

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

OJ S 42/2014 28/02/2014

Contract notice

Works

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Tendring District Council
Postal address: Town Hall, Clacton-on-Sea
Town: Essex
Postal code: CO15 1SE
Country: United Kingdom
Contact person: Housing Services
For the attention of: Steve Pearce
Telephone: +44 1255686469
Fax: +44 1255686407

Internet address(es):General address of the contracting authority: www.tendringdc.gov.uk**Additional information can be obtained from:**

Official name: Castons
Postal address: 77/79 Grimwade Street, Ipswich
Town: IP4 1LN
Postal code: Suffolk
Country: United Kingdom
Contact person: FM Consultancy Dept
For the attention of: Stuart Oxborrow
Telephone: +44 1473257586
Fax: +44 1473213531

Internet address: www.castons.co.uk**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Castons
Postal address: 77/79 Grimwade Street, Ipswich
Town: IP4 1LN
Postal code: Suffolk
Country: United Kingdom
Contact person: FM Consultancy Dept
For the attention of: Stuart Oxborrow
Telephone: +44 1473257586
Fax: +44 1473213531

Internet address: www.castons.co.uk**Tenders or requests to participate must be submitted:** Official name: Castons

Postal address: 77/79 Grimwade Street, Ipswich
Town: IP4 1LN
Postal code: Suffolk
Country: United Kingdom

Contact person: FM Consultancy Dept.
For the attention of: Stuart Oxborrow
Telephone: +44 1473257586
Fax: +44 1473213531
Internet address: www.castons.co.uk

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services
Housing and community amenities

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

Building Term Maintenance Contract: 2014-2020.

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

Works
Execution
Main site or place of performance: Tendring, Essex.
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)

Tendring District Council requires Building Maintenance Works to take place across its entire housing stock.

The extent of Building Maintenance Works to be provided will include Reactive Maintenance Services, including 24/7 coverage, 365 days a year — including emergency and void work. Tendring District Council wish to appoint a single Main Contractor based on the candidate that achieves the Most Economically Advantageous Tender result. Services are to be provided in accordance with industry best practice and as detailed in the Preliminaries and Obligations document and Specification document as issued at time of tendering.

All Contractor personnel attending site must be Disclosure and Barring Service (DBS) cleared, qualified, well trained, skilled and experienced individuals, to the highest quality standards. The Contract will commence on 1.11.2014, have a duration of 6 years with an Employer's option to then extend the contract arrangement for up to a further 2 years - subject to the Contractor's performance and agreement. The Employer may also choose to implement an optional break clause provision after the first 12 months of Contract.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=112228

II.1.6. CPV code(s)

50700000 Repair and maintenance services of building installations

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

The Scope of Work includes providing Reactive Maintenance services with an estimated expenditure amounting to: 1,800,000 GBP/annum (10,800,000 GBP/Contract Period). Works will include providing reactive day to day building maintenance and repair work (including emergency and void work) to a mixture of houses, flats, maisonettes and bungalows, together with all associated communal & estate structures and other assets that relate to the housing stock.

Estimated value excluding VAT: 10 800 000 GBP

II.2.2. Information about options

Options: yes

Description of options: Employer's option to extend the period of contract by a further 2 years, subject to the contractor's performance of contract.

Provisional timetable for recourse to these options:
in months: 72 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Start 1.11.2014. Completion 31.10.2020

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A Performance Bond may be required.

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

Delivery Payment.

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

Any consortium which is awarded a contract must form a legal entity before entering into the contract.

III.1.4. Contract performance conditions

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

Description of particular conditions: There will be priority codings as identified in the contract 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: (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 have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All relevant information to be provided by the contractor (as well as the requirements and contract obligations) will be identified within the Prequalification Questionnaire and/or Invitation to Tender documentation.

(9) Minimum requirement: The candidate must operate from a depot or office that is located within 25 miles of Tendring District Council offices in Clacton-on-Sea upon award of Contract.

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.

(1) A reference from the bidder's bankers.

(2) A statement of the bidder's overall turnover and the turnover related to similar activities covered by this contract, for the three previous financial years.

Minimum level(s) of standards possibly required: (1) Turnover in respect of similar maintenance services being applied for – averaged over the past 3 years figures must be in excess of GBP 5,000,000/annum. Also, the aggregated 3 year average annual value of any current contracts being delivered by a bidder to the Client plus the anticipated annual value of the proposed contract must not exceed 35 % of the bidder's overall 3 year average annual turnover (i.e. including all jobs/related turnover).

(2) The filing of financial accounts must be in full as per Companies House WebCheck service or any equivalent verification service.

(3) Must have at least the following levels of insurance indemnity:

Employers Liability: not less than GBP 10 million.

Public Liability: not less than GBP 10 million.

Professional Liability: not less than GBP 5 million.

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) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(5) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

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

(7) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

(8) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

(9) 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.

(10) A statement of the bidder's average annual manpower and the number of managerial staff for the past 3 years.

(11) A statement of the educational and professional qualifications of the bidder's managerial staff and of those persons who will be responsible for carrying out the contract requirements.

(12) A statement of the technicians or technical bodies which the bidder can call upon for carrying out the work, whether or not they belong to the bidder.

Minimum level(s) of standards possibly required:

(13) The candidate must also be able to demonstrate that it has previous strategic term maintenance experience similar to that so described in this Contract Notice - under the

headings of Short Description of the Contract and Total Quantity or Scope.

(14) As also previously mentioned under item III.2.1 (Personal situation of economic operators) - The candidate must have a local base established within a 25 mile radius of the client's area head office upon the award of Contract.

(15) The candidate must be able to demonstrate that it operates, administers and maintains a health and safety management system.

(16) The candidate must provide at least three client references relating to similar Works – including any related client references in conjunction with dedicated sub-contracted Works.

(17) The candidate must be able and willing to receive at least one visit from the Employer's Assessment Panel at one of the Contractor's similar operations.

(18) The candidate must introduce the person that will be running the contract to the Assessment Panel during the Contractor Presentation meeting at tender stage.

(19) The candidate must be able to provide evidence of having all of the requisite information and systems in place in direct response to the issues as identified in Principal Contractor Competency Issues (identified below) in satisfying the requirement that is placed on Tendering District Council to appoint a competent Principal Contractor in compliance with the Construction and Design Regulations (CDM Regs) 2007.

Principal Contractor competency issues:

i) You have an appropriate policy, regularly reviewed and signed off by the Managing Director or equivalent. The said policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.

ii) You have arrangements for health and safety management within the organisation that are relevant to the nature and scale of your work. They should set out how your company discharges its duties under CDM 2007. There should be a clear indication of how these arrangements are communicated to the workforce.

iii) Your organisation and your employees have ready access to competent health and safety advice, preferably from within your own organisation. The advisor is able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.

iv) Your organisation has in place, and implements, training arrangements to ensure that your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees.

v) Employees have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision. This includes having details relating to the number/percentage of people engaged in a project who have passed a construction health and safety assessment. For site managers, details being maintained of any specific site management training.

vi) Your organisation has a system for monitoring your procedures for auditing them at periodic intervals and for reviewing them on an ongoing basis.

vii) Your organisation has and maintains an established means of consulting with your workforce on health and safety matters.

viii) Your organisation maintains records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable events for at least the last three years. Your organisation also has in place a system for reviewing all incidents, and recording the action taken as a result. Your organisation has recorded any enforcement action taken against your company over the last five years and the action that your organisation.

has taken to remedy matters subject to enforcement action.

ix) Your organisation has arrangements in place for appointing competent sub-contractors /consultants. Your organisation is able to demonstrate how it ensures that subcontractors will also have arrangements for appointing competent sub-contractors or consultants. Your organisation also has arrangements for monitoring sub-contractor performance.

x) Your organisation has procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements. The identification of health issues features prominently in your organisational system.

xi) Your organisation is able to illustrate how it co-operates and co-ordinates its work and how it involves the workforce in drawing up method statements/safe systems of work.

xii) Your organisation is able to demonstrate how it ensures that appropriate welfare facilities are in place before people start work on site.

xiii) Your organisation is able to provide details of relevant experience in the field of work for which you are applying.

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: and Maximum number 6

Objective criteria for choosing the limited number of candidates: A shortlist of at least 5 candidates will receive an Invitation to Tender. The shortlist will be based on the highest Prequalification Questionnaire (PQQ) assessment score achieved. Scoring of the PQQs will be undertaken by the Employer's Assessment Panel.

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 Criteria below

1. Cost. Weighting 60
2. Quality. Weighting 40

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

1120.0040

IV.3.2. Previous publication concerning this procedure

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: 28.3.2014

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

4.4.2014 - 12:00

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

20.6.2014

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

- i) The tenderer must maintain its tender for at least 90 days from the date of submission of tenders.
- ii) Tenders will be based on pounds sterling.
- iii) Completed expressions of interest (i.e. hard-copy completed Pre-qualification Questionnaire documentation) that an interested party submits is to be returned to Castons (address details as identified in Annex A). Short-listed candidates will be required to return their bid/tender to the Democratic Services officer, Town Hall, Station Road, Clacton-on-Sea, Essex, England, CO15 1SE by 12:00 hrs on the date of return. Tenders will be opened by the Housing Services Portfolio Holder.
(MT Ref:112228)

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

26.2.2014