

**United Kingdom-Coventry: Payroll management services**  
**OJ S 69/2018 10/04/2018**  
**Contract notice – utilities**  
**Services**

**Legal Basis:**

Directive 2014/25/EU

**Section I: Contracting entity**

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**I.1. Name and addresses**

Official name: Severn Trent Water Limited  
National registration number: 02366686  
Postal address: Severn Trent Centre, 2 St John's Street  
Town: Coventry  
NUTS code: UK United Kingdom  
Postal code: CV1 2LZ  
Country: United Kingdom  
Contact person: Adrean Chavira  
E-mail: [Adrean.Chavira@severntrent.co.uk](mailto:Adrean.Chavira@severntrent.co.uk)  
**Internet address(es):**  
Main address: <https://severntrent.bravosolution.co.uk/web/login.html>

**I.1. Name and addresses**

Official name: Dee Valley Water Limited ("DVW")  
National registration number: 02902525  
Postal address: Packsaddle Wrexham Road, Rhostyllen  
Town: Wrexham  
NUTS code: UK United Kingdom  
Postal code: LL14 4EH  
Country: United Kingdom  
E-mail: [adrean.chavira@severntrent.co.uk](mailto:adrean.chavira@severntrent.co.uk)  
**Internet address(es):**  
Main address: <https://severntrent.bravosolution.co.uk>

**I.1. Name and addresses**

Official name: Severn Trent Services Operations UK Limited ("STS")  
National registration number: 04052522  
Postal address: Severn Trent Centre, 2 St John's Street  
Town: Coventry  
NUTS code: UK United Kingdom  
Country: United Kingdom  
Contact person: Adrean Chavira  
E-mail: [Adrean.Chavira@severntrent.co.uk](mailto:Adrean.Chavira@severntrent.co.uk)  
**Internet address(es):**  
Main address: <https://www.stwater.co.uk>

**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://severntrent.bravosolution.co.uk/web/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://severntrent.bravosolution.co.uk/web/login.html>

Tenders or requests to participate must be submitted to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://severntrent.bravosolution.co.uk/web/login.html>

### **I.6. Main activity**

Water

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

Payroll Services/Systems Tender

Reference number: Project\_636 - Payroll Tender

#### **II.1.2. Main CPV code**

79211110 Payroll management services

#### **II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

Each of STW, STS and DVW wish to award a contract for the provision of Payroll managed services and a Payroll system. It is intended that the EU Advert and the pre-qualification stage will run concurrently and that interested parties must register their company through the Bravo tool and add themselves to Project\_636 Payroll tender as a bidder in order to review all tender /procurement documents and submit a response to the pre qualification questionnaire.

The tender will be divided into 2 lots:

— Lot 1 Managed Payroll services and Payroll system/IT platform.

— Lot 2 Payroll system/IT platform only.

We will only award to one lot and will drop the other lot at any point during the tender dependent on the option which provides the best business benefit for Severn Trent. Tenderers will be made aware of this during the course of the tender process and will be notified through Bravo.

#### **II.1.5. Estimated total value**

Value excluding VAT: 260 000,00 GBP

#### **II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 1The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

— Lot 1 will be for Managed Payroll services and Payroll system/IT platform.

— Lot 2 Payroll system/IT platform only. For full details see the procurement documents.

The participant must apply for each lot separately. Refer to the procurement documents for further information. Bravo reference Project\_636 — Payroll tender.

## **II.2. Description**

### **II.2.1. Title**

Payroll Tender

Lot No: Lot 1 - Managed Services and Payroll System/IT platform

### **II.2.2. Additional CPV code(s)**

79211110 Payroll management services

### **II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: UKG1, UKG2, UKG3, UKF1, UKF2, UKK1, UKL2, UKF3, UKE3.

### **II.2.4. Description of the procurement**

STW, STS, and DVW wish to a contract agreement for the provision of Payroll managed services and Payroll system/IT platform. The successful tenderer will provide an account structure to perform payroll administration and System/IT platform to perform payroll transactions to employees.

Refer to procurement documents for full details.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 160 000,00 GBP

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

Start: 01/08/2018 End: 01/08/2021

This contract is subject to renewal: yes

Description of renewals:

Extension options of up to 48 months in total. Further details set out in the procurement documents.

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

Envisaged minimum number: 6 Objective criteria for choosing the limited number of candidates

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Refer to procurement documents for further information.

### **II.2.10. Information about variants**

Variants will be accepted: yes

### **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**

## **II.2. Description**

### **II.2.1. Title**

Payroll Tender

Lot No: Payroll System/IT platform only

### **II.2.2. Additional CPV code(s)**

79211110 Payroll management services

### **II.2.3. Place of performance**

NUTS code: UK United Kingdom

Main site or place of performance: UKG1, UKG2, UKG3, UKF1, UKF2, UKK1, UKL2, UKF3, UKE3.

### **II.2.4. Description of the procurement**

STW, STS, and DVW wish to a contract agreement for the provision Payroll system/IT platform only. If this lot is the desired strategy then Severn Trent will perform payroll administration and the successful tenderer will provide the Payroll system/IT platform only for ST to calculate and perform payroll payments to employees.

Refer to procurement documents for full details.

### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6. Estimated value**

Value excluding VAT: 100 000,00 GBP

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

Start: 01/08/2018 End: 01/08/2021

This contract is subject to renewal: yes

Description of renewals:

Extension options of up to 48 months in total. Further details set out in the procurement documents.

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

Envisaged minimum number: 6 Objective criteria for choosing the limited number of candidates :

Refer to procurement documents for further information.

### **II.2.10. Information about variants**

Variants will be accepted: yes

### **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**

## **Section III: Legal, economic, financial and technical information**

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### **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:

As stated within the procurement documents.

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

#### **III.1.4. Objective rules and criteria for participation**

List and brief description of rules and criteria:

As set out in the procurement documents.

#### **III.1.6. Deposits and guarantees required**

As set out in the procurement documents.

#### **III.1.7. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Not applicable.

#### **III.1.8. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

As set out in the procurement documents.

### **III.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

As set out in the procurement documents.

#### **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**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Negotiated procedure with prior call for competition

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 8 years:

Not applicable

#### **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.1.6. Information about electronic auction**

An electronic auction will be used. Additional information about electronic auction:  
Notwithstanding the statement above STW, STS and DVW reserve the right to undertake an electronic auction, and to the extent that they do so, the electronic auction will only apply to certain elements of commercial pricing. Further information is set out in the procurement documents.

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

The procurement is covered by the Government Procurement Agreement: no

#### **IV.2. Administrative information**

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

Date: 10/05/2018 Local time: 12:00

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

Date: 18/05/2018

##### **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: 21 (from the date stated for receipt of tender)

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **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**

Applicants should refer to the instructions to participants for the timetable for responding to the pre-qualification questionnaire. There is no guarantee that a candidate will be invited to tender. STW, STS, and DVW are not bound to enter into framework agreements with any party. There is no contractual right (express or implied) which arises from this notice or the procurement process. STW, STS, and/or DVW may terminate the procurement process at any time. Response to this notice, the submission of a response to the PQQ, submission of tenders and /or participation in the procurement process is at the candidates own cost and expense. There is no guarantee of volume or exclusivity under any of the lots or frameworks.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Severn Trent Water  
Postal address: 2 St John's Street  
Town: Coventry  
Postal code: CV1 2LZ

Country: United Kingdom

E-mail: [adrian.chavira@severntrent.co.uk](mailto:adrian.chavira@severntrent.co.uk)

Internet address: <https://severntrent.bravosolution.co.uk/web/login.html>

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

STW, STS, and DVW will incorporate a 10 calendar day standstill period in accordance with the Utilities Contracts Regulations 2016. The Utilities Contracts Regulations 2016 provide for aggrieved parties who have been harmed or at risk of harm to take action in the High Court of England and Wales.

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Severn Trent Water

Postal address: 2 St John's Street

Town: Coventry

Postal code: CV1 2LZ

Country: United Kingdom

E-mail: [adrian.chavira@severntrent.co.uk](mailto:adrian.chavira@severntrent.co.uk)

Internet address: <https://severntrent.bravosolution.co.uk/web/login.html>

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

06/04/2018