

United Kingdom-Birkenshaw: Office cleaning services

OJ S 15/2014 22/01/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: West Yorkshire Fire & Rescue Authority

Postal address: Fire Service Headquarters, Oakroyd Hall, West Yorkshire

Town: Birkenshaw

Postal code: BD11 2DY

Country: United Kingdom

Contact person: Property Management Unit

For the attention of: Building Contracts Manager

E-mail: tony.garnett@westyorkshire.gov.uk

Telephone: +44 1274655866

Fax: +44 1274655726

Internet address(es):General address of the contracting authority: www.westyorkshire.gov.ukAddress of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA8141**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**

Other: Fire Authority

I.3. Main activity

Other: Fire Service

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**

Three Year Office Accommodation Cleaning Services Contract.

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: Various sites across West Yorkshire.

NUTS code UK United Kingdom

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)

West Yorkshire

Fire and Rescue Authority

Three Year Individual Facilities Contract For

Office Accommodation Cleaning Services

1.10.2014 - 31.9.2017

O.J.E.U. Notice

Applications are invited from suitably qualified and experienced contractors who wish to be considered for selection to tender for the three year office accommodation cleaning services contracts, covering separate districts within West Yorkshire.

Each contract will involve the provision of regular office cleaning services to each Fire Authority building including Fire Stations, District Offices and the Fire Service Headquarters complex at Birkenshaw.

Those wishing to respond to this notice should contact the undersigned in writing to request consideration for inclusion on the tender list and by submitting all supporting information as detailed below by Friday 7.3.2014:

Brief resume of company and management structure;

Experience of similar office cleaning contracts;

Demonstration of experience and ability to meet the contract requirements;

Trading accounts for the last three years;

Bank reference details;

Company Health and Safety policy;

Confirmation of compliance with the Asylum and Immigration Act 2006;

Due to extent of unsupervised working, evidence of established background pre-employment staff checking procedures in accordance with the HMG Security Policy Framework, to at least the Baseline Personnel Security Standard;

GBP 5 000 000, Public Liability insurance certificate;

GBP 10 000 000, Employer's Liability insurance certificate;

Membership of relevant trade organisations;

Tax certificate details;

Three trading reference contacts, preferably including one Local Authority body.

Responses will be assessed and shortlisted based on suitability, prior to invitations to tender and the awarding of contracts.

Please forward responses to:

The Building Contracts Manager

West Yorkshire Fire and Rescue Service

Oakroyd Hall

Birkenshaw

West Yorkshire

BD11 2DY

Please Note: There Is No Separate Pre-Qualification Questionnaire For This Contract Advert.

II.1.6. CPV code(s)

90919200 Office cleaning services

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

The procurement is covered by the Government Procurement Agreement: yes

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

Six separate area contracts each of value ranging from approximately GBP 35 000 per annum to GBP 120 000 per annum.

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

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

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

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or

profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(4) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(5) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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

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 5

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

IV.3.2. Previous publication concerning this procedure

Notice on a buyer profile

Notice number in the OJ S: [2013/S 12-015567](#) of 17.1.2013

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

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

7.3.2014 - 12:00

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

2.6.2014

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

VI.3. Additional information

(MT Ref:112180)

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

20.1.2014