

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

OJ S 9/2015 14/01/2015

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 2RL

Country: United Kingdom

Contact person: Estates and Services Department

For the attention of: Howard Griffiths, Quantity Surveyor

E-mail: [howard.griffiths@sheffcol.ac.uk](mailto:howard.griffiths@sheffcol.ac.uk)

Telephone: +44 1142603600

Fax: +44 1142602671

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

Term 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 general building and mechanical and electrical response repairs, planned maintenance and minor works for a multi-campus Further Education College

The College estate will vary over time but currently comprises buildings of 60 500 m<sup>2</sup> over 4 principal 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, 50711000 Repair and maintenance services of electrical building installations, 50712000 Repair and maintenance services of mechanical building installations

#### **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 for the Contracting Authority to extend for a further 2 years.

It is intended that the works will be valued and measured in accordance with the General Rules and Rates of the PSA Schedule of Rates for Property Management adjusted by BCIS Updating Percentages and Contract Indices and subjected to a Performance Incentive Scheme.

The Contract will be managed and administered through a tracking system of Work Orders (Softsols Agility). It is anticipated that, on average, 430 work orders will be issued each year at an average cost of GBP 830 (plus VAT) each with an indicative range of GBP 30 (minimum order value) to GBP 60 000 which maybe be subject to an average order evaluation process when adequate data becomes available after Year 1. Work order frequency differs throughout the year with a peak work load being experienced in July / August when approximately 40 % 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 suitable qualified and mixed team of the Contractor's own directly employed tradesmen and specialist sub-contractors from a variety of disciplines.

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: 1 793 250 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, contractor to provide building and services maintenance. The Contractor may engage sub-contractors on a domestic sub-contract providing that the Contracting Authority / Employer's prior approval has been obtained and the Main Contractor indemnifies the Contracting Authority / Employer 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: 0256

##### **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**

17.6.2015

##### **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: yes

Estimated timing for further notices to be published: 3 to 5 years.

#### **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 & Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

E-mail: [esates@sheffcol.ac.uk](mailto:esates@sheffcol.ac.uk)

Telephone: +44 1142602689

Fax: +44 1142602671

Internet address: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

##### **Body responsible for mediation procedures**

Official name: Estates & Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

E-mail: [esates@sheffcol.ac.uk](mailto:esates@sheffcol.ac.uk)

Telephone: +44 1142602689

Fax: +44 1142602671

Internet address: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Stages 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 & Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

E-mail: [estates@sheffcol.ac.uk](mailto:estates@sheffcol.ac.uk)

Telephone: +44 1142602689

Fax: +44 1142602671

Internet address: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

**VI.5. Date of dispatch of this notice**

9.1.2015