

United Kingdom-Sheffield: Repair and maintenance services of building installations

OJ S 8/2015 13/01/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Sheffield College

Postal address: Estates and Services Department, Granville Road

Town: Sheffield

Postal code: S2 2YY

Country: United Kingdom

Contact person: Estates and Services Department

For the attention of: Howard Griffiths, Quantity Surveyor

E-mail: howard.griffiths@sheffcol.ac.uk

Telephone: +44 1142603600

Fax: +44 1142602671

Internet address(es):General address of the contracting authority: www.sheffcol.ac.uk**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

Education

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**

M&E Planned and Reactive Maintenance Contract 2014.

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

Services

Service category No 1: Maintenance and repair services

Main site or place of performance: The Sheffield College: Various Centres.

NUTS code UKE32 Sheffield

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)

The College intends to enter into a contract with an appropriately qualified and experienced Contractor to undertake a contract for planned, preventative and reactive maintenance on mechanical and electrical plant and equipment assets for a multi-campus Further Education College. The College estate will vary over time but currently comprises buildings of 60 500 m² over 4 principal buildings and 3 subsidiary centres built at various times from 1966 to 2010.

II.1.6. CPV code(s)

50700000 Repair and maintenance services of building installations, 50710000 Repair and maintenance services of electrical and mechanical building installations, 50720000 Repair and maintenance services of central heating

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: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The Contract will be let for an initial 3 year period with an option to extend for a further 2 years in 1 or 2 parts at the Contracting Authority's discretion.

the Contract will be undertaken in 2 components:

Planned and Preventative Maintenance Contract on a programme of Annual, Half-Annual, Quarterly, Monthly, Fortnightly or Weekly Inspections in accordance with CIBSE maintenance guidelines, schedules and programmes to an asset base of 1 410 items comprising, heating boilers, exchangers, underfloor systems with manifolds, cooling and chilling equipment, air conditioning and handling plant, control panels, fan convectors, water and convector heaters, expansion and pressurising vessels, primary and booster pumps, extract fans, energy generation equipment — generators, turbines, and pv installations and invertors, among others. This work to be carried out on an annual fixed price (paid in equal monthly instalments) to reflect the Contractors assessment of work and labour resources required.

Reactive Maintenance will be managed and administered through a tracking system of Work Orders (Softsols Agility). It is anticipated that, on average, 100 work orders will be issued each year with an average cost range of 500 GBP to 925 GBP (plus VAT) each with an indicative range of 16 GBP to 41 339 GBP. Work order frequency differs throughout the year with a peak work load being experienced in July/August when approximately 25 % of the annual work will be undertaken.

The Contractor will be expected to make available to the College a single point of contact for management and administration purposes and manage the Contract through an appropriate management structure and the engagement of a suitably qualified team comprising of the Contractor's own directly employed tradesmen and specialist sub-contractors.

The Contractor will be required to ensure that all works are undertaken in a competent manner

in compliance with Health and Safety regulations and Employment legislation and in accordance with best practices as pertain and vary from time to time.

Estimated value excluding VAT: 550 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 36 (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

Any deposits and guarantees which may be required will be stated in the tender documents.

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

Firm price contract with interim payments as described in NEC3 — Term Service Short Contract.

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

The contract will be placed with a single, but not necessarily sole, consultant to provide both Planned/Preventative and Reactive Maintenance Services to the College's M&E assets. The Contractor may engage sub-contractors as required on 'domestic' contracts providing that the Contracting Authority/Employer's prior approval has been obtained and the Main Contractor indemnifies the Contracting Authority/Employers against the actions of his sub-contractors.

III.1.4. Contract performance conditions

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

Description of particular conditions: Any applicable terms, conditions, specifications, costing information and specific College policies and requirements will be stated in the tender documents.

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: To enable the College to consider applications for inclusion on a Restricted Tender 'short list' interested Applicants are invited to supply information on the following topics:

Generic Short-Listing Questions noting maximum attributable scores.

Contractor background:

G1 Address of office from where the project will be managed and carried out.

— What are expected travel times from there to Sheffield? (25 points),

— What would be the expected travel times for your labour force? (25 points).

G2 Proportion of Project Work carried out 'In-House' or by 'Sub-Contractors' (20 points).

G3 What is your primary business function in terms of contract works? (20 points).

G4 A financial statement that includes a reference from the applicant's bankers and gives a synopsis of the applicant's trading accounts over the past 3 years. (25 points).

G5 What is your current turnover from works of this (state particular work type) nature? (25 points).

G6 A technical statement that details similar and relevant contracts undertaken by the Applicant which are in progress or have been completed over the past 5 years and includes references and contactable referees from employers/clients (25 points).

Project focus:

G7 Details of membership of professional and trade associations, general qualifications of directors and senior managers (20 points).

G8 A description of the applicant's proposed team structure showing how this responds to the Scope of Works and how it would relate to the rest of the applicant's organisation, how the team will be staffed and resourced and details of the applicant's information technology and other technical, legal and research and development facilities. (25 points).

G9 Are your management procedures and reporting systems flexible enough to integrate with our requirements and public sector style reporting needs and how would you demonstrate this? (25 points).

G10 What resources do you have available in order to maintain up to date information for the changing standards for this type of work? (25 pts).

G11 How do you currently measure your performance with this type of work? (25 points).

G12 Outline provisions you have in place for flexibility in staffing levels? (20 points).

G13 Are you familiar with the NEC 3 family of contracts — and can you give examples of previous use? (25 points).

Added value?:

G14 Innovation and Accessibility:

— IT resources — experience and use of Autocad (10 points):

- Use of Web-portals (10 points),
- Interconnectivity with Softsols Agility Work Order Systems (10 points),
- Updating data, staff expertise — hourly rates to buy in support (5 points).

— Manage, monitor and control costs (5 points).

G15 Details of the applicant's Environmental policy (25 points).

G16 Details of the applicant's Health and Safety policy including notes of actions that have been taken against the applicant in the past 3 years. (25 points).

G17 Provide details of applicants HR statements and policies:

— Confirmation statement that he is an 'Equal Opportunity Employer' (10 points),

— Equality and Diversity policies (10 points),

— Safeguarding policies in respect of children and vulnerable young adults (5 points),

— Applicant's methodology regarding DBS checks for in-house staff and operatives and for managing sub-contractors on site and statement detailing the percentage of your current staff that are DBS registered? (5 points).

G18 What is your policy for the engagement of a local labour force in relation to this type of work? (25 points).

G19 What is your policy on apprenticeships for young people in relation to this type of work? (25 points).

Maximum attributable points 500.

Applicant Score: % out of 500.

III.2.2. Economic and financial ability

List and brief description of conditions: Refer to 111.2.1 above.

Minimum level(s) of standards possibly required: Refer to 111.2.1 above.

III.2.3. Technical and professional ability

List and brief description of conditions:

Refer to 111.2.1 above.

Minimum level(s) of standards possibly required:

Refer to 111.2.1 above.

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 minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: Refer to 111.2.1 above.

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Project Number: 0255

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: 11.2.2015

Payable documents: no

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

23.2.2015 - 12:00

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

18.8.2015

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

This is a recurrent procurement: no

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

VI.4. Procedures for review

VI.4.1. Review body

Official name: Estates and Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

E-mail: esates@sheffcol.ac.uk

Telephone: +44 1142602689

Fax: +44 1142602671

Internet address: www.sheffcol.ac.uk

Body responsible for mediation procedures

Official name: Estates and Services Department, The Sheffield College

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Country: United Kingdom

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VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Stages Alcatel Standstill Period
Action Plan:

Day 0: Start — Notify 'Interested Contractors' and Tenderers of decision and intention to award contract;

Day 1: Contract Award Notice published;

Day 2: Tenderers to request additional de-briefing (phone, fax, e-mail) before end of day;

Day 3:

Day 4:
Day 5:
Day 6:
Day 7: College must complete additional de-briefing by end of day;
Day 8:
Day 9:
Day 10: End of Alcatel Standstill period;
Finish: Contract to be concluded if no legal challenge.

Notes:

Note 1: Re — Day 7: If there is a delay in completing the requested de-briefings, the end-date of the standstill period will be extended to ensure 3 working days between the last de-brief and the end of the standstill period which will be a working day.

Note 2: Re — Day 10: The end of the standstill period will not fall on a public holiday or at a weekend.

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

Official name: Estates and Services Department, The Sheffield College

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Country: United Kingdom

E-mail: estates@sheffcol.ac.uk

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Fax: +44 1142602671

Internet address: www.sheffcol.ac.uk

VI.5. Date of dispatch of this notice

9.1.2015