

UK-London: security services

OJ S 186/2012 27/09/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: London Transport Museum

Postal address: 39 Wellington Street, Covent Garden

Town: London

Postal code: WC2E 7BB

Country: United Kingdom

Contact person: Support Services

For the attention of: Terry Eccles

E-mail: terry.eccles@ltmuseum.co.uk

Telephone: +44 2075656344

Internet address(es):

General address of the contracting authority: www.ltmuseum.co.uk

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA0141

Additional information can be obtained from:

Official name: London Transport Museum

Postal address: 39 Wellington Street, Covent Garden

Town: London

Postal code: WC2E 7BB

Country: United Kingdom

Contact person: Support Services

For the attention of: Terry Eccles

E-mail: terry.eccles@ltmuseum.co.uk

Telephone: +44 2075656344

Internet address: www.ltmuseum.co.uk

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

Official name: London Transport Museum

Postal address: 39 Wellington Street, Covent Garden

Town: London

Postal code: WC2E 7BB

Country: United Kingdom

Contact person: Support Services

For the attention of: Terry Eccles

E-mail: terry.eccles@ltmuseum.co.uk

Telephone: +44 2075656344

Internet address: www.ltmuseum.co.uk

Tenders or requests to participate must be submitted: Official name: London Transport Museum

Postal address: 39 Wellington Street, Covent Garden

Town: London
Postal code: WC2E 7BB
Country: United Kingdom
Contact person: Support Services
For the attention of: Terry Eccles
E-mail: terry.eccles@ltmuseum.co.uk
Telephone: +44 2075656344
Internet address: www.ltmuseum.co.uk

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Recreation, culture and religion

Education

Other: Museum

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

II.1. Description

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

Security (Guarding) Contract Services.

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Main in Covent Garden & Site in Acton.

NUTS code UKI1 Inner London

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)

A fully outsourced contract to provide around-the-clock security to the London Transport Museum over a number of sites, the main being at Covent Garden.

The contract will include the provision of security services within the museum; including main museum gallery, retail and licensed cafe areas; museum offices at 35 & 39 Wellington Street (linked buildings); and Acton Depot.

Provision of security will also be required for museum / depot related events during both core hours and evening functions.

There will also be some responsibility for covering reception requirements, answering of the museum phone, receipt of goods delivered and some visitor/contractor signing-in requirements.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=93441.

II.1.6. CPV code(s)

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

II.2.2. Information about options

Options: yes

Description of options: 24 months with an option for a further 12 to 24 months continuation, taking into account a 6 month probation period.

Provisional timetable for recourse to these options:
in months: 24 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Duration in months: 24 (from the award of the contract)

Section III: Legal, economic, financial and technical information

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

Delivery Payment in arrears monthly.

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

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

Description of particular conditions: 6 month probation period on commencement of the contract including any TUPE 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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an

administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

(3) All candidates will be required to provide certification drawn up by an independent body

attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(4) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.

(5) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(6) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

A copy of the suppliers certificate for membership of the SIA Approved Contractors Scheme.

A copy of the suppliers certificate for membership of the Safe Contractor Accreditation Scheme.

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: yes

Reference to the relevant law, regulation or administrative provision: Member of the SIA.

Member of the SIA Approved Contractor Scheme.

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

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. Staffing & resourcing. Weighting 25
2. Price. Weighting 20
3. Museums experience. Weighting 15
4. Management & supervision. Weighting 10
5. Operating procedures. Weighting 10
6. HR policies. Weighting 10
7. H&S & environmental policies. Weighting 10

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

Prior information notice

Notice number in the OJ S: [2008/S 242-322417](#) of 12.12.2008

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: 30.10.2012

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

9.11.2012 - 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

Duration in months: 3 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 14.11.2012 - 12:00

Place:

London Transport Museum, Covent Garden.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

(MT Ref:93441).

VI.4. Procedures for review

VI.4.1. Review body

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

24.9.2012