

**United Kingdom-Hamilton: Maintenance services of telecommunications equipment****OJ S 166/2016 30/08/2016****Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Lanarkshire Council

Postal address: Council Headquarters, Almada Street

Town: Hamilton

NUTS code: UKM38 South Lanarkshire

Postal code: ML3 0AA

Country: United Kingdom

Contact person: Shona Gordon

E-mail: [shona.gordon@southlanarkshire.gov.uk](mailto:shona.gordon@southlanarkshire.gov.uk)

Telephone: +44 01698454972

**Internet address(es):**Main address: <http://www.southlanarkshire.gov.uk>Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)**I.1. Name and addresses**

Official name: South Lanarkshire Leisure and Culture Ltd

Postal address: Floor 1, North Stand, Cadzow Avenue

Town: Hamilton

NUTS code: UKM38 South Lanarkshire

Postal code: ML3 0LX

Country: United Kingdom

E-mail: [customer.services@southlanarkshireleisure.co.uk](mailto:customer.services@southlanarkshireleisure.co.uk)

Telephone: +44 1698476262

**Internet address(es):**Main address: [www.slleisureandculture.co.uk](http://www.slleisureandculture.co.uk)Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=)**I.1. Name and addresses**

Official name: The Lanarkshire Valuation Joint Board

Postal address: North Stand, Cadzow Avenue

Town: Hamilton

NUTS code: UKM38 South Lanarkshire

Postal code: M13 0LU

Country: United Kingdom

E-mail: [assessor@lanarkshire-vjb.gov.uk](mailto:assessor@lanarkshire-vjb.gov.uk)**Internet address(es):**Main address: <http://www.lanarkshire-vjb.gov.uk/lvjb/site/index.php>

## **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: [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.  
publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

## **I.4. Type of the contracting authority**

Regional or local authority

## **I.5. Main activity**

General public services

## **Section II: Object**

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

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

The Supply, Maintenance and Monitoring of Network Hardware and Ad-hoc Procurement of IP Handsets.

Reference number: SLC/PS/FINCOR/16/027

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

50330000 Maintenance services of telecommunications equipment

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

Services

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

The Supply, Maintenance and Monitoring of Network Hardware and Ad-hoc Procurement of IP Handsets.

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

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

This contract is divided into lots: no

### **II.2. Description**

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

NUTS code: UKM38 South Lanarkshire

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

The Council's outline requirements are as follows:

- The ability to source and supply a range of network equipment directly from a variety of manufacturers. The current equipment range is highlighted in Attachment 10 of the tender documentation.
- Refresh/replacement of existing network equipment at the Council's discretion;
- Product solution and lifecycle updates to ensure that the Council is aware and informed of product developments;
- Benchmarking of prices throughout the duration of the contract;

- Build and installation of the network equipment to any location in South Lanarkshire approved by the Council or to shared data centre hosting facilities some of which may be outside the South Lanarkshire Council area;
  - The use of automated tools to roll out pre-configured builds to networked equipment;
  - Support of network equipment;
    - .....Operating system
    - .....Software licence management
    - .....Hardware and software asset management
    - .....Network and performance management
    - .....Fault and warranty management
    - .....Participation in problem management
    - .....Moves and changes
    - .....Patch management notification
  - Effective use of relevant new and emerging technologies which will enable the Council to meet its business objectives
  - Preparedness to work with the Council to deliver solutions in a flexible way and to explore ways to reduce service costs throughout the duration of the contract
  - Identify efficiencies through innovation in the delivery of the required supplies and services
  - Contract, programme, project and account management including:
    - .....service proposals to address the specified requirements
    - .....service level agreements
    - .....quarterly reporting
    - .....continuous improvement plans
    - .....annual performance appraisal
  - Quarterly invoicing
  - Consultancy services
- The following optional services may be required from time to time:
- Extended operating hours
  - Patch management
  - Supply and quarterly billing of Cisco Unified Communications Manager software maintenance and support
  - Supply and quarterly billing of Cisco Contact Centre Express software maintenance and support
  - Supply and quarterly billing of Cisco Meraki hardware and software maintenance and support

The estimated annual value for support services is 87 000 GBP; in addition to an average annual product spend of 270 000 GBP. Therefore the estimated value of the contract over the whole contract life including any extension period is 2 142 000 GBP. This value is purely indicative and should not be interpreted as a guarantee of contract value. It should be noted that requirements for the Services may vary over the contract period.

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

Criteria below

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: 2 147 000,00 GBP

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

Duration in months: 72

This contract is subject to renewal: yes

Description of renewals:

The initial contract period is for 48 months with an option for SLC to extend the contract for up to an additional 24 months.

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

Variants will be accepted: no

#### **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:

ESPD Question 4A.1 Trade Registers.

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Council's satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

Minimum level(s) of standards possibly required:

ESPD Question 4B.4 Economic and Financial

The Council will use the following ratios to evaluate a bidder's financial status. Bidders must confirm within their response to the relevant question within the Qualification Envelope that as a minimum, 2 out of the 3 ratios can be met and what the value of each ratio is.

The 3 ratios to be evaluated are:

Profitability — this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity — this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to 1 then it is a pass for this ratio.

Gearing — this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100 % it is considered a pass for this ratio.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?  
Were any of the poor appraisal outcomes 'marginal'?  
Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?  
Does the bidder have sufficient reserves to sustain losses for a number of years?  
Does the bidder have a healthy cash-flow?  
Is the bidder profitable enough to finance the interest on its debt?  
Is most of the bidder's debt owed to group companies?  
Is the bidder's debt due to be repaid over a number of years, and affordable?  
Have the bidder's results been adversely affected by 'one off costs' and / or 'one off accounting treatments'?  
Do the bidder's auditors (where applicable) consider it to be a 'going concern'?  
Do Keynote (where applicable) consider the bidder to be a 'going concern'?  
Will the bidder provide a Parent Company Guarantee?  
Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?  
The Council will request submission of and assess the bidders financial accounts, and may use Keynote or similar financial verification systems to validate the information provided.

#### ESPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10 000 000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5 000 000 GBP in respect of each claim, without limit to the number of claims.

Professional Indemnity Insurance covering the failure of the bidder to use the skill and care normally used by professionals providing the services described in this tender to the level of 5 000 000 GBP in respect of each claim, without limit to the number of claims.

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

Minimum level(s) of standards possibly required:

ESPD Question 4C.1.2 Technical and Professional Ability.

It is a requirement of this tender that the Bidder can demonstrate in their response to this question that they have carried out services of a similar type and value to those mentioned in the Specification within the last three years. The Council reserves the right to verify any information supplied with the relevant Company / Authority.

ESPD Question 4C.6 Technical and Professional Ability (Qualifications).

It is a mandatory requirement of this tender that the bidder recommended for award is suitably accredited to support the Council's existing network as detailed in Attachment 10 within the tender documentation.

All individuals who will be engaged in the delivery of the contract must be appropriately vetted in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007.

## **Section IV: Procedure**

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

#### **IV.1.1.**

## **Type of procedure**

Open procedure

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

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

The procurement is covered by the Government Procurement Agreement: yes

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

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

Date: 30/09/2016 Local time: 12:00

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

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

### **IV.2.7. Conditions for opening of tenders**

Date: 30/09/2016 Local time: 12:30

## **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:

48- 72 months.

### **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**

ESPD Questions 3A — 3C have been identified as mandatory exclusion grounds and ESPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

ESPD Question 4D.1 Quality Assurance Schemes

Bidders should confirm that they hold a recognised Quality Assurance Standard held e.g. BS EN ISO 9001 (or equivalent)

or

A documented Quality Assurance Policy that as a minimum covers:-

Quality Management

Quality Performance

Training arrangements to ensure that its workforce has sufficient skills and understanding to discharge their various responsibilities

On-going procedures for monitoring Quality Management

A complaints process

(Further information can be found in Attachment 13 of the tender)

Declarations and Certificates.

In an open tendering procedure prior to any award being made the successful bidder, or if restricted tendering procedure prior to the issue of invitation to tender the bidders who are being recommended for issue of tenders, and all bidders at any other time during the procurement process, will in addition provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

ESPD Question 2D.1 Prompt Payment Certificate

ESPD Question 3D.11 Non-Collusion Certificate

ESPD Question 4B.5.1 Insurance Certificates

ESPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

ESPD Question 3A.6 Modern Slavery Act 2015 Declaration

ESPD Question 4C.6 Protection of Vulnerable Groups (Scotland) Act 2007 Declaration

ESPD Declaration Form of Tender

ESPD Question 4D.1 Health and Safety Questionnaire

In the case of an open tender this information will not be required to be uploaded and submitted with the bid, but will instead be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the Qualification Envelope, will invalidate any bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on, and upon verification will award the contract to this bidder instead.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 6105. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The Council is committed to securing Community Benefits through its contracts. Bidders will be asked to detail any Community Benefits they wish to offer the Council as part of their bid. (SC Ref:453175).

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

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

Official name: South Lanarkshire Council

Postal address: Council Headquarters, Almada Street

Town: Hamilton

Postal code: ML3 0AA

Country: United Kingdom

Telephone: +44 169845

Internet address: <http://www.southlanarkshire.gov.uk>

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

25/08/2016