

United Kingdom-Edinburgh: Building and facilities management services

OJ S 29/2019 11/02/2019

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Scottish Government

Postal address: Area 3A, South, Victoria Quay, Leith

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: Tony Aitken

E-mail: tony.aitken@gov.scot

Telephone: +44 1312448156

Internet address(es):Main address: <http://www.scotland.gov.uk>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482**I.1. Name and addresses**

Official name: Transport Scotland

Postal address: Buchanan House, 58 Port Dundas Road

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G4 0HF

Country: United Kingdom

E-mail: info@transport.gov.scot

Telephone: +44 1412727100

Internet address(es):Main address: <http://www.transport.gov.scot>Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00099**I.1. Name and addresses**

Official name: Social Security Scotland

Postal address: 2nd Floor Dundee House, 50 North Lindsay Street

Town: Dundee

NUTS code: UK United Kingdom

Postal code: DD1 1QE

Country: United Kingdom

E-mail: Alastair.macphail@gov.scot

Telephone: +44 1412425913

Internet address(es):

Main address: www.socialsecurity.gov.scot

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30345

I.1. Name and addresses

Official name: Education Scotland

Postal address: Denholm House, Almondvale Way, Almondvale Business Park

Town: Livingston

NUTS code: UKM Scotland

Postal code: EH54 6GA

Country: United Kingdom

E-mail: edsprocurement@educationscotland.gsi.gov.uk

Telephone: +44 1312445748

Internet address(es):

Main address: <http://www.educationscotland.gov.uk/>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11402

I.1. Name and addresses

Official name: Accountant in Bankruptcy

Postal address: 1 Pennyburn Road

Town: Kilwinning

NUTS code: UKM93 East Ayrshire and North Ayrshire mainland

Postal code: KA13 6SA

Country: United Kingdom

E-mail: AIBprocurement@scotland.gsi.gov.uk

Telephone: +44 3002002600

Fax: +44 3002002601

Internet address(es):

Main address: <http://www.aib.gov.uk>

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00233

I.1. Name and addresses

Official name: Student Awards Agency Scotland

Postal address: Saughton House, Broomhouse Drive

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH11 3UT

Country: United Kingdom

E-mail: xx@gov.scot

Telephone: +44 1312443118

Internet address(es):

Main address: www.SAAS.gov.uk

Address of the buyer profile: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00355

I.2. Information about joint procurement

The contract involves joint procurement

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

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

The Provision of Facilities Management Services

Reference number: CASE/437570 - PCS-t Project No.12448

II.1.2. Main CPV code

79993000 Building and facilities management services

II.1.3. Type of contract

Services

II.1.4. Short description

The Scottish Ministers intend to award a contract to a single service provider for the provision of Facilities Management (FM) services. The service will include hard and soft FM services and related projects. The maximum contract duration is 10 years (initial duration 7 years) with the option to extend for a period of 24 months, and a further period of 12 months).

Other parties to this contract include:

The Scottish Government, including Science and Advice for Scottish Agriculture (SASA)

Student Award Agency for Scotland (SASA);

Accountancy in Bankruptcy;

Education Scotland;

Transport Scotland; and

Social Security Scotland Agency.

II.1.5. Estimated total value

Value excluding VAT: 400 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79993100 Facilities management services, 34928480 Waste and rubbish containers and bins,

44613800 Containers for waste material, 90500000 Refuse and waste related services,

90513000 Non-hazardous refuse and waste treatment and disposal services, 45259000

Repair and maintenance of plant, 45452000 Exterior cleaning work for buildings, 50324200

Preventive maintenance services, 50413200 Repair and maintenance services of firefighting equipment, 50532000 Repair and maintenance services of electrical machinery, apparatus and associated equipment, 50700000 Repair and maintenance services of building installations , 50750000 Lift-maintenance services, 50800000 Miscellaneous repair and maintenance services, 51122000 Installation services of flagpoles, 72253000 Helpdesk and support services , 72514300 Facilities management services for computer systems maintenance, 77211500 Tree-maintenance services, 77310000 Planting and maintenance services of green areas, 79710000 Security services, 79992000 Reception services, 90511400 Paper collecting services, 90700000 Environmental services, 90711100 Risk or hazard assessment other than for construction, 90900000 Cleaning and sanitation services, 90911000 Accommodation, building and window cleaning services, 90919100 Cleaning services of office equipment, 90922000 Pest-control services, 48420000 Facilities management software package and software package suite, 72317000 Data storage services, 72514000 Computer facilities management services, 72514100 Facilities management services involving computer operation , 72514200 Facilities management services for computer systems development, 50610000 Repair and maintenance services of security equipment, 39150000 Miscellaneous furniture and equipment, 39151000 Miscellaneous furniture, 90919200 Office cleaning services, 71315300 Building surveying services, 71324000 Quantity surveying services, 50710000 Repair and maintenance services of electrical and mechanical building installations, 71317200 Health and safety services, 77314000 Grounds maintenance services

II.2.3. Place of performance

NUTS code: UKM Scotland

Main site or place of performance: Across the Scottish Mainland and Islands, including the Scottish Government International Hub locations in London, Brussels, USA and Paris. Further hubs may be added in Canada and across the Far East.

II.2.4. Description of the procurement

The Scottish Ministers intend to award a contract to a single service provider for the provision of Facilities Management (FM) and related projects.

This contract will build on the success of the current FM contract and the scope includes the following:

Hard and soft FM services, small works projects, project management, helpdesk and CAFM system, energy and environmental management services, administration and professional advisory services.

NEC4 terms, including a main option, W option, secondary options, Y options and supplemented by Scottish Government Z Clauses will apply to this contract.

The procurement process will seek to maximise the social, economic and environmental benefits that the contract has the potential to deliver. We will be expecting tenderers to demonstrate how they will maximise social value in the delivery of the services.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 400 000 000,00 GBP

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

Duration in months: 120

This contract is subject to renewal: yes

Description of renewals:

The initial contract period will be 84 months, with the option to extend for a period up to 36 months (in increments of 24 months and 12 months). It would be anticipated that if a renewal is required within the initial contract period, a Contract Notice initiating a procurement will be published up to 18 months prior to the initial contract period expiry date.

II.2.9. Information about the limits on the number of candidates to be invited

Maximum number: 4 Objective criteria for choosing the limited number of candidates:

Owing to character limitations not all criteria and information relating to this procurement can be included in this notice. The Objective and Non-Discriminatory Criteria are set out in full in the document entitled ESPD Bidders Instructions Document which can be accessed through the PCS-t website referenced in Section I.3. The ESPD selection process will be carried out in 3 stages.

Stage 1: "Exclusion Grounds" (Mandatory and Discretionary) Part III of the ESPD

During this first stage of the selection, the Scottish Government (SG) will determine on a pass /fail basis whether:

- (a) the bidder has submitted a complete and compliant ESPD response; and
- (b) whether any of the lead bidders, consortium members and/or reliance entities (if any) fall within any of the mandatory grounds for exclusion or, in the case of the discretionary exclusion grounds, are considered ineligible at the discretion of SG, in accordance with Part III of the ESPD and Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Stage 2 "Selection Criteria – Minimum Requirements", SG will determine a ranking (through the scoring of ESPD Responses) but only for those bids who successfully pass Stage 1 "Exclusion Grounds" referred to above.

Part A – Pass/Fail will be given to ESPD responses to the following question within section B of Part IV, Selection Criteria: 4B.1.2 and 4B.4.

Bidders should be aware that the Scottish Government reserves the right to seek additional assurances where a bidder fails to achieve the required financial standing by way of a commitment to obtaining a Parent Company Guarantee (PCG) or a bank guarantee. Failure to provide a commitment may result in your exclusion from the tender process. Failure to obtain either will result in your bid not being accepted at contract award stage if successful.

If your response is successful at Part A, then your bid will be assessed at Part B below.

Part B — Scoring will be given to ESPD responses to the following question within Section C of Part IV, Selection Criteria: 4C.1.2, 4C.4 and 4C.7.

Stage 3 — Down Selection — Down Selection will be carried out based on ESPD responses and for the avoidance of doubt SG will not require Bidders to provide any additional information in connection with the Stage 3: Down Selection process.

SG intends to invite the top four (4) ranked bidders identified by applying the Stage 2 "Selection Criteria" will participate in ITT stage as referred to above. In the event of a tie for fourth place the bidder with the highest score for Case Study 1 "Integrated FM" amongst the bidders in the tie, will be invited to participate in the ITT stage, or if a tie remains after that assessment, then the bidder with the highest score for Case Study 2, "Project Delivery" will be invited to participate in the ITT stage, or if a tie remains after that assessment, then the bidder with the highest score for Case Study 3, "Community Benefits and Sustainability" will be invited to participate in the ITT stage. Where a tie remains, SG would be entitled to take forward more than 4 bidders.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11.

Information about options

Options: yes

Description of options:

The very nature of facilities management can be complex, variable and in flux. There will be a need over the contract term to allow the Scottish Government and its strategic partners to remove, amend or change the buildings and structures of their estate (including on a temporary, emergency and short/medium term basis to accommodate the services to be delivered by the public sector) and to vary the contract accordingly including the overall value of the contract estimated at Paragraph II.1.5) (Estimated total value) above.

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

Bidders should read and refer to the ESPD Bidders Guidance instructions document. Failure to comply may result in your submission being rejected. Economic operators may be excluded from this competition in accordance with Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Envisaged number of shortlisted candidates — 4.

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:

Bidders must refer to the ESPD Bidders Guidance Instructions document concerning Section A, part IV, Suitability selection criteria.

ESPD (Scotland) Selection Criteria Section, question Section A, part IV, Suitability: 4A.1, 4A.1.1, 4A.2, 4A.2.1, 4A.2.2 and 4A.2.3.

Minimum level(s) of standards required:

Please refer to the statements when completing section 4A of the ESPD (Scotland) Statements for:

4A.1 and 4A.1.1 — If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Statements for:

4A.2, 4A.2.1, 4A.2.2 and 4A.2.3 — Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Bidders must refer to the ESPD Bidders Guidance Instructions document concerning Section B, part IV, Economic and Financial Standing selection criteria. ESPD (Scotland) Selection Criteria Section, question Section B, part IV, Economic and Financial Standing:

4B.1.1, 4B.1.3, 4B.3, 4B.4, 4B.4.1, 4B.5.1, 4B.5.2, 4B.5.3, 4B.6 and 4B6.1.

Minimum level(s) of standards possibly required:

Statements for:

4B.1.1 — Bidders will be required to have a minimum “general” yearly turnover of 40 000 000 GBP for the last 3 full audited years.

4B.1.3 — If the relevant documentation is available electronically, please indicate:

4B.3 — Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

4B.4 — Bidders will be required to state the value(s) for the following financial ratio(s):

[Current Ratio]

The current ratio will be calculated as follows: The current ratio is the ratio of current assets to current liabilities and should be calculated by dividing the current assets by current liabilities.

[Quick Ratio aka Acid Test]

The ratio will be calculated as follows: The Quick Ratio equals Quick Assets divided by Current Liabilities

[Debt Ratio]

The ratio will be calculated as follows: The Debt Ratio equals total debt divided by total assets.

[Net Profit Ratio]

The ratio will be calculated as follows: The net profit margin is calculated by dividing net income by total sales x 100

4B.4.1 — If the relevant documentation is available electronically, please indicate:

4B.5.1, 4B.5.2 — It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer’s (Compulsory) Liability Insurance = 10 000 000 GBP

Public Liability Insurance = 20 000 000 GBP

Professional Indemnity Insurance = 10 000 000 GBP

Product Liability Insurance = 10 000 000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B.5.3 — If the relevant documentation is available electronically, please indicate:

Question 4B.3 — For each ratio, bidders must achieve the minimum ratio pass score as an average over the last full 3 years audited financial accounts.

4B.6 and 4B.6.1 — [Bidders should be aware that the Scottish Government reserves the right to seek additional assurances where a bidder fails to achieve the required financial standing by way of a commitment to obtaining a Parent Company Guarantee (PCG) or a bank guarantee. Failure to provide a commitment may result in your exclusion from the tender process. Failure to obtain either will result in your bid not being accepted at contract award stage if successful].

The tender documentation will also require a commitment to obtain a parent company guarantee where deemed necessary by the SG, as part of the procurement exercise and contract terms.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Bidders must refer to the ESPD Bidders Instructions document concerning Section C, part IV, Technical and Professional Ability selection criteria. ESPD (Scotland) Selection Criteria Section, question Section C, part IV, Technical and Professional Ability:

4C.1.2, 4C.4, 4C.5, 4C.7, 4C.8.1, 4C.8.2 and 4C.10.

Minimum level(s) of standards possibly required:

Bidders must refer to the ESPD Bidders Guidance Instructions document concerning Section C, part IV, Technical and Professional Ability selection criteria.

Statements for:

4C.1.2 — Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in the Bidders Guidance Instructions Document.

4C.4 — Bidders will be required to confirm that they have (or have access to) the relevant supply chain management and tracking systems used by them to deliver the types of requirements detailed in II.2.4 in the OJEU Contract Notice or the relevant section of the Site Notice.

4C.5 — Bidders will be required to confirm that they will allow checks to be conducted on their production and technical capacities and where necessary on the means of study and research facilities available to it and on the quality control measures employed.

4C.7 — Bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

[Please refer to the ESPD Bidders Guidance Instructions document for 4C.7]

4C.8.1 — Bidders will be required to confirm their average annual manpower for the last 3 years.

4C.8.2 — Bidders will be required to confirm their and the number of managerial staff for the last 3 years.

4C.10 — Bidders will be required to confirm whether they intend to sub-contract and, if so, for what proportion of the contract.

The following question within Part IV, Section C, Technical and Professional Ability will be subject to a weighted as follows:

Question 4C.1.2 will carry a weighting of 60 %

Question 4C.4 will carry a weighting of 20 % and

Question 4C.7 will carry a weighting of 20 %.

All other questions within this section C asked, will carry no weighting and used for information purposes only.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

The Invitation to Tender (ITT) will contain all the relevant contract performance requirements.

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

Competitive procedure with negotiation

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

IV.1.4. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5.

Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2018/S 104-237494](#)

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

Date: 14/03/2019 Local time: 12:00

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

Date: 01/05/2019

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: 12 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

The SG may re-let this contract prior to the end of the initial 7 year period and a Contract Notice will be published circa 18 months prior to the end of the initial period. If not, the 24 month extension will be used, the supplier will be notified 9 months prior to its commencement date. A decision to utilise the final 12 months extension will be taken 6 months prior to its commencement.

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

Spend for hard and soft services and the associated project works across the Scottish Government (SG) and its strategic partners, is estimated to be between c150 000 000 GBP and c172 500 000 GBP, over the full term, projects which will be between c75 000 000 GBP and c220 500 000 GBP over the full term

Objective criteria for shortlisting — ESPD Part IV, Sections B and C,

Technical and Professional Ability — scoring methodology:

Score Definition Description

0 — Unacceptable: Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

- 1 — Poor: Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
- 2 — Acceptable: Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
- 3 — Good: Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
- 4 — Excellent — Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Negotiations phase(s) — If no contract is awarded after the evaluation of bidders initial bids, a period of negotiations will take place. Areas of negotiations will be provided to the bidders prior to the commencement of negotiations, and may include, but not limited to: CAFM system and Helpdesk, ICT, Sustainability, Community Benefits, Hard and Soft Services and Projects, KPI /SLA's, Mobilisation or Award Criteria etc...

4B1.1 — Bidders will be required to have a minimum "general" yearly turnover of 40 000 000 GBP for the last 3 full audited years.

Financial Ratio's

4B.4 — Financial Ratio's — these will apply to this procurement selection criteria. Please refer to the ESPD Bidders Guidance Instructions document and Contract Notice.

Bidders should be aware that the Scottish Government reserves the right to seek additional assurances where a bidder fails to achieve the required financial standing by way of a commitment to obtaining a Parent Company Guarantee (PCG) or a bank guarantee. Failure to provide a commitment may result in your exclusion from the tender process. Failure to obtain either will result in your bid not being accepted at contract award stage if successful.

4C.1.2 — Bidders will provide 3 case studies, which will be evaluated and scored. Each Case study will be weighted.

Bidders must refer to the ESPD Bidders Guidance Instructions document concerning Section D, Quality Assurance Schemes and Environmental Standards selection criteria.

ESPD (Scotland) Selection Criteria Section, Part IV Section D.

4D.1, 4D.1.1, 4D.1.2, 4D.2, 4D.2.1 and 4D.2.2

Site visits can be arranged, but will be dependent on availability of SG staff and site location(s).

Scoring and Ranking: SG will score specific elements of the ESPD in accordance with the weightings stated in the contract notice. Each case study and statements provided will be scored against the criteria developed by SG.

Once the scoring is completed contractors will be ranked, based on the number of bids received, following this, the top 4 bids will be invited to the ITT stage.

If the negotiation phase(s) was to apply (i.e. there was no award on initial bids), these meetings are likely to be held in Edinburgh. Details of the meeting (i.e. timings/location, etc.). An agenda will be issued to all participating bidders prior to any meeting.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 12448. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

As part of the facilities management contract, the successful bidder will also be expected to deliver over the term of the contract the following minimum community benefits.

As part of equality, bidders will be expected to ensure a gender balance through the delivery of the 40 job creation and 60 work placements. Under this contract, the successful bidder will be responsible for providing the following community benefits:

Careers Information, Advice and Guidance (CCIAG) Events — 40,

Training Weeks — 1 600,

Qualifying the workforce qualifications gained (NVQ2 and above) — 30, Main Contractor and Sub-contractor Industry Certification (short term training) — 30,

Training Plans — 20.

Case Studies – 2 per annum

(SC Ref:565565)

VI.4. Procedures for review

VI.4.1. Review body

Official name: Scottish Government

Postal address: Victoria Quay, Leith

Town: Edinburgh

Postal code: EH6 6QQ

Country: United Kingdom

Telephone: +44 1312447556

Internet address: <http://www.scotland.gov.uk>

VI.5. Date of dispatch of this notice

06/02/2019