

United Kingdom-Dumfries: Catering services

OJ S 25/2018 06/02/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Dumfries and Galloway College

Postal address: Bankend Road

Town: Dumfries

NUTS code: UKM92 Dumfries & Galloway

Postal code: DG1 4FD

Country: United Kingdom

Contact person: Kirsten Adams-MacKenzie (APUC Ltd)

E-mail: kadamsmackenzie@apuc-scot.ac.uk

Telephone: +44 1314428961

Internet address(es):

Main address: www.dumgal.ac.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00448

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4. Type of the contracting authority

Other type: Education

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Catering services for Dumfries and Galloway College

Reference number: CS-DG009

II.1.2. Main CPV code

55520000 Catering services

II.1.3. Type of contract

Services

II.1.4. Short description

Dumfries and Galloway College seeks to find a suitable experienced contractor to operate the catering services within its campuses in Dumfries and Stranraer. The contractor will be expected to deliver a number of functions within the College during each academic year. It is anticipated that the catering will operate in surplus, so Dumfries and Galloway College seek bids from contractors which offer a return to the college.

The key objectives for the College is to ensure that all customers requiring Catering and Hospitality on the College Campus are provided with a quality service using quality products, delivered in a hygienic manner, within the time restraints specified and delivered with customer focused operatives.

II.1.5. Estimated total value

Value excluding VAT: 2 100 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

55520000 Catering services

II.2.3. Place of performance

NUTS code: UKM92 Dumfries & Galloway

Main site or place of performance: Dumfries and Galloway College (Main Campus). Crichton Campus. Bankend Road. Dumfries. DG1 4FD. Dumfries and Galloway College. Stranraer Campus. Lewis Street. Stranraer. DG9 7AL.

II.2.4. Description of the procurement

The Catering services shall include the following:

- provide the services as described in section 2 — specification,
- arrange, administer and manage all contracts and sub-contracts for the provision of the Services,
- undertake the operational tasks and attendance requirements set out in the specification,
- audit the quality of the service and record and report results in accordance with the Specification and the College instructions,
- undertake all clerical and accounting functions required to administer the contract and Sub-contracts including the maintenance of such records as are necessary to achieve and demonstrate sound financial and operational control of the service and sub-tenderers,
- make available all accounting and other information related directly to the provision of the services for auditing by the College (SAS 70 – Statement of audit assurance),
- provide monthly reports to the College to demonstrate that the Services are being provided in accordance with the Specification and to the College requirements,
- proactive consideration of improvements in the efficiency and quality of the Services and the discussion of these with the College on a quarterly basis,
- provide all relevant emergency contact telephone numbers.

The services shall include the operation and management of the following:

- Dumfries Campus,
- Outlet/location/style/seating capacity.

1/ main refectory/Level 0/ traditional free flow servery offering hot and cold meals plus snacks, sandwiches, hot and cold drinks /120;

2/ coffee shop/level 1/service point only for coffees, teas and light snacks which are supplied from the main refectory kitchen /80;
3/ retail shop/level 0/provision of confectionery, pastries, snacks, stationery, corporate merchandise, toiletries, gifts, beverages, newspapers, magazines and other general goods;
4/ vending outlets/2 locations/selection of drinks, snacks and confectionery to be available;
5/ Hospitality/ A call off hospitality service should be available throughout the college day for meetings and social functions organised by The Principal and other budget holders.
Stranraer Campus.

Outlet/Location/style/seating capacity.

1/ main refectory/level 0/traditional free flow servery offering hot and cold meals plus snacks, sandwiches, hot and cold drinks /40;

2/ vending/1 location/selection of drinks, snacks and confectionery to be available.;

3/ hospitality/ a call off hospitality service should be available throughout the college day for meetings and social functions organised by The Principal and other budget holders.

The service shall be operational at the following times:

Dumfries:

Refectory – 08:30h and 14:30h.

Coffee Shop – 09:00h – 15:00h.

Retail Shop – 08:30h – 15:00h.

Stranraer:

Refectory – 08:30h and 15:00h.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Staffing & Management / Weighting: 20

Quality criterion - Name: Service Delivery / Weighting: 20

Quality criterion - Name: Continuous Improvement / Weighting: 8

Quality criterion - Name: Corporate Social Responsibility and Sustainability / Weighting: 10

Quality criterion - Name: Business Continuity Planning & Exit Strategy / Weighting: 2

Quality criterion - Name: Total Quality Weighting / Weighting: 60

Cost criterion - Name: Bid Price / Weighting: 35

Cost criterion - Name: Free Issues / Breakfast Club / Weighting: 5

Cost criterion - Name: Total Cost Weighting / Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 2 100 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The Contract, subject to continued satisfactory performance in relation to the Tender Document, is anticipated to commence on 1.8.2018 for an initial period of 3 years and will expire on the 31.7.2021.

The College reserves the right to extend the agreement for a further 2 x 12-month periods subject to satisfactory performance and continuance of the College's requirements.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Not Applicable.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Minimum level(s) of standards required:

Please refer to question within 4B.5 of the ESPD and Economic and financial standing section of the contract Notice. Tenderers must confirm they can provide the following supporting evidence prior to award:

- employer's (compulsory) liability insurance = GBP 10 000 000.
- product liability insurance = GBP 5 000 000.
- public liability insurance = GBP 10 000 000.

To demonstrate and evidence suitable economic standing successful contractors will be required to provide 2 years audited accounts, or equivalent when requested prior to award the contract.

Alternatively, if the contractor is unable to provide the required accounting information e.g. a new business without the required accounts,

Then they will be required to provide a bankers letter demonstrating their willingness to support the Contractors organisation over the term.

Of the Contract.

Please refer to question within 4B.6 of the ESPD.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Contractors must provide management information when requested by the client throughout the life of the contract.

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 16/03/2018 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 16/03/2018 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

If no extension applied 2.2021.

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

Form of Tender.

Tenderers must sign the form of tender – Appendix A prior award to confirm that their tender response is a complete, true and accurate submission.

supply chain code of conduct.

In partnership with APUC, the College has developed a supply chain code of conduct – Appendix D which sets out its expected.

Standards for its supply chain in social, ethical and environmental compliance.

Tenderers must complete the supply chain code of conduct prior to award to assist in achieving its objectives.

Freedom of information.

Please confirm that you will be in a position to complete (prior to award) « Appendix B – Freedom of Information » (if applicable) in the Technical Questionnaire in PCS-Tender.

This information should only be submitted if applicable when requested prior to award. It is for information only and will not be scored.

The contracting authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Not applicable.

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The contractor will work with the authority to deliver community benefits or social value where they are identifiable throughout the term of the Contract. Examples of community benefits or social value are providing training opportunities to staff and students, apprenticeships and investment in the local community.

***Please note that Site visits will take place on Monday 12.2.2018 ***.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 9887. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:528042).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Dumfries and Galloway College

Postal address: Bankend Road

Town: Dumfries

Postal code: DG1 4FD

Country: United Kingdom

Telephone: +44 1387734000

Fax: +44 1387734040

Internet address: www.dumgal.ac.uk

VI.5. Date of dispatch of this notice

02/02/2018