

UK-London: Cleaning products
OJ S 7/2013 10/01/2013
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: University College London (UCL)
Postal address: Procurement Services, Gower Street
Town: London
Postal code: WC1E 6BT
Country: United Kingdom
Contact person: Procurement Services
For the attention of: Gabriel Otubambo

Internet address(es):

General address of the contracting authority: www.ucl.ac.uk/estates
Address of the buyer profile: www.in-tendhost.co.uk/ucl

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

The Provision of Soft Services and Security Services

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: London.

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

LOT 1 Soft Services at UCL

Since 2008 UCL have out sourced their Soft Services provision with the scope of services increasing significantly since then in conjunction with the growth of the UCL estate.

The existing scope of services is provided at the main Bloomsbury Campus, Satellite Estate and within student accommodation.

Soft Services currently includes the provision of the following services:

- Internal Cleaning;
- External Cleaning;
- Periodic Works;
- Response and Support Services;
- Internal and External Window Cleaning;
- Provision of Hand Dryers;
- Portering;
- Landscaping / Grounds Maintenance;
- Pest Control;
- Recycling and Waste Services;
- Female Hygiene Services;
- Provision of Cleaning Consumables;
- Laundry Services;
- Dust Control Mat Services.

The approximate annual spend for the required Soft Services is currently between ?8 m and ? 8.6 m including vat.

It is an expectation that the successful Company will be able to demonstrate that it has experience in successfully mobilising and managing other similar contracts in scope and value to the above.

LOT 2 Security Services at UCL.

The existing Security Services at UCL have been outsourced since 2009. The existing scope of services is provided at the main Bloomsbury Campus and various student halls of residence. Additional support is provided to some Satellite Estate locations such as the School of Pharmacy. It is an expectation that the existing scope of Security Services will be cascaded into additional UCL buildings throughout the duration of this Contract. The existing Security Services are primarily structured as follows:

Building Attendant Services not limited to:

- Undertake regular reception cover and out of hours cover;
- Maintain a secure environment;
- Offer assistance to all Students, Staff and visitors as appropriate;
- Report any incidents and security violations;
- Operation of internal PA system as appropriate;
- Provide security at static Gatehouse locations;
- Assist with all bomb alerts and emergency evacuations;

Operations Services not limited to:

- Provide 24 hour, 365 day security to the whole UCL estate;
- Patrol all buildings, car parks and perimeters to an agreed specification;
- Respond to alarms and incidents;
- Open up and lock down buildings as agreed;
- Monitor all equipment in control room.

The approximate annual spend for the required Security Services is currently ?4.2 m including vat.

It is an expectation that the successful Company will be able to demonstrate that it has

experience in successfully mobilising and managing other similar contracts in scope and value to the above.

II.1.6. CPV code(s)

39830000 Cleaning products, 90911300 Window-cleaning services, 90922000 Pest-control services, 79710000 Security services, 90910000 Cleaning services, 77314000 Grounds maintenance services, 90911200 Building-cleaning services, 45452000 Exterior cleaning work for buildings, 90000000 Sewage, refuse, cleaning and environmental services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Lot 1 - ?40,000,000.

Lot 2 - ?20,000,000.

II.2.2. Information about options

II.2.3. Information about renewals

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A parent Company Guarantee and/or Performance Bond may be required by UCL, the details of which will be set out in the Invitation to Tender (ITT) and accompanying documentation.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

The terms of payment will be set out in the ITT and accompanying documentation.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

No specific legal form is required but UCL reserves the right to require one party to undertake primary contracting responsibility for the services or to require that one or more parties are jointly or severally liable.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The selected providers will be required to perform the services to the required standards set out in the ITT.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Applicants will be required to complete a Pre - Qualification Questionnaire (PQQ) consistent with the provisions of the Directive 2004/18/EC and the Public Contracts Regulations 2006.

III.2.2. Economic and financial ability

List and brief description of conditions: Applicants will be required to complete a Pre - Qualification Questionnaire (PQQ) consistent with the provisions of the Directive 2004/18/EC and the Public Contracts Regulations 2006.

Minimum level(s) of standards possibly required: Applicants will be required to complete a Pre - Qualification Questionnaire (PQQ) consistent with the provisions of the Directive 2004/18/EC and the Public Contracts Regulations 2006.

III.2.3. Technical and professional ability

List and brief description of conditions:

Applicants will be required to complete a Pre -Qualification Questionnaire (PQQ) consistent with the provisions of the Directive 2004/18/EC and the Public Contracts Regulations 2006.

Minimum level(s) of standards possibly required:

Applicants will be required to complete a Pre -Qualification Questionnaire (PQQ) consistent with the provisions of the Directive 2004/18/EC and the Public Contracts Regulations 2006.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates: An envisaged number of 5 will be invited to tender. Bidders will be based on criteria set out in the PQQ, ITT and accompanying documentation.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

UCL-PS-345.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 11.2.2013

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

11.2.2013 - 14:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:

no

VI.3. Additional information

The process seeks to select organisations offering the appropriate capability, capacity and competency. UCL reserves the right not to conclude any contracts, to change without notice the procedure for awarding contracts, to reject all or any bids for the contracts, to terminate discussions with all or any interested parties and/or to stop the process without any liability on its part. Expressions of interest must be in the form of a completed Pre-Qualification Questionnaire (PQQ) to be received as per the instructions in the OJEU notice. Expressions of interest not submitted in the required format or containing all the requested information may be rejected.

All communications shall be in English (or a full translation provided at no cost to UCL).

Tenders, when invited, and all supporting documentation must be priced in Sterling and all payments under the Contract will be in Sterling. Any contract or agreement resulting from acceptance of the Invitation To Tender (ITT) will be considered as a Contract made in England according to English Law and subject to the exclusive jurisdiction of the English Courts.

UCL does not bind itself to accept any tender and reserves the right to accept any part of the tender. No contract capable of acceptance will be created between UCL and any party until a contract is executed between UCL and the selected providers.

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Royal Court of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

Internet address: www.hmcourts-service.gov.uk

Body responsible for mediation procedures

Official name: Centre for Effective Dispute Resolution (CEDR)

Postal address: 70 Fleet Street

Town: London

Postal code: EC4Y 1EU

Country: United Kingdom

E-mail: info@cedr.com

Telephone: +44 2075366000

Internet address: www.cedr.com

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: In accordance with Regulation 32 and 32A of the Public Contracts Regulations 2006 and The Public Contracts (Amendment) Regulations 2009, the Contracting Authority will incorporate a minimum 10 calendar day standstill period starting from the day when contract award was notified to the bidders. Unsuccessful bidders will be provided with a de-brief in the "Award Decision Notice" at the start of the standstill period including details of their bid in relation to the winning bid comprising the reasons for the decision, the characteristics and relative advantages of the successful tender, the score of the economic operator and the name of the economic operator to be awarded the contract. Tenderers have a right to appeal provided for within the Public Contracts Regulations 2006 (as amended). Any such proceedings must be brought in the High Court of England and Wales.

VI.4.3. Service from which information about the review procedure may be obtained

Official name: Cabinet Office

Postal address: 70 Whitehall

Town: London

Postal code: SW1A 2AS

Country: United Kingdom

Telephone: +44 2072761234

Internet address: www.cabinetoffice.gov.uk

VI.5. Date of dispatch of this notice

8.1.2013