

**UK-Manchester: Health and safety services**

**OJ S 93/2013 15/05/2013**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Your Housing Group Limited  
Postal address: Apex House, 266 Moseley Road, Levenshulme  
Town: Manchester  
Postal code: M19 2LH  
Country: United Kingdom  
For the attention of: Richard Holliday  
E-mail: [tenders@rand-associates.co.uk](mailto:tenders@rand-associates.co.uk)  
Telephone: +44 737249475  
Fax: +44 737242012

**Internet address(es):**

General address of the contracting authority: [www.yourhousinggroup.co.uk](http://www.yourhousinggroup.co.uk)

**Additional information can be obtained from:**

Official name: Rand Associates Consultancy Services Ltd  
Postal address: Bell House, 107 Bell Street  
Town: Reigate  
Postal code: RH2 7JB  
Country: United Kingdom  
Contact person: Richard Holliday  
For the attention of: Richard Holliday  
E-mail: [tenders@rand-associates.co.uk](mailto:tenders@rand-associates.co.uk)  
Telephone: +44 1737249475  
Fax: +44 1737242012

Internet address: [www.rand-associates.co.uk](http://www.rand-associates.co.uk)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Rand Associates Consultancy Services Ltd  
Postal address: Bell House, 107 Bell Street  
Town: Reigate  
Postal code: RH2 7JB  
Country: United Kingdom  
Contact person: Richard Holliday  
For the attention of: Richard Holliday  
E-mail: [tenders@rand-associates.co.uk](mailto:tenders@rand-associates.co.uk)  
Telephone: +44 1737249475  
Fax: +44 1737242012  
Internet address: [www.rand-associates.co.uk](http://www.rand-associates.co.uk)

**Tenders or requests to participate must be submitted:** Official name: Rand Associates Consultancy Services Ltd  
Postal address: Bell House, 107 Bell Street

Town: Reigate  
Postal code: RH2 7JB  
Country: United Kingdom  
Contact person: Richard Holliday  
For the attention of: Richard Holliday  
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Fax: +44 1737242012  
Internet address: [www.rand-associates.co.uk](http://www.rand-associates.co.uk)

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

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**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Water Hygiene Services.

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

Services

Service category No 27: Other services

Main site or place of performance: North West England.

NUTS code UKD North West (England)

**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)**

Your Housing Group was formed on the 2nd April 2012 following the merger of Harvest Housing Group and Arena Housing Group. The merger has created a new Group with a combined stock of around 32,000 properties comprising general needs, leasehold, sheltered and supported homes across the North-West, Yorkshire and the Midlands. Housing and Neighbourhood Services are delivered by locally based communities comprising Your Housing Group, Your Derwent & Solway, Your Eaves Brook, Grove Village, Headrow, Leasowe, Your Moorlands, Your Partington and Tung Sing.

Our mission is "transforming your lives and your communities" through creating strong and sustainable communities where people flourish and we are committed to giving outstanding service that comes naturally.

The quality of the Water Hygiene Services that we provide is therefore of paramount importance in improving customer satisfaction and ensuring the safety in the services we deliver. The area covered by Your Housing Group will be split into a number of Lots and we are seeking to appoint a Service Provider to each Lot. Subject to pre-qualification, a Service Provider could be awarded more than one of the Lots with the Contracting Authority's

preferred option being to appoint no more than two Service Providers. Only Service Providers who can deliver Water Hygiene Services to the highest possible standards and can demonstrate to the satisfaction of Your Housing Group a proven track record in the satisfactory delivery of these services should consider applying.

Applicants will be required to complete a pre-qualification questionnaire (PQQ) and the evaluation of this PQQ will establish those companies that have pre-qualified and selected to tender.

The successful Service Provider (s) must be able to show a commitment to providing effective services that provide value for money to Your Housing Group and the occupiers of their properties.

The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for subsequent extensions to this initial period in 3 yearly tranches of up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and renewals based on meeting and maintaining Key Performance Indicators.

Your Housing Group reserves the right to withdraw from this procurement procedure at anytime without awarding a contract. Your Housing Group and/or its advisors shall not be liable for and will not pay any costs in respect of the preparation of any application and tender submission of any applicant or bidder whether they are successful or unsuccessful and all applicants and bidders are to be responsible for all of the costs and expenses they incur as a result of participating in this procurement process irrespective of whether the procedure is completed or is abandoned without any appointment. An applicant shall be deemed to have unequivocally accepted this as a condition precedent to participation in this procurement process.

#### **II.1.6. CPV code(s)**

71317200 Health and safety services, 71700000 Monitoring and control services, 71600000 Technical testing, analysis and consultancy services, 71610000 Composition and purity testing and analysis services, 71632000 Technical testing services

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

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Your Housing Group is seeking to appoint a Service Provider to each of the following Lots for the provision of monitoring, inspection and maintenance of water systems to their various schemes which may also comprise offices to ensure compliance with the requirements of HSE document (ACOP) L8. Tenders are to be invited for the provision of the Services in the following areas:

Lot 1 North Area comprising approx 78 schemes in Cumbria, Lancashire and Yorkshire – approx. annual budget £21,000 inclusive of VAT..

Lot 2 Greater Manchester Area comprising approx 146 schemes in Salford, Manchester, Stockport, Tameside, Trafford, Wigan, Rochdale, Bury, Bolton and the schemes forming the

Tung Sing property portfolio – approx. annual budget £156,000 inclusive of VAT.  
Lot 3 Merseyside Area comprising approx. approx 402 schemes in Liverpool, Halton, Knowsley, Sefton, St.Helens and the Wirral – approx annual budget £139,000 inclusive of VAT.  
Lot 4 South Area comprising approx 28 schemes in Cheshire West, Warrington, Cheshire East, High Peak and Staffordshire – approx annual budget £53,000 inclusive of VAT.  
Further information relating to the schemes will be included in the tender documents, however, for information applicants should be aware now that certain schemes contain spa baths, whirlpool baths, swimming pools, jacuzzi's etc. and prospective applicants will be required to provide the services required to this equipment . Schemes may be added or deleted both prior to tender and during the contract period in accordance with Your Housing Group property portfolio. Applicants should also be aware that to a certain extent, work required to be carried out in each of the above 4 Lots is demand led and therefore no guarantee of volumes/values of work can be provided. An applicant can apply to be considered for more than one Lot but the decision on whether an applicant will be awarded more than one Lot will be made following the return of tenders.

The overall objective of the procurement is to risk assess water systems and for the Contracting Authority to receive specialist knowledge from an approved Service Provider to enable the Contracting Authority to meet its HSE ACOP L8 obligations. The anticipated scope of the Water Hygiene Services will comprise the carrying out of initial and reviewing of risk assessments, preparing on a scheme basis a list of recommended remedial works by priority, undertaking remedial works as may be instructed and to carry out a comprehensive audit of all equipment including equipment that may be temporarily disabled identifying measures required to bring such equipment back into use. In addition and to be tendered as an option, updating and or providing schematic drawings of current water systems. Further comprehensive details of the scope of Water Hygiene Services will be provided in the tender documents.

Applicants must be members of the Legionella Control Association (LCA) and be suitably experienced and qualified to carry out the works required. All operatives to be employed in carrying out the works required shall have a good understanding of building services and hot and cold water services and be fully trained in accordance with the appropriate standards. The proposed contracts will be administered by the Contracting Authority and their duly appointed consultants – further information will be provided in the tender documents.

The successful Service Provider (s) must be able to have demonstrated a commitment to providing effective services that provide value for money. The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for extensions to this initial period in 3 yearly tranches for up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

## **II.2.2. Information about options**

Options: yes

Description of options: The contract will be subject to regular performance reviews. The contract will be extendable at the Contracting Authority's sole discretion on a 3 yearly basis after the first 3 years for up to a further 6 years. (potentially a 9 year contract) . In any event continuance of the contract from the commencement will be dependent on satisfactory performance by the Contractor. The contract will also contain a break provision that may be exercised by the Contracting Authority subject to the giving of the period of notice stipulated in the contract.

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 36 (from the award of the contract)

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

Duration in months: 108 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: North Area

#### **1) Short description**

Your Housing Group was formed on the 2nd April 2012 following the merger of Harvest Housing Group and Arena Housing Group. The merger has created a new Group with a combined stock of around 32,000 properties comprising general needs, leasehold, sheltered and supported homes across the North-West, Yorkshire and the Midlands. Housing and Neighbourhood Services are delivered by locally based communities comprising Your Housing Group, Your Derwent & Solway, Your Eaves Brook, Grove Village, Headrow, Leasowe, Your Moorlands, Your Partington and Tung Sing.

Our mission is “transforming your lives and your communities” through creating strong and sustainable communities where people flourish and we are committed to giving outstanding service that comes naturally.

The quality of the Water Hygiene Services that we provide is therefore of paramount importance in improving customer satisfaction and ensuring the safety in the services we deliver. The area covered by Your Housing Group will be split into a number of Lots and we are seeking to appoint a Service Provider to each Lot. Subject to pre-qualification, a Service Provider could be awarded more than one of the Lots with the Contracting Authority's preferred option being to appoint no more than two Service Providers. Only Service Providers who can deliver Water Hygiene Services to the highest possible standards and can demonstrate to the satisfaction of Your Housing Group a proven track record in the satisfactory delivery of these services should consider applying.

Applicants will be required to complete a pre-qualification questionnaire (PQQ) and the evaluation of this PQQ will establish those companies that have pre-qualified and selected to tender.

The successful Service Provider (s) must be able to show a commitment to providing effective services that provide value for money to Your Housing Group and the occupiers of their properties.

The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for subsequent extensions to this initial period in 3 yearly tranches of up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and renewals based on meeting and maintaining Key Performance Indicators.

Your Housing Group reserves the right to withdraw from this procurement procedure at anytime without awarding a contract. Your Housing Group and/or its advisors shall not be liable for and will not pay any costs in respect of the preparation of any application and tender submission of any applicant or bidder whether they are successful or unsuccessful and all applicants and bidders are to be responsible for all of the costs and expenses they incur as a result of participating in this procurement process irrespective of whether the procedure is completed or is abandoned without any appointment. An applicant shall be deemed to have

unequivocally accepted this as a condition precedent to participation in this procurement process.

## **2) CPV code(s)**

71317200 Health and safety services, 71700000 Monitoring and control services, 71600000 Technical testing, analysis and consultancy services, 71610000 Composition and purity testing and analysis services, 71632000 Technical testing services

## **3) Quantity or scope**

Your Housing Group is seeking to appoint a Service Provider to the following Lot for the provision of monitoring, inspection and maintenance of water systems to their various schemes which may also comprise offices to ensure compliance with the requirements of HSE document (ACOP) L8. Tenders are to be invited for the provision of the Services in the following area:

Lot 1 North Area comprising approx 78 schemes in Cumbria, Lancashire and Yorkshire – approx. annual budget £21,000 inclusive of VAT..

Further information relating to the schemes will be included in the tender documents, however, for information applicants should be aware now that certain schemes contain spa baths, whirlpool baths, swimming pools, jacuzzi's etc. and prospective applicants will be required to provide the services required to this equipment . Schemes may be added or deleted both prior to tender and during the contract period in accordance with Your Housing Group property portfolio. Applicants should also be aware that to a certain extent, work required to be carried out in the above Lot is demand led and therefore no guarantee of volumes/values of work can be provided. An applicant can apply to be considered for more than one Lot but the decision on whether an applicant will be awarded more than one Lot will be made following the return of tenders.

The overall objective of the procurement is to risk assess water systems and for the Contracting Authority to receive specialist knowledge from an approved Service Provider to enable the Contracting Authority to meet its HSE ACOP L8 obligations. The anticipated scope of the Water Hygiene Services will comprise the carrying out of initial and reviewing of risk assessments, preparing on a scheme basis a list of recommended remedial works by priority, undertaking remedial works as may be instructed and to carry out a comprehensive audit of all equipment including equipment that may be temporarily disabled identifying measures required to bring such equipment back into use. In addition and to be tendered as an option, updating and or providing schematic drawings of current water systems. Further comprehensive details of the scope of Water Hygiene Services will be provided in the tender documents.

Applicants must be members of the Legionella Control Association (LCA) and be suitably experienced and qualified to carry out the works required. All operatives to be employed in carrying out the works required shall have a good understanding of building services and hot and cold water services and be fully trained in accordance with the appropriate standards. The proposed contract will be administered by the Contracting Authority and their duly appointed consultants – further information will be provided in the tender documents.

The successful Service Provider must be able to have demonstrated a commitment to providing effective services that provide value for money. The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for extensions to this initial period in 3 yearly tranches for up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

## **4) Indication about different time frame or duration**

## 5) Additional information about lots

Lot No: 2

Lot title: Greater Manchester Area

### 1) Short description

Your Housing Group was formed on the 2nd April 2012 following the merger of Harvest Housing Group and Arena Housing Group. The merger has created a new Group with a combined stock of around 32,000 properties comprising general needs, leasehold, sheltered and supported homes across the North-West, Yorkshire and the Midlands. Housing and Neighbourhood Services are delivered by locally based communities comprising Your Housing Group, Your Derwent & Solway, Your Eaves Brook, Grove Village, Headrow, Leasowe, Your Moorlands, Your Partington and Tung Sing.

Our mission is “transforming your lives and your communities” through creating strong and sustainable communities where people flourish and we are committed to giving outstanding service that comes naturally.

The quality of the Water Hygiene Services that we provide is therefore of paramount importance in improving customer satisfaction and ensuring the safety in the services we deliver. The area covered by Your Housing Group will be split into a number of Lots and we are seeking to appoint a Service Provider to each Lot. Subject to pre-qualification, a Service Provider could be awarded more than one of the Lots with the Contracting Authority's preferred option being to appoint no more than two Service Providers. Only Service Providers who can deliver Water Hygiene Services to the highest possible standards and can demonstrate to the satisfaction of Your Housing Group a proven track record in the satisfactory delivery of these services should consider applying.

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The successful Service Provider (s) must be able to show a commitment to providing effective services that provide value for money to Your Housing Group and the occupiers of their properties.

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### 2) CPV code(s)

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### 3)

## **Quantity or scope**

Your Housing Group is seeking to appoint a Service Provider to the following Lot for the provision of monitoring, inspection and maintenance of water systems to their various schemes which may also comprise offices to ensure compliance with the requirements of HSE document (ACOP) L8. Tenders are to be invited for the provision of the Services in the following area:

Lot 2 Greater Manchester Area comprising approx 146 schemes in Salford, Manchester, Stockport, Tameside, Trafford, Wigan, Rochdale, Bury, Bolton and the schemes forming the Tung Sing property portfolio – approx. annual budget £156,000 inclusive of VAT.

Further information relating to the schemes will be included in the tender documents, however, for information applicants should be aware now that certain schemes contain spa baths, whirlpool baths, swimming pools, jacuzzi's etc. and prospective applicants will be required to provide the services required to this equipment. Schemes may be added or deleted both prior to tender and during the contract period in accordance with Your Housing Group property portfolio. Applicants should also be aware that to a certain extent, work required to be carried out in the above Lot is demand led and therefore no guarantee of volumes/values of work can be provided. An applicant can apply to be considered for more than one Lot but the decision on whether an applicant will be awarded more than one Lot will be made following the return of tenders.

The overall objective of the procurement is to risk assess water systems and for the Contracting Authority to receive specialist knowledge from an approved Service Provider to enable the Contracting Authority to meet its HSE ACOP L8 obligations. The anticipated scope of the Water Hygiene Services will comprise the carrying out of initial and reviewing of risk assessments, preparing on a scheme basis a list of recommended remedial works by priority, undertaking remedial works as may be instructed and to carry out a comprehensive audit of all equipment including equipment that may be temporarily disabled identifying measures required to bring such equipment back into use. In addition and to be tendered as an option, updating and or providing schematic drawings of current water systems. Further comprehensive details of the scope of Water Hygiene Services will be provided in the tender documents.

Applicants must be members of the Legionella Control Association (LCA) and be suitably experienced and qualified to carry out the works required. All operatives to be employed in carrying out the works required shall have a good understanding of building services and hot and cold water services and be fully trained in accordance with the appropriate standards. The proposed contract will be administered by the Contracting Authority and their duly appointed consultants – further information will be provided in the tender documents.

The successful Service Provider must be able to have demonstrated a commitment to providing effective services that provide value for money. The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for extensions to this initial period in 3 yearly tranches for up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 3

Lot title: Merseyside Area

##### **1) Short description**

Your Housing Group was formed on the 2nd April 2012 following the merger of Harvest

Housing Group and Arena Housing Group. The merger has created a new Group with a combined stock of around 32,000 properties comprising general needs, leasehold, sheltered and supported homes across the North-West, Yorkshire and the Midlands. Housing and Neighbourhood Services are delivered by locally based communities comprising Your Housing Group, Your Derwent & Solway, Your Eaves Brook, Grove Village, Headrow, Leasowe, Your Moorlands, Your Partington and Tung Sing.

Our mission is “transforming your lives and your communities” through creating strong and sustainable communities where people flourish and we are committed to giving outstanding service that comes naturally.

The quality of the Water Hygiene Services that we provide is therefore of paramount importance in improving customer satisfaction and ensuring the safety in the services we deliver. The area covered by Your Housing Group will be split into a number of Lots and we are seeking to appoint a Service Provider to each Lot. Subject to pre-qualification, a Service Provider could be awarded more than one of the Lots with the Contracting Authority's preferred option being to appoint no more than two Service Providers. Only Service Providers who can deliver Water Hygiene Services to the highest possible standards and can demonstrate to the satisfaction of Your Housing Group a proven track record in the satisfactory delivery of these services should consider applying.

Applicants will be required to complete a pre-qualification questionnaire (PQQ) and the evaluation of this PQQ will establish those companies that have pre-qualified and selected to tender.

The successful Service Provider (s) must be able to show a commitment to providing effective services that provide value for money to Your Housing Group and the occupiers of their properties.

The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for subsequent extensions to this initial period in 3 yearly tranches of up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and renewals based on meeting and maintaining Key Performance Indicators.

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## **2) CPV code(s)**

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## **3) Quantity or scope**

Your Housing Group is seeking to appoint a Service Provider to the following Lot for the provision of monitoring, inspection and maintenance of water systems to their various schemes which may also comprise offices to ensure compliance with the requirements of HSE document (ACOP) L8. Tenders are to be invited for the provision of the Services in the following area:

Lot 3 Merseyside Area comprising approx. approx 402 schemes in Liverpool, Halton, Knowsley, Sefton, St.Helens and the Wirral – approx annual budget £139,000 inclusive of VAT. Further information relating to the schemes will be included in the tender documents, however, for information applicants should be aware now that certain schemes contain spa baths, whirlpool baths, swimming pools, jacuzzi's etc. and prospective applicants will be required to provide the services required to this equipment . Schemes may be added or deleted both prior to tender and during the contract period in accordance with Your Housing Group property portfolio. Applicants should also be aware that to a certain extent, work required to be carried out in the above Lot is demand led and therefore no guarantee of volumes/values of work can be provided. An applicant can apply to be considered for more than one Lot but the decision on whether an applicant will be awarded more than one Lot will be made following the return of tenders.

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Applicants must be members of the Legionella Control Association (LCA) and be suitably experienced and qualified to carry out the works required. All operatives to be employed in carrying out the works required shall have a good understanding of building services and hot and cold water services and be fully trained in accordance with the appropriate standards. The proposed contract will be administered by the Contracting Authority and their duly appointed consultants – further information will be provided in the tender documents.

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#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 4

Lot title: South Area

##### **1) Short description**

Your Housing Group was formed on the 2nd April 2012 following the merger of Harvest Housing Group and Arena Housing Group. The merger has created a new Group with a combined stock of around 32,000 properties comprising general needs, leasehold, sheltered and supported homes across the North-West, Yorkshire and the Midlands. Housing and Neighbourhood Services are delivered by locally based communities comprising Your Housing Group, Your Derwent & Solway, Your Eaves Brook, Grove Village, Headrow, Leasowe, Your Moorlands, Your Partington and Tung Sing.

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## **2) CPV code(s)**

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## **3) Quantity or scope**

Your Housing Group is seeking to appoint a Service Provider to the following Lot for the provision of monitoring, inspection and maintenance of water systems to their various schemes which may also comprise offices to ensure compliance with the requirements of HSE document (ACOP) L8. Tenders are to be invited for the provision of the Services in the following area:

Lot 4 South Area comprising approx 28 schemes in Cheshire West, Warrington, Cheshire East, High Peak and Staffordshire – approx annual budget £53,000 inclusive of VAT.

Further information relating to the schemes will be included in the tender documents, however, for information applicants should be aware now that certain schemes contain spa baths, whirlpool baths, swimming pools, jacuzzi's etc. and prospective applicants will be required to provide the services required to this equipment. Schemes may be added or deleted both prior to tender and during the contract period in accordance with Your Housing Group property

portfolio. Applicants should also be aware that to a certain extent, work required to be carried out in the above Lot is demand led and therefore no guarantee of volumes/values of work can be provided. An applicant can apply to be considered for more than one Lot but the decision on whether an applicant will be awarded more than one Lot will be made following the return of tenders.

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The successful Service Provider must be able to have demonstrated a commitment to providing effective services that provide value for money. The proposed contract period will be 3 years commencing on or about the 1st April 2014 and with the option for extensions to this initial period in 3 yearly tranches for up to a further 6 years (potentially a 9 year contract) all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

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

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

Details of Deposits and Guarantees that may be required will be set out in the tender and contract documents.

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

To be included in the tender documentation.

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

In the event of a group of organisations submitting an acceptable offer it will be necessary to provide an undertaking that each organization will have joint and several liability.

##### **III.1.4. Contract performance conditions**

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

Description of particular conditions: The successful contractor will be required to comply with Key Performance Indicators and clearly defined Customer Service Standards in the delivery of the services and against which the performance of the contractor will be judged. Compliance with Key Performance Indicators and Customer Service Standards will be instrumental in the decision whether to exercise the options to renew the contract.

### **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: A questionnaire will be sent to applicants who wish to be considered for inclusion on the select list for invitation to tender. Completed questionnaires with all supporting information are required to be submitted by 12th June 2013.

Applicants who satisfy any of the criteria for rejection set out in regulation 23 of the Public Contracts Regulations 2006, Article 45 of Directive 2004/18/EC shall be treated as ineligible. Applicants may be requested to provide such evidence as is reasonably necessary to allow Your Housing Group to establish that the aforementioned criteria does not apply to them.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: These requirements are set out in the PQQ which will be sent to all applicants. Copies of the PQQ can be requested from the contact point as set out in Annex A. The PQQ must be completed and returned with all required supporting information by the deadline listed in section IV.3.4 of this Notice.

Minimum level(s) of standards possibly required: Minimum annual turnover levels for the applicant in undertaking Water Hygiene Services required for each Lot are as follows: Lot 1 £60,000, Lot 2 £445,000, Lot 3 £400,000, Lot 4 £150,000. Further information regarding minimum levels of standards required will be detailed in the PQQ. Applicants accounting information shall show profitability or surplus at a level acceptable to the Contracting Authority so as likely to not place them at risk. Further assessment of the applicant's financial stability using applicant's accounting information.

#### **III.2.3. Technical and professional ability**

List and brief description of conditions:

The information and formalities set out in Article 48 of Directive 2004/18/EC and Regulation 25 Public Contracts Regulations 2006 and as set out in the PQQ which will be sent to all applicants. The PQQ must be completed and returned with all required supporting information by the deadline listed in section IV.3.4 of this Notice.

Minimum level(s) of standards possibly required:

Further information regarding minimum levels of standards required are set out in the PQQ. Economic operators are to be members of LCA (Legionella Control Association) and will be required to provide evidence of the organisation and their operatives understanding of building services in general and the hot and cold water services and be trained to appropriate standards. Organisations will be required to demonstrate a proven track record in the successful delivery of the proposed services.

#### **III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **III.3.2. 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: no

## **Section IV: Procedure**

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### **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 8

Objective criteria for choosing the limited number of candidates: Criteria in accordance with regulations 23(1), 24 and 25 of the Public Contracts Regulations 2006. In addition, those candidates who have the best technical and financial qualifications and can demonstrate proven delivery of the services being the subject of this notice in a social housing environment, based upon evaluation of the pre-qualification questionnaire to be submitted by all candidates and the information/supporting data so provided. The above envisaged number of operators is for each Lot although an operator, subject to evaluation of their submitted PQQ and if invited to tender may be permitted to tender for more than one Lot.

#### **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**

no

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

Payable documents: no

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

14.6.2013 - 14:00

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

#### **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**

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

This is a recurrent procurement: no

### **VI.2. Information about European Union funds**

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

### **VI.3. Additional information**

It is envisaged that the provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE 2006) are unlikely but may possibly apply to employees currently employed by contractors in carrying out the services. Further information on the possible application of TUPE 2006 will be provided in the Tender Documents.

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

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

Official name: see VI.4.2

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 day calendar standstill period at the point information on the award of the contract is communicated to tenderers.

If an appeal regarding the award of contract has not been successfully resolved, the Public Contracts Regulations 2006 (SI 2006 No5) (as amended) provide for aggrieved parties who have been harmed or are at risk to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought within 3 months.

Where a contract has not been entered into, the Court may order the setting aside of the award decision or order the Contracting authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be "in effective".

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

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

13.5.2013