

**United Kingdom-Guildford: Bookcases**  
**OJ S 98/2017 23/05/2017**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: University of Surrey  
Postal address: Senate House, Surrey  
Town: Guildford  
Postal code: GU2 7XH  
Country: United Kingdom  
For the attention of: Elinor Jane Lempriere Coller-James  
E-mail: [e.coller-james@surrey.ac.uk](mailto:e.coller-james@surrey.ac.uk)  
Telephone: +44 1483688515

**Internet address(es):**

General address of the contracting authority: <http://surrey.ac.uk>

**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

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

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

Body governed by public law

**I.3. Main activity**

Education

**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**

Library Shelving ECJ/409.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: Library, The University of Surrey, Guildford, GU2 7XH.

NUTS code UKJ23 Surrey

**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)**

The Library comprises of 3 physical sections: the original George Edwards (GE) building, the 1980 Mullens (M) extension and the 2011 Learning Centre (LC) extension. Stock is currently dispersed over 3 floors of the Library. The current refurbishment project is focussed on Levels 4 and 5 of the GE section of the building and on Levels 2, 4 and 5 of the M section. (AutoCAD files for the floors are attached to the tender, the George Edwards space is to the left — West — aspect of the building leading into the Mullens section). Shelving is required for each of these areas, but with a greater concentration likely to be in the GE area.

The Library is facing a significant challenge in ensuring that we continue to provide immediate and easy access to high-quality library collections while providing more study spaces for our students. In the academic year 15/16 we refurbished a third of one floor and replaced old shelving units with a mix of static and mobile/compressed shelving. This allowed us to create a good number of study spaces and has provided a blue-print for further refurbishment work across the building.

Please be aware that floor loading constraints in the GE section of the building permit a maximum of 72 bays of 1 metre shelving to be located within each of the grids defined by the supporting pillars.

The first phase of the project (i.e. scheduled for Summer 2017) will focus on Levels 4 and 5 of the George Edwards (GE) section of the building and will require the installation of c 3 200 metres of shelving, in a combination of mobile and static runs, by mid-September. It is possible that this Summer 2017 installation will itself need to be scheduled in two phases (i.e. with one of the Levels being completed earlier in the Summer (i.e. early August) but this is subject to the finalisation of the building plans.

The second phase of the project (i.e. provisionally scheduled for Summer 2018) will focus on Levels 2,4, and 5 of the Mullens section of the building and will require the installation of c.3 000 metres of shelving again in a combination of mobile and static runs.

Statistics:

The Library currently provides c 10 000 linear metres of shelving across all floors. With the planned refurbishment c 1 500 metres of shelving (installed in LC extension in 2011) and 800 metres (installed in the GE Level 2 in 2016 ) will remain unchanged. However, with the planned reduction in stock, our intention is to reduce the total length of shelving to c 8 500 metres. Our requirement is therefore for 6 200 metres of shelving, comprising a combination of static and mobile. It is likely that the solution will comprise c 3 800 of mobile shelving and 2 400 of static shelving, but this balance may change as a consequence of the detailed design phase.

We have no requirement for shelving to accommodate oversize or multimedia materials.

However we are looking to standardise our shelving and would expect any plans/costings to use the following outlines for the tender:

- All shelves to be no longer than 970 mm;
- There are some fixed pillars in the Library, we will accept shorter shelves in spaces to allow maximum space utilisation, these should be no shorter than 790 mm;
- There should be no more than 6 shelves in any bay;
- All static units should be considered future 'mobile-friendly' and so the height of any end panel should take into consideration the height restrictions of the space and allow for 'mounting' on the raised platform bases of your mobile solutions.

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

39122200 Bookcases

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

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

This contract is divided into lots: no

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

Variants will be accepted: yes

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

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

Estimated value excluding VAT:

Range: between 300 000 and 300 000,10 GBP

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

Options: no

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

This contract is subject to renewal: no

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

Duration in months: 2 (from the award of the contract)

## **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**

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

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

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

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

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

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

#### **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**

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### **IV.1. Type of procedure**

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

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **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. Specification requirements. Weighting 60

2. Cost. 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**

409

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **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: 9.6.2017 - 12:00

Payable documents: no

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

9.6.2017 - 12:00

##### **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**

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

**VI.4.1. Review body**

Official name: Procurement Department, University of Surrey

Country: United Kingdom

**Body responsible for mediation procedures**

Official name: None

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: [Procurement@surrey.ac.uk](mailto:Procurement@surrey.ac.uk)

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

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

19.5.2017