should not rely on the detailed information contained in this ITT and should carry out their own due diligence checks and verify the accuracy of the detailed information contained in this ITT. Nothing in this ITT is, or should be construed as, a promise or representation as to the future.
- b) Bidders considering whether to enter into a contractual relationship with ODA should make their own enquiries and investigations of ODA's requirements beforehand. The subject matter of this ITT shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.
- c) None of ODA's directors, officers, employees, agents or advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).
- d) ODA asserts that it is critical and a requirement of the tender process that Bidders shortlisted to submit an Award Questionnaire attend site visit(s) to fully satisfy themselves as to the service requirements.

12. Conflicts of Interest

- a) ODA requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for ODA on this or similar schemes) to be resolved to ODA's satisfaction prior to the delivery of the Bidders' bid in response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of ODA could result in a Bidder being disqualified from the tender process.
- b) In accordance with public sector regulations and good practice, ODA have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control is connected with ODA or any officer or employee thereof.

- c) Any Bidder which is concerned that it is or may be a related party should send a question by emailing **dbrighton@onedegreeacademy.org** and inform them of the nature of the relationship prior to submitting a bid. This information will remain confidential and not shared with other bidders.
- d) Any Bidder that fails to disclose a relationship may be disqualified from the tender process.

13. Publicity

Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of ODA. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

14. ODA's Right to Reject Bids

ODA reserves the right to reject or disqualify a Bidder and/or a member of its supply chain where:

- A bid is completed incorrectly, is materially incomplete or fails to meet ODA's submission requirements which have been notified to Bidders;
- The Bidder and/or a member(s) of its supply chain are guilty of material misrepresentation in relation to information provided by the Bidder during the selection stage and/or in connection with any bid;
- The Bidder and/or a member(s) of its supply chain contravene any of the terms and conditions of this procurement; or
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder and/or a member(s) of its supply chain.

The disqualification of a Bidder will not prejudice any other civil remedy available to ODA and will not prejudice any criminal liability that such conduct by a bidder may attract.

15. Right to Cancel or Vary the Process

ODA reserves the right:

- To cancel or withdraw from the tender process at any stage;
- To alter the timetable to contract award;
- Not to award a contract;
- To require a Bidder and/or a member(s) of its supply chain to clarify their submission in writing and/or provide additional information (failure to respond adequately may result in a Bidder not being successful); and/or
- Amend the terms and conditions of the tender process.

16. Terms and conditions of the tender.

Staffing

The Provider must ensure that:

- sufficient, suitably qualified, and experienced staff with a flexible working outlook are employed to provide the Services every day that they are required
- all staff are equipped with the necessary skills, knowledge, and experience to meet the needs of the service
- All staff deliver high levels of customer service and can support all service users.
- ensure that all staff are suitably trained, in accordance with all current legislative requirements, to properly perform their duties, and deliver all the ODA's requirements set out in this contract
- ensure all staff are aware of and comply with the requirements of ODA, the operations taking place, and all security and similar requirements

- ensure there is adequate cover in the event of any planned or unplanned staff absence that appropriate steps are taken to ensure all required Services are carried out, in accordance with these documents, on every day that they are required
- they only employ staff who are in good health, demonstrate a high standard of oral and general personal hygiene and who present no general risk to the health of the service users
- appropriate arrangements are made for the management and supervision of its all its staff who are assigned to work on ODA's premises
- they undertake all payroll, performance management, absence management, training, and other HR functions for all its staff who are assigned to work on ODA's premises

Staff Training

The Provider is expected to provide an ongoing programme of comprehensive training and instruction for all its staff who are assigned to work for ODA to ensure they can properly perform their duties and deliver ODA's requirements. All associated costs are the responsibility of the provider. The training and induction plan, required to ensure safe and effective delivery of the service, is to include as a minimum:

- First Aid
- Safeguarding (ODA or equivalent)
- A trial cleaning service
- health and safety
- hazardous material or equipment storage
- emergency cleaning procedures
- cleaning agents
- cleaning methods
- equipment and machines
- waste management
- health, safety and the environment

Safeguarding and DBS Requirements

Safeguarding is a priority and as such, the Provider should as a minimum ensure that:

- all its staff who visit or work in the school have a valid DBS Enhanced Check prior to the commencement of employment/providing the Services and all staff must sign a declaration every year confirming no changes to their criminal record. The cost of these checks is to be met by the Provider. In addition, Barred Lists checks shall be undertaken where a member of staff is undertaking a "Regulated Activity" as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- each member of staff assigned to the contract by the Provider can produce their original DBS Enhanced check before the individual is placed in the school. ODA will record the certificate number. It is the Provider's responsibility to obtain the consent of their staff for their DBS Enhanced checks to be disclosed to the Customer and any other relevant body
- in the event of staff absence due to sickness, holidays or for other reasons, all replacement staff positions are covered by suitable personnel (with enhanced DBS clearance with Barred Lists checks where appropriate)
- all Cleaning staff must wear a uniform & ID Badges. ID Badges, including a photograph are the responsibility of the Provider and must be always worn so that they are visible to others
- all its staff assigned to work in the school receive safeguarding training which is no less than the requirements set out in the ODA's safeguarding policy. Copies of these can be requested from the school.

Health and Safety

The Provider will:

- without prejudice to the performance of the services and the satisfaction of ODA, adopt safe methods of work following the Health and Safety at Work Act 1974 and other relevant Acts, Regulations, Codes of Practice and Guidance Notes for the safe provision of the service detailing legal duties for specific activities including but not limited to:
 - COSHH

- RIDDOR
- First Aid
- Fire Safety
- Any other specifically relating to cleaning or Health & Safety
- be required to provide to ODA, on request, details of their Health and Safety (H&S) Policy Statements and documented H&S management systems to evidence that all risks relating to the provision of the service are appropriately identified and minimised.
- be responsible for the H&S training of all staff assigned to the contract to a level commensurate with their responsibilities.

Invoicing Arrangements

The Provider shall invoice ODA in arrears on a monthly basis. Invoices shall be paid in accordance with the Terms and Conditions of Contract.

ODA requires that the following elements of the service are invoiced separately to assist with administration:

- Monthly Cleaning cost
- Light Materials & equipment
- Heavy equipment
- Any additional services agreed in advance.

Quality Management

The Provider must maintain a properly documented quality management system to ensure that the contract standards are maintained. The provider is responsible for reporting issues, logging issues, managing issues or under performance.

The system must be open to inspection by ODA, LA representatives and Governing Bodies and such inspection, combined with observation, must be capable of indication to ODA whether or not the contract standards are being met.

Compliments/Complaints Procedure

The Provider must have a formal compliments/complaints procedure in place. All complaints must be taken seriously, documented in full, and reported to ODA.

The Provider must inform ODA of the action taken to resolve any complaints

17. Variations

No amendment may be made to the Specification by the Provider without the written consent of ODA.

ODA will not be responsible for any charges or payment to the Provider for any tasks undertaken by the Provider without the prior approval of ODA.

Should any amendment to the scope of the Service or content of the Specification be proposed by either ODA or the Provider, their respective representatives will need to assess the extent and effect of such proposals in line with the Terms and Conditions of Contract.

Appendix 1- Specifications

Cleaning specification: One Degree Academy

Objectives

Mission statement

1. The school's mission statement is: We aim for our academic achievements will be amongst the best in the country, and for our young people to go on to become successful employees, citizens and family members. We are proud to have created an environment where our children are happy, inspired and eager to attend every day. In particular we focus on supporting the most disadvantaged students. We are proud to be different.

Procurement goals

1. A private Cleaning supplier provided, or provides, the school's previous Cleaning service.
2. The school would like to ensure the following elements of the service are provided:
 - The quality of Clean
 - The way the contract is managed
 - Cost of the service
3. The school has the following additional objectives for the new service: **London living wage must be adopted.**

Service Parameters

Service Dates

1. The school's existing Cleaning contract ends on: 31 Aug 2023
2. The school needs the new supplier to start providing Cleaning services to the school on: 1 Sep 2023
3. The contract will initially be for: three (3) years with an option to extend for a further three (3) years (to a maximum of six (6) years) commencing 1st September 2023.
4. The school would like to have the option to potentially extend the contract by: 36 months
5. The service will need to operate for a maximum of 195 days per year. This includes expected periods of school closures, such as snow days, inset days and polling days. It does not include unexpected periods of closure.
6. The school requires an additional 20 days = Every half term we require a number of additional days to perform deep cleaning. This involves the deep cleaning of carpet rugs, removal of stains from carpets, walls, and a thorough clean of all areas and marks on internal glass.
7. Annual deep clean of the kitchen.
8. The supplier will need to be a key holder to open up to provide the service in the mornings. This will require knowledge of the alarm system.

Pupil and staff numbers

1. The school has pupils in the following year groups: Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6
2. The school has the following pupil numbers:
One Degree is a Growing school:
23/24 =327
24/25 =357
25/26= 387

In addition a Nursery provision is in planning stages to open in Sep23 (29 Pupils)

1. There are 38 members of staff working at the school.

2. The school believes that pupil numbers will change significantly in the near future. A brief description of the change has been provided: We are a growing school with an additional 30 pupils being added each year

Everyday services, times and customer numbers

1. The school is open to the new supplier proposing the following everyday cleaning services:
We currently operate a 6am – 8am and 3:30pm – 6:30pm model of cleaning and times.
2. Annual deep clean of the kitchen.
3. Deep cleans 20 days = Every half term we require a number of additional days to perform deep cleaning. This involves the deep cleaning of carpet rugs, removal of stains from carpets, walls, and a thorough clean of all areas and marks on internal glass. The hours for this need to be performed between 6am-4pm.
4. Emergency cleaning:
There may be times when personnel are needed on site to carry out emergency work, for example, after vandalism or break-in. You may need access to someone 24 hours a day.

What is the size of the school?

1400 Meter squared approx

What areas need cleaning?

See site plan appendix 2

Is there a lift to first floor?

Yes

Equipment

1. Light cleaning equipment & materials will need to be purchased by the supplier. Three cleaning storage cupboards will be available for the supplier.
2. chemicals will need to be purchased by the supplier. Three cleaning storage cupboards will be available for the supplier.
3. Heavy cleaning equipment can be provided by the provider or purchased by the school in agreement with the school. There is currently no heavy equipment available to be used. If Heavy equipment is provided within the contract the supplier will be responsible for insuring, maintaining, repairing or replacing any equipment they provide and must keep a service record.
4. Gas, electricity and Water will be provided by ODA ensuring Environmental sustainability is adhered to.

Cost model

1. The school does not expect to pay the supplier for cleaning if the service has not been provided.

Operational overheads

1. The supplier will be required to cover the cost of the following overheads:
 - Purchasing cleaning materials (the school provides Soap, toilet paper, blue paper towels)
 - Transportation of cleaning materials, if applicable
 - Purchasing stationery
 - Printing and photocopying
2. The supplier will be required to arrange or manage the following tasks:
 1. Purchasing cleaning materials (the school provides Soap, toilet paper, blue paper towels)
 2. Transportation of cleaning materials, if applicable
 3. Purchasing stationery
 4. Printing and photocopying

3. The supplier will be able to access:
 - An internet network – using their own devices
 - An internet network – using the school's devices
 - Printing facilities - at a cost
 - Photocopying facilities - at a cost
4. The supplier must arrange and cover the cost of any recruitment of cleaning staff if needed.
5. The supplier is responsible for ensuring that all staff are aware of, and provided with relevant policies prior to the contract award, and that they comply with them at all times.
6. The supplier must provide copies of its safeguarding and recruitment policies that set out and meet the required standards in accordance with [Keeping Children Safe in Education](#). The school may ask for proof of certification.
7. The supplier must arrange and cover the cost of staff uniforms and PPE equipment as required.

Staff

8. The school does not employ its own cleaning staff or cleaning manager.
9. The supplier will need to recruit all new cleaning staff.
10. There are existing Cleaning staff who may be transferred to the new contract, in which case Transfer of Undertakings (Protection of Employment) regulations (TUPE) will apply. Details of the existing staffing pay conditions and job descriptions will be provided on request.
11. When the service is in operation the supplier will work most closely with the following roles in the school: Operations Manager and caretaker.
12. The following team or role in the school is responsible for updating and enforcing health and safety policies: Operations manager
13. The school requires a supplier who pays their employees the [London 'real' Living Wage](#) as a minimum.

Social responsibility

Environmental sustainability

14. The supplier must adhere to the school's environmental sustainability policy, programme or rules. You can request these from the school.
15. The key outcomes of the school's environmental sustainability policy, programme or rules are:
 - Encourage recycling
 - Limit waste
 - Reduce the use of water
 - Reduce the use of energy
16. The supplier must not unduly waste gas, electricity or water.
17. The school has the following requirements on cutting down packaging waste: We require the supplier to be conscious of unnecessary packaging

Modern slavery

18. Where possible, the school would like the supplier to consider the impacts on the supply chain of their sourcing or contracting activities that might contribute to increasing modern slavery risks, including factors such as:
 - short lead times
 - late payments
 - demand for high flexibility, including last minute changes to orders
 - downward cost pressures

Social value

19. The school does not currently have any initiatives designed to deliver social value that the supplier will need to support with.
20. The school is not currently interested in new ways to deliver social value.

One Degree specific-General expectations

Daily Tasks

1. Vacuum all floor surfaces inclusive of classrooms, offices etc.
2. Damp mop all hard floors
3. Clean all tables to classrooms (must be free from books, papers etc)
4. Clean sinks (Homebase, Staffroom, Reception / Nursery classrooms)
5. Wipe low level worktops, cupboards.
6. Tables / Desks in offices to be wiped
7. Empty bins and replace liners (Including recycling bins – cardboard only)
8. Clean all toilet areas – Replenish Soap and Toilet roll
9. Spot clean and remove finger marks from glass partitions and doors (this only includes internal glazing – no external glass to be cleaned)
10. Replenish Blue Paper Towels (Homebases, Staffroom)
11. Clean Staff room sink/ draining board and return crockery from draining board to cupboard.

Weekly Tasks

1. Lift rugs and vacuum underneath
2. Dust/wipe window ledges, dado, skirting boards, top of smartboard
3. Wipe Chairs
4. Wipe down coat peg stand
5. Wipe / remove marks on cupboard doors and Walls
6. Clean (emptied fridges) – 3 Fridges

Periodic/ Deep Cleaning

Every half term we require a number of additional days to perform deep cleaning. This involves the deep cleaning of carpet rugs, removal of stains from carpets, walls, and a through clean of all areas and marks on internal glass.

OFFICES / STAFF ROOMS INCLUDING KITCHEN AREA [non-catering]

Daily Tasks

Empty and damp wipe waste bins
Damp wipe finger marks and smudges from internal glass, doors and panels
Damp wipe edges and ledges including windowsills
Damp wipe tops of cabinets
Dust damp wipe furniture and wooden desks
Dust telephones
Remove litter
Clean flooring as appropriate to floor covering – spot clean where necessary
Remove litter from behind radiators, pipes and windowsills
Clean sink and plughole in Staff Room – Replace crockery in cupboard

Weekly Tasks

Polish furniture with Hard surface cleaner
Spray buff hard surface floor areas
Clean telephones with a sanitising agent (V100)
Damp wipe and buff mirrors
Remove finger marks from glass partitions / doors
Polish top of cabinets
Damp wipe radiators/heaters
Damp wipe skirting boards
Treating and buffing the floor surface as appropriate to the floor finish in this area

Monthly Tasks

Vacuum upholstered furniture
Damp wipe ledges on chairs
Damp wipe picture frames
Remove cobwebs
Spot clean spillages and stains from carpet
Clean inside of windows/ glass partitions/ panels to hand height
Spray clean hard floor surfaces

CLASSROOMS / TEACHING AREAS / COMPUTER ROOMS / MEETING ROOMS / PASTORAL QUIET AREAS

Daily Tasks

Empty and damp wipe all waste bins
Change bin liners as an when required
Damp wipe finger marks from internal glass, doors and panels
Damp wipe all ledges including windowsills
Damp wipe tables/chairs
Remove chewing gum from furnishings and fixtures
Clean graffiti from interior fixtures, fittings and fabric
Spot clean spillages and stains from carpets
Sweep and mop hard floors
Vacuum carpets
Remove all litter
Dust computer screens with antistatic cloths
Remove litter from behind radiators, pipes and windowsills
Remove finger marks and smudges from glass tables and clean
Clean whiteboards - as agreed by class teacher

Weekly Tasks

Polish floors
Remove finger marks/smudges from glass partitions / doors
Spray buff thermal plastic floors
Polish wooden desk tops, tables and working surfaces
Damp wipe edges and ledges
Damp wipe and buff mirrors
Damp wipe radiators/heaters
Damp wipe skirting boards
Treating and buffing the floor surface as appropriate to the floor finish in this area

Monthly Tasks

Remove cobwebs if necessary
Damp wipe tops of pictures/white boards
Clean inside of windows to hand height
Vacuum upholstered furniture

ENTRANCES / CORRIDORS / FOYERS / RECEPTION / LOBBIES / OUTSIDE AREAS

Daily Tasks

Damp wipe edges and ledges including windowsills
Remove litter
Remove chewing gum
External litter bins to be emptied at the end of each school day
Empty and damp wipe bins
Change bin liners as and when required
Dust display tables

Damp wipe finger marks and smudges from internal glass, doors, panels and stair rails
Dust desks
Spot clean spillages and stains from carpets
Vacuum carpets where appropriate or treat vinyl floor as required throughout day
Damp wipe handrails
Polish reception desk
Remove litter from behind radiators, pipes and windowsills
Damp wipe and buff mirrors
Outside main reception areas to be swabbed down prior to commencement of school day

Weekly Tasks

Damp wipe tops of picture frames
Damp wipe ledges on chairs
Damp wipe edges and ledges
Damp wipe skirting boards
Clean inside of windows (or as required)
Remove finger marks and smudges from glass partitions/doors
Move furniture and dust/vacuum
Treating and buffing the floor surface as appropriate to the floor finish in this area
Clean glass-to-glass partitions/doors (or as required)
Vacuum all mat wells
Damp wipe all radiators
Damp wipe all heating pipes
Clean all display cases and boards

Monthly Tasks

Wash and clean paintwork
Remove cobwebs
Clean inside of windows to hand height
Dust all blinds
Vacuum all chairs (or as required)

SHOWER ROOMS / CHANGING ROOMS/ FIRST AID ROOMS

Daily Tasks

Empty and damp wipe waste bins
Replace bin liners as and when required
Damp wipe finger marks from internal glass, doors and panels
Clean shower trays with sanitisers
Clean surrounding areas with sanitisers and leave stain free
Wash and buff dry sanitary ware and all fittings
Remove debris/litter
Sweep floor
Wash shower cubicles, trays, pipe work, edges, wall tiles and partitions to 2 metres high
Mop floor
Clean graffiti from interior fixtures, fittings and fabric
Remove litter from behind radiators, pipes and window sills

Weekly Tasks

Scrub floors with appropriate equipment recommended by floor manufacturer
Polish metal fixtures and fittings
Damp wipe edges and ledges including windowsills
Damp wipe skirting boards

Remove finger marks from glass partitions/doors
Treating and buffing the floor surface as appropriate to the floor finish in this area
Use appropriate descaler to remove lime scale from pipe work, tiles and sanitary ware

Monthly Tasks

Remove cobwebs if necessary
Clean inside of windows to hand height
Wash and replace all shower curtains if applicable
Wash partitions/tiles/polish and leave streak free

STAIRS / LANDINGS

Daily Tasks

Damp wipe edges and ledges
Remove litter
Sweep floors
Remove chewing gum from floors, fixtures and fittings
Mop floors to remove spillages
Spot clean spillages and stains from carpets
Damp wash stairs
Remove litter from behind radiators, pipes and window sills

Weekly Tasks

Remove finger marks from glass partitions/doors
Treating and buffing the floor surface as appropriate to the floor finish in this area
Damp wipe skirting boards

Twice weekly Tasks

Spray buff thermal plastic floors, if necessary more frequently
Damp wipe edges/ledges
Handrails should be wiped down with appropriate odour free sanitising fluid

Monthly Tasks

Wash down [steam clean] all staircases
Clean all glass vision panels thoroughly and leave smudge free
Remove cobwebs from high levels
Clean inside of windows to hand height

TOILET AREAS & CLOAKROOMS

When using chemical cleaning agents control measures listed in the relevant product safety data sheet for the product must be used.

Continuous Daily Tasks TASKS [DURING TERM TIME OTHERWISE Daily Tasks]

Refill all soap, hand towel and tissue dispensers throughout the school day
Pick up and remove litter
Empty and spot clean waste bins
Replace bin liners as and when required
Mop up any water spillages
Wash all basins and toilets as required
Report any broken equipment, e.g. soap dispensers, hand dryers, to Client Supervising Officer immediately

Daily Tasks

Clean toilet pans and surrounds using odourless sanitise, leaving stain free
Clean toilet seats using odourless sanitise, leaving stain free

Clean washbasins and surrounds, leaving stain free
Clean urinals and surrounds, leaving stain free
Remove rubbish from the top of all lockers (any property left outside the lockers should be returned to the lost property office)
Empty and spot clean waste bins
Damp wipe finger marks from internal glass, doors and panels
Vacuum/sweep entire exposed floor/carpet surface
Damp mop hard floor surfaces with a suitable disinfectant
Wash and buff dry sanitary ware and all fittings
Wipe drinking fountain and all pipe work with appropriate germicidal cleanser
Damp wipe all pipe work, cisterns, edges, wall tiles and partitions to 2 metres high
Damp dust/wipe all hand dryers, soap dispensers, towel dispensers and tissue dispensers
Damp wipe and buff mirrors
Clean graffiti from interior fixtures, fittings and fabric
Pick up and remove litter
Check and replenish if necessary all ionising air fresheners

Weekly Tasks

Descale toilet pans
Descale urinals and treat for build-up of uric acid and odours
Polish metal fixtures and fittings
Damp wipe tops of soap dispensers
Damp wipe tops of hand dryers/towel dispenser with appropriate sanitising fluid
Polish taps
Polish mirrors
Remove all finger marks / smudges from glass partitions/doors
Damp wipe window sills and frames
Damp wipe skirting boards
Damp wipe lockers (tops, sides and fronts)
Remove cobwebs
Clean inside of windows
Treating and buffing the floor surface as appropriate to the floor finish in this area

Monthly Tasks

Wash, dry and sanitise waste bins
High dust
Wash door frames and both sides of doors
Scrub stone floors
Treat walls and floors for build-up of uric acid and odours

Periodic Cleaning

3 TIMES ANNUALLY

Wash all window sills and frames
Wet scrub all floors - where possible with appropriate equipment
Wash all walls, partitions, tiles, etc - floor to ceiling - and leave streak free

Holiday & Periodic Requirements

High dust (6ft – 11ft)
Wash walls and radiators (three times per annum)
Give a special clean to all toilet sanitary ware to minimise lime scale build up (three times per annum)

Appendix 1- Specifications

Dust and damp wipe all pipework

All sinks and plugholes in science, art, DT and food technology classrooms to be thoroughly cleaned and sanitised

Clean all mat wells (minimum monthly)

Clean behind all pipes and radiators (three times per annum)

Carpet shampooing should be carried out as required (child rugs minimum 3 times per annum) , or as requested by the Client

Wash, dry and sanitise all waste bins

Vacuum curtains, drapes and all blinds

Wash door frames, both sides of doors and viewing panels

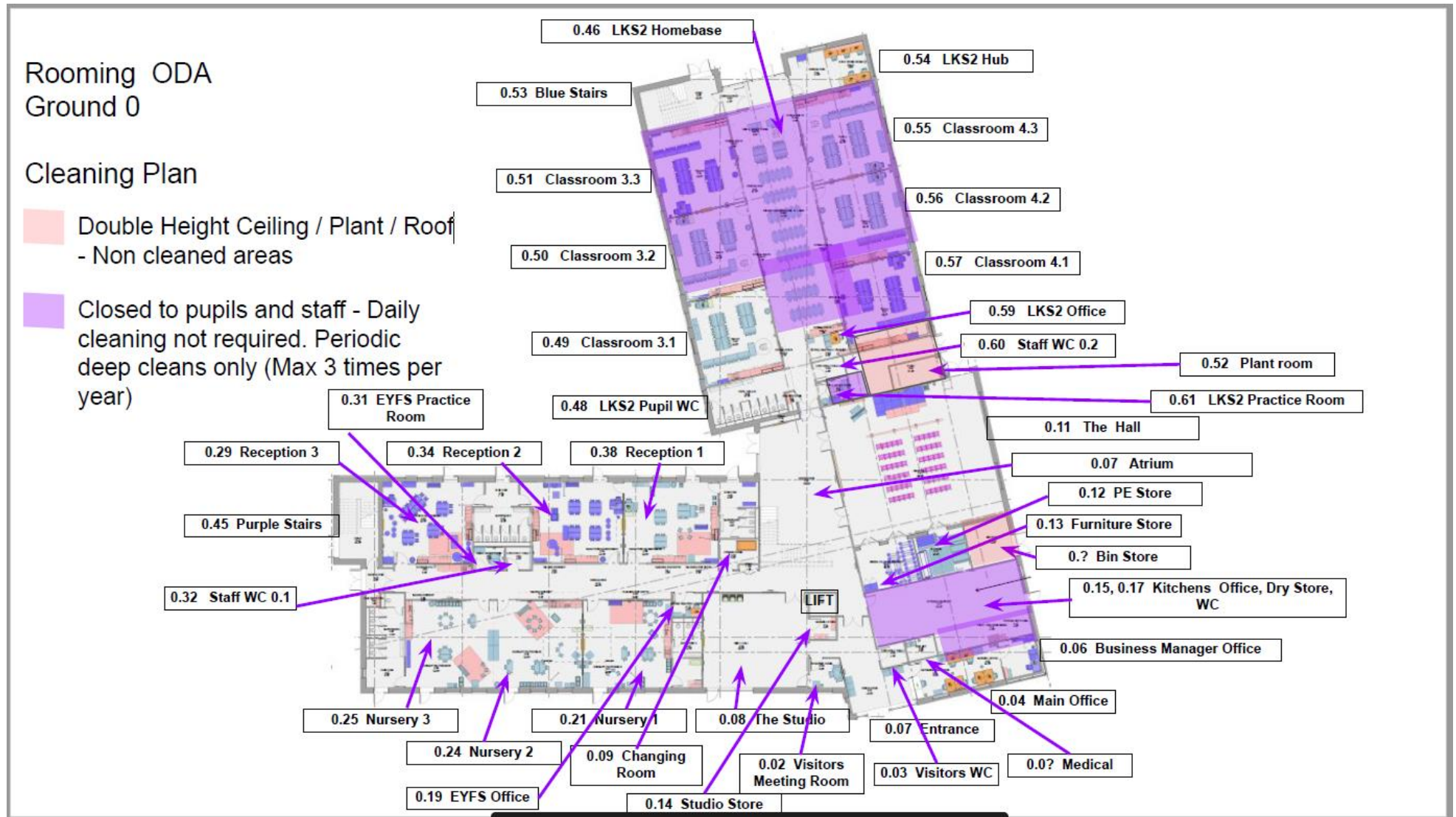
Wash and dry all plastic chairs and table legs

Remove all chewing gum etc., from beneath desks, furnishings and fittings

Remove all chewing gum from hard and soft floor areas

Wash all windowsills and frames

Appendix 2- Site plan



Rooming ODA
First Floor

Cleaning

- Double Height Ceiling / Plant / Roof
- Non cleaned areas
- Closed to pupils and staff - Periodic deep cleans only

