

**UK-St Albans: investigation and security services**

OJ S 167/2012 31/08/2012

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: St Albans City &amp; District Council

Postal address: Civic Centre, St Peter's Street

Town: St Albans

Postal code: AL1 3JE

Country: United Kingdom

Contact person: Policy &amp; Partnerships

For the attention of: Jane Pearce

E-mail: [jane.pearce@stalbans.gov.uk](mailto:jane.pearce@stalbans.gov.uk)

Telephone: +44 1727866100

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**Internet address(es):**General address of the contracting authority: [www.stalbans.gov.uk](http://www.stalbans.gov.uk)

Address of the buyer profile: n/a

Electronic access to information: n/a

Electronic submission of tenders and requests to participate: n/a

**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**

Regional or local authority

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Welwyn Hatfield Borough Council (and other local authorities in Hertfordshire, UK, who may wish to benefit from this procurement at a later date)

Postal address: Welwyn Hatfield Borough Council, The Campus

Town: Welwyn Garden City, Hertfordshire

Postal code: AL8 6AE

Country: United Kingdom

**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**

Public space CCTV monitoring, maintenance and installation contract.

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

Services

Service category No 23: Investigation and security services, except armoured car services  
NUTS code UKH23 Hertfordshire

**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)**

Investigation and security services. Security services. Surveillance services. Alarm-monitoring services. Closed-circuit television cameras. Access control system. Repair and maintenance services of security equipment. Public space CCTV monitoring, maintenance and installation services with a requirement to provide personnel, to undertake 24 x 7 x 365 day monitoring of the public space surveillance systems installed throughout St Albans and Welwyn Hatfield District Council areas with the possibility of extending the services to other contracting authorities within the county of Hertfordshire UK should capacity allow in the future.

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

79700000 Investigation and security services, 79710000 Security services, 79714000 Surveillance services, 79711000 Alarm-monitoring services, 32234000 Closed-circuit television cameras, 42961100 Access control system, 50610000 Repair and maintenance services of security equipment

**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 Council is looking to continue the public space CCTV operation currently operated out of the St Albans control room for serving both the St Albans and Welwyn Hatfield District areas. A key focus of this contract is the provision of suitably trained personnel, to undertake the monitoring of the Public Space surveillance systems, on a 24/7 basis installed throughout St Albans and Welwyn Hatfield District Council areas (and the possibility of extension to other adjoining contracting authorities within Hertfordshire should capacity allow in the future). Monitoring of internal cameras at the St Albans Civic Offices is also included. The monitoring is to take place from within the existing CCTV control room, located within the St Albans Civic Offices and is to include the retrieval of footage, the production and disclosure of evidence and the relocation of re-deployable camera systems.

The provision of a full time CCTV control room manager, (to be available on call) is to be included.

The operation of a Shopwatch radio base station is also a duty of the CCTV operators.

The service and maintenance of the above systems, including all control and monitoring equipment 'as installed' is also to be included.

Other services at St Albans Civic Offices are to form subsidiary parts of the contract in order to obtain economies of scale – these are the servicing and maintenance of the as installed access control system, COTAG and the provision of a security service to the Civic Offices.

Current summary information on the camera totals is as follows. However please note that this list is not considered exhaustive and the contractor will therefore be expected to satisfy themselves that they have submitted a bid that covers equipment 'as installed'.

St Albans.

89 public space cameras, routed to the control room.

98 public space Cluster 'hard drive' cameras at 26 locations in St Albans and District, not routed to the control room.

2 public space re-deployable cluster hard drive cameras.

7 Civic Centre based cameras, recording public space but not routed to control room.

11 Civic Centre cameras that are internal only and are not public space but routed to the control room.

Therefore 196 public space cameras in total and 11 internal cameras.

Welwyn Hatfield Borough Council.

27 public space cameras routed to St Albans CCTV control room.

16 public space cluster hard drive cameras, not routed to St Albans CCTV control room (4 locations with 4 cameras per location).

Therefore, 43 public space cameras.

The duration of the contract is 3 years plus up to 2 years extension at the discretion of the contracting authority.

TUPE (2006 Regulations) is likely to apply.

Please see Section II.2.2 below.

Estimated value excluding VAT:

Range: between 750 000 and 1 125 000 GBP

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

Options: yes

Description of options: The duration of the contract is 3 years plus up to 2 years extension at the absolute discretion of the contracting authority (see II.2.1 above).

The contracting authority may seek to explore the ability of the service provider to engage in possible commercial joint ventures with the contracting authority with a view to expanding or exploiting the service for commercial objectives although this is not an absolute requirement.

Provisional timetable for recourse to these options:

in months: 60 (from the award of the contract)

## **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: 60 (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**

The contracting authority may require a performance bond and / or a parent company

guarantee from the appointed service provider. Details will be in the pre-qualification questionnaire (PQQ).

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

Payment arrangement likely to be on a monthly account basis. See tender documents.

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

Where the service provider is a joint venture (JV) or consortium, the contracting authority will require undertakings of joint and several liability as well as representation by one member only of either the JV or consortium.

**III.1.4. Contract performance conditions**

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

Description of particular conditions: The contracting authority will require compliance of the service provider with appropriate UK police and security industry checks, including CRB, SIA and other applicable requirements.

**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: The Authority will apply all the offences listed in Article 45(1) of Directive 2004/18/EC (implemented as Regulation 23(1) of the Public Contract Regulations (PCR) 2006 in the UK) and all of the professional misconducts listed at Article 45 (2) of Directive 2004/18/EC (see also Regulation 23(2) in the PCR 2006) to the decision of whether a Candidate is eligible to be invited to tender.

A full list of the Regulation 23(1) and 23(2) criteria are at <http://www.delta-esourcing.com/delta/project/reasonsForExclusion.html#pcr>.

Candidates will be required to answer these questions as part of the qualification process. For candidates who are registered overseas, you will need to declare if you have any offences /misconduct under your own countries laws, where these laws are equivalent to the Regulation 23 lists.

Candidates who have been convicted of any of the offences under Article 45(1) are ineligible and will not be selected to bid, unless there are overriding requirements in the general interest for doing so.

Candidates who are guilty of any of the offences, circumstances or misconduct under Article 45 (2) may be excluded from being selected to bid at the discretion of the Authority.

The contracting authority will require the tenderer's compliance with Regulation 23 of the Public Contracts Regulations 2006.

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

List and brief description of conditions: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;

(b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;

(c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

This will be contained in the Tender documents, in particular in the pre-qualification questionnaire (PQQ) in accordance with Regulation 24 of the Public Contracts Regulations 2006.

Minimum level(s) of standards possibly required: The requirements will be stated in the tender documents, in particular the PQQ.

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

List and brief description of conditions:

- (a) A list of the works carried out over the past five years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct;
- (b) A list of the principal deliveries effected or the main services provided in the past three years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given: - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority, - where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator;
- (c) An indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;
- (d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;
- (e) Where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate;
- (f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;
- (g) For public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;
- (h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;
- (i) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;
- (j) An indication of the proportion of the contract which the services provider intends possibly to subcontract;
- (k) With regard to the products to be supplied: (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests; (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

This will be contained in the Tender documents, in particular in the pre-qualification

questionnaire (PQQ) in accordance with Regulation 25 of the Public Contracts Regulations 2006.

Minimum level(s) of standards possibly required:

The requirements will be stated in the tender documents in particular the PQQ.

#### **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: yes

### **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 10

Objective criteria for choosing the limited number of candidates: The criteria will be disclosed in the pre-qualification questionnaire (PQQ).

##### **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**

CCTV13-18P&P

##### **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: 21.9.2012 - 12:00

Payable documents: no

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

5.10.2012 - 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**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

The contracting authority is procuring the services on its own behalf, and on behalf of Welwyn Hatfield Borough Council. In addition, there is the possibility of procuring the services on behalf of other interested local authorities within the County of Hertfordshire, UK.

The use of OJEU to advertise this procurement is voluntary as this is not required because of the Public Contracts Regulations 2006, Schedule 3 classification of security services as Part B. Therefore while the contracting authority will follow the process set down for a Restricted Procedure under OJEU, as far as possible, it will not consider itself bound to comply with the 2006 Regulations in every respect. However, please see Section VI.4.2 regarding the standstill period.

Please note that the date given in Section IV.3.4 is a best estimate at time of dispatch of the OJEU notice GO Reference: GO-2012829-PRO-4194581.

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

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

Official name: See Section VI.4.2

#### **Body responsible for mediation procedures**

Official name: n/a

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

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a standstill period (for a minimum of 10 calendar days) at the point at which information regarding the award of the contract is notified to tenderers. That notification will provide full information on the contract award decision. The objective of the standstill period is to provide time for unsuccessful tenderers to challenge the contract award decision prior to entry into the contract as provided for in the Public Contracts Regulations 2006 (as amended). See Section IV.3 above.

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

**VI.5. Date of dispatch of this notice**  
29.8.2012