

**UK-Lowestoft: repair and maintenance services of central heating**

OJ S 180/2012 19/09/2012

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Waveney District Council

Postal address: Town Hall, High Street

Town: Lowestoft

Postal code: NR32 1HS

Country: United Kingdom

Contact person: Procurement Team

For the attention of: Paul Aldrich

E-mail: [paul.aldrich@waveney.gov.uk](mailto:paul.aldrich@waveney.gov.uk)

Telephone: +44 1502523508

**Internet address(es):**General address of the contracting authority: [www.waveney.gov.uk](http://www.waveney.gov.uk)Electronic submission of tenders and requests to participate: <https://www.delta-esourcing.com/delta/index.html>**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: 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**

Installation, Servicing, Maintenance and Responsive Repairs of Central Heating and Hot Water Systems.

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

Services

Service category No 1: Maintenance and repair services

NUTS code UKH14 Suffolk

### **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)**

Repair and maintenance services of central heating. Commissioning of heating installations. Repair and maintenance services of boilers. Gas appliance maintenance services. Waveney District Council is seeking to engage a suitably qualified and experienced service provider to provide a responsive and high quality standard of supply, installation, servicing and maintenance to central heating and hot water systems in the Council's housing stock, across the Waveney District Council area. The services will include the annual servicing, gas safety inspection, responsive breakdown and maintenance to various heating and hot water systems including gas, oil, electric, air source heat pump and solar thermal together with all associated equipment, accessories, pipe-work etc. The service will also include new installations, the replacement of hot water storage cylinders, and the varying types of heating appliances. This contract has a requirement to provide a full 365 day/24 hour service cover in respect of heating breakdown and repair, with a four hour response time for urgent breakdowns and repairs.

Waveney District Council has historically undertaken many new and innovative renewable and energy efficient works for its tenants and is keen to expand on this with a like minded service provider.

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

50720000 Repair and maintenance services of central heating, 50721000 Commissioning of heating installations, 50531100 Repair and maintenance services of boilers, 50531200 Gas appliance maintenance 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: 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**

Waveney District Council is seeking to establish a contract with a suitable service provider for the Installation, Servicing, Maintenance and Responsive Repairs of Central Heating and Hot Water Systems.

The contract will be for an initial term of three (3) years and Waveney District Council only will have the option to extend for a further two (2) one (1) year extensions, subject to satisfactory performance against Performance Indicators, full details will be provided in the Tender documentation.

Estimated value excluding VAT: 5 500 000 GBP

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

Options: no

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

### **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**

A performance bond, cash deposit or alternative security shall be required where a contract is over 500 000 GBP or if required by the Section 151 Officer.

#### **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**

If the contract is awarded to a consortium, joint venture or alliance, Potential Suppliers will be required to contract with joint and several liability under English Law and either nominate a lead supplier with whom the Contracting Authority can contract and to whom all communications will be addressed or form into a single legal entity before the contract is awarded.

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

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

Description of particular conditions: Any contract awarded as a result of this Contract Notice will include a range of Performance Indicators, including tenant satisfaction which Waveney place an important emphasis on. There is a requirement to exchange data with the Councils Housing Maintenance System (Orchard Housing) and a requirement to consolidate invoices and submit invoices electronically in PDF format or equivalent, full details will be provided in the Tender documentation.

### **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.

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

List and brief description of conditions: As above.

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

List and brief description of conditions:

Potential Suppliers will be required to complete a Pre Qualification Questionnaire (PQQ). The PQQ is available as detailed at V1.3 –Additional Information, and must be returned to the Council in the manner prescribed and by the date stipulated at V1.3 – Additional Information. Completed PQQ`s will be evaluated and a shortlist of between three (3) and ten (10) bidders invited to submit a tender. The weightings and criteria for each subject area within the PQQ are as follows:

1. Details of Your Organisation – Not Scored
2. Mandatory and Discretionary Exclusion – Pass/Fail
3. Economic and Financial Standing - Pass/Fail
4. Insurance – Pass/Fail
5. Equal Opportunities – Pass/Fail
6. Health and Safety – 12 %
7. Environmental Management – 8 %
8. Technical and Professional Ability – 80 %
9. Signature – Pass/Fail
10. Freedom of Information – Not Scores

Full details of the evaluation criteria will be provided with the PQQ.

Full details of the tender evaluation criteria will be provided in the tender documentation.

### **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 3: and Maximum number 10

Objective criteria for choosing the limited number of candidates: Responses to the PQQ will be evaluated and a shortlist of bidders will be selected. Further details can be found at VI.3.

#### **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**

PROC107

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

**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**

15.10.2012 - 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: yes

Estimated timing for further notices to be published: Five (5) years from contract commencement (subject to any contract extensions based on satisfactory performance).

**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.

All dates and time periods specified in this notice are only provisional and the Council reserves the right to change these. The Council reserves the right not to award any contract as detailed at II.1.5.

Your Pre Qualification Questionnaire (PQQ) response must be completed and submitted electronically by using Vault through BiP's Delta-ets such that it is fully loaded by the due date of noon on 15.10.2012.

The information and documents for this tender will be accessible at the following website <https://www.delta-esourcing.com/delta/index.html> To be able to access these documents

you will need to register your company details and enter the following Tender Access Code (TAC) 5938VKA23N at the bottom of the registration page, thereafter you will be issued with a USERNAME and PASSWORD.

If you have already registered with Delta previously, please follow the link shown and click on the "Delta-ets Home" tab instead. This will redirect you to the home page where you can log on using your existing Username and Password to collect the PQQ documents.

If you have registered and have forgotten your Username and Password, please click on the "Forgotten Password" link on the Delta-ets homepage.

Please keep your USERNAME and PASSWORD secure, and do not pass onto any third parties.

You must log into Delta-ets and then click on the "Vault" tab, if you have added the TAC code to your registration you will automatically view the tender title. Click on this link and you will be taken to the tender box where the documents are stored. If you have previously accessed Delta enter the TAC code in Vault and you will be able to access the documentation.

Please check that you are able to access these online documents. If you are experiencing problems, please contact the Delta helpdesk by calling +44 8452 707050 or via e-mail: <https://www.delta-esourcing.com/delta/contact.html> for further assistance.

Please note that for ICT security reasons the Council is not able to accept Zip files. If you are uploading multiple documents you will have to load one document at a time, therefore please ensure that you allow yourself plenty of time to fully upload your PQQ submission onto Vault by the deadline detailed above as Vault will not permit attempts to load documents after the time/date stated.

If any Potential Suppliers considers that any information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity as well as the duration of such sensitivity specified. In such cases the relevant material will, in response to requests made under the Freedom of Information Act 2000 (the Act) or the Environmental Information Regulations 2004 (the Regulations) be examined in the light of exemptions for in the Act or the Regulations.

Any organisation expressing an interest in this procurement should take note that there are likely to be Transfer Undertaking Protection of Employee (TUPE) implications, further details will be provided in the Tender documentation.

The Council expressly reserves the right not to award any contract as a result of the procurement process commenced by the publication of this notice and in no circumstances will be liable for any costs incurred by Bidders. GO Reference: GO-2012914-PRO-4239553.

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

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

Official name: Waveney District Council

Postal address: Town Hall, High Street

Town: Lowestoft

Postal code: NR32 1HS

Country: United Kingdom

E-mail: [arthur.charvonja@waveney.gov.uk](mailto:arthur.charvonja@waveney.gov.uk)

Telephone: +44 1502523606

Internet address: [www.waveney.gov.uk](http://www.waveney.gov.uk)

##### **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**

14.9.2012