

United Kingdom-London: Building and facilities management services

OJ S 177/2015 12/09/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: SOAS, University of London

Postal address: Thornhaugh Street, Russell Square

Town: London

Postal code: WC1H 0XG

Country: United Kingdom

Contact person: Gardner and Theobald LLP, 10 South Crescent, London, WC1E 7BD

For the attention of: Steven Gobby

E-mail: soasifm@gardiner.com**Internet address(es):**General address of the contracting authority: <http://www.soas.ac.uk/>Electronic access to information: <http://www.soas.ac.uk/purchasing/contract-opportunities/>**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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Integrated Facilities Management Services (IFM).

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

Services

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

NUTS code UKI11 Inner London - West

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)

SOAS, University of London is the only Higher Education institution in Europe specialising in the study of Asia, Africa and the Near and Middle-East. Uniquely combining language scholarship, disciplinary expertise and regional focus, it has the largest concentration in Europe of academic staff concerned with Africa, Asia and the Middle-East.

The School was founded as the School of Oriental Studies in 1916, relocated to Russell Square in 1941 and took its present title in 2014.

Over the last century SOAS has built a strong academic reputation throughout the world and especially in Asia, Africa and the Middle-East. It has outstanding facilities, both scholarly and practical and is a global academic base and a crucial resource for London.

The SOAS estate is located in Bloomsbury adjacent to Russell Square and consists of the following buildings:

— The College Building (which includes the Philips Building), dating from 1939 to 1973, form the core of the site. The Library and staff and student accommodation and facilities are housed in these buildings.

— The SOAS Library — recognised as a collection of national importance — houses over 1 500 000 items in more than 400 languages. It has significant archival holdings and a growing network of electronic resources.

— The Brunei Gallery — opened in 1995, provides academic accommodation and teaching space and gallery space open to the public.

— Russell Square Terraces (the Faber Building and 21-22 Russell Square) — these buildings are refurbished Georgian town houses which provide accommodation for foundation courses and the Language Centre.

— Senate House North Block — is currently under refurbishment with completion due in June 2016. The facility and will provide up-to-date facilities for research, teaching and student social learning space as well as open plan office accommodation.

SOAS, University of London (the Contracting Authority) is seeking an innovative supplier with a strong customer focus who is able to deliver a range of integrated facilities management services ('IFM'), will work collaboratively with the University, bringing innovative service solutions and embraces and delivers continuous improvement.

The principal objectives of the Contract will be to:

— Deliver value for money and integrated facilities management services and property asset management services to the SOAS estate of approximately 6 buildings (1 of which is currently under construction);

— Provide improved Management Information from best in class IT systems for the estate and ensure ongoing statutory compliance with an enhanced audit trail and improved accountability for tracking service delivery performance;

— Provide a responsive front line service in line with industry best practice;

— Evidence ongoing workforce training and effective management.

The contract will be for a period of 5 years with 2 optional extensions of 12 months (exercisable at the Contracting Authority's discretion). The conditions of contract will be the NEC3 Term Service Contract, Option A, April 2013 edition with amendments. The full terms of contract are available with the procurement documents at the website identified above.

Economic operators should satisfy themselves that they are content to enter into the contract on those terms and conditions before responding to this notice.

Services required include but are not be limited to:

— Hard Services to SFG 20 standards; Statutory compliance, Planned and Reactive Maintenance (M&E), Planned and Reactive Maintenance (Internal and External Fabric), BMS

Operation / Management, Testing and Inspections, Fire Alarm Testing, Portable Appliance Testing, Water Softening Treatment and Provision, UPS Maintenance, Maintenance of PA Equipment, Reactive Maintenance (M&E), Reactive Maintenance (Internal Fabric), Reactive Maintenance (Furniture), Reactive Maintenance (Signage), Lift Entrapments, Lock-smith Services, Re-lamping, Painting and Decorating, Technical Cleaning: Voids, risers, ductwork, grills etc.;

- Project Delivery; Client Driven Small and Large Projects, Life-Cycle Replacement Projects;
- Grounds Maintenance; Salting / Gritting, Snow and Ice Clearance, Soft Landscaping Maintenance, Arboriculture, Internal Planting / Xmas Trees, Leaf Clearance, Litter picking;
- Pest Control; Planned Pest Control Service, Reactive Pest Control Service;
- Cleaning; Routine Cleaning, Periodic Cleaning, Reactive Cleaning, Communication and Equipment Room Cleaning, External Areas Cleaning, Washroom Consumables, Feminine Hygiene Disposal Service, External Window Cleaning, Internal Glazing Cleaning, Graffiti and Stain Removal, External Fabric Cleaning, Barrier Mats (Provision);
- WEEE waste, Landscaping Waste;
- Security Provision; Security Risk Assessments, Access Pass Management, Key Holding, Lock and Unlock, Static Guarding, Internal patrols, Incident Management and Reporting, Reactive Guarding, On-Site CCTV Recording / Non Static Monitoring, Security Systems;
- Front of House and Customer Services; Reception / Visitor Management Service, Switch-board;
- Mail and Logistics Services; Mailroom Management, Delivery and Collection Service between buildings, Loading Bay management, Goods in / out, Courier Booking;
- Space planning and Move Management; Minor Churn Service, Major Churn Service;
- First Aid and Ergonomics; First Aider Provision, Defibrillator Equipment battery checks, Hearing loop testing and maintenance;
- Wider FM 3rd party Contract Management Services; Project Management, Statutory Compliance Surveys, Building Records Management.

II.1.6. CPV code(s)

79993000 Building and facilities management services, 79993100 Facilities management services, 71334000 Mechanical and electrical engineering services, 50710000 Repair and maintenance services of electrical and mechanical building installations, 79420000 Management-related services, 79421100 Project-supervision services other than for construction work, 71333000 Mechanical engineering services, 98395000 Locksmith services, 79710000 Security services, 79992000 Reception services, 79570000 Mailing-list compilation and mailing services, 90911200 Building-cleaning services, 90910000 Cleaning services, 90900000 Cleaning and sanitation services, 85142300 Hygiene services, 90911000 Accommodation, building and window cleaning services, 39830000 Cleaning products, 77314000 Grounds maintenance services, 90511300 Litter collection services, 90620000 Snow-clearing services, 71356000 Technical services, 79421000 Project-management services other than for construction work, 72514000 Computer facilities management services, 64122000 Internal office mail and messenger services

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 estimated value of the contract given below is a range. The contract value over the life of the contract may be more or less than this estimated amount depending upon the tenders received, options exercised and the administration of the contract under its terms.

The contract will be for a period of 62 months (estimated value for 62 months 25 000 000 GBP) with the option to extend for 2 further 12 month periods (estimated value for 86 months 32 000 000 GBP).

Exercise of the option to extend the contract shall be at the Contracting Authority's discretion.

Estimated value excluding VAT:

Range: between 25 000 000 and 32 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The contract will be for an initial period of 62 months with options (exercisable at the Contracting Authority's discretion) to extend the contract for 2 subsequent periods of 12 months.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Start 1.6.2016. Completion 31.7.2021

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Where the chosen contractor has a parent company a parent company guarantee may be required. Other guarantees may be required in lieu of a parent company guarantee and these will be advised during the procurement. The proposed terms of any such guarantee are contained in the contract terms.

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

As contained in the procurement documents at the site stated in section I.1) above.

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

The Contracting Authority reserves the right to require groups of economic operators to take a particular legal form, if awarded the contract or to require a single economic operator to take primary liability for a contract to be performed by a group of economic operators or for each party to take joint and several liability in respect of the contract irrespective of the form the grouping takes.

III.1.4. Contract performance conditions

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

Description of particular conditions: The terms of the contract will be based on the NEC Term Service Contract (option A) as amended. The contract terms are set out in the procurement documents at the site referred to in section I.1) above.

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: In accordance with Article 57 of Directive 2014/24/EU and regulation 57 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland), please supply this information in the Pre Qualification Questionnaire (PQQ) response.

III.2.2. Economic and financial ability

List and brief description of conditions: In accordance with Article 58 of Directive 2014/24/EU and regulation 58 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland), please supply this information in the Pre Qualification Questionnaire (PQQ) response.

Minimum level(s) of standards possibly required: As set out in the PQQ.

III.2.3. Technical and professional ability

List and brief description of conditions:

In accordance with Article 58 of Directive 2014/24/EU and regulation 58 of the Public Contracts Regulations 2015 (which implement the Directive in England, Wales and Northern Ireland), please supply this information in the Pre Qualification Questionnaire (PQQ) response.

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

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

Objective criteria for choosing the limited number of candidates: In accordance with the PQQ available on the website in Section I.1).

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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

SOAS 112

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: 8.10.2015 - 12:00

Payable documents: no

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

8.10.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

10.11.2015

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

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 1.1.2021.

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

Organisations interested in this opportunity are requested to register their interest by emailing soasifm@gardiner.com with their contact details in order that communications such as document updates, anonymised clarifications, etc. can be sent to them directly. Registration is entirely voluntary and free of charge, but it enables the Contracting Authority to notify you directly of updates. All relevant documents will be freely available at the site set out in section I.1) and updates anonymised clarifications, etc. will be posted there in any event.

Indicative programme:

PQQ clarifications to be submitted by: 1.10.2015.

PQQ return deadline: 8.10.2015.

Notification of PQQ outcome: 6.11.2015.

ITT period commences: 10.11.2015.

Tender return date: 23.12.2015.

Tender evaluation: 24.12.2015-7.3.2016.

Award notification and standstill: 10.3.2016-23.3.2016.

Contract finalisation and award: 18.4.2016.

Go live Senate House North Block: 1.6.2016.

Go live all other locations: 1.10.2016.

Right to cancel:

The Contracting Authority reserves the right to discontinue this procurement at any time, which includes the right not to award the (or any) contract, and does not bind itself to accept the most economically advantageous (or any other) tender, and reserves the right to award the contract in part or to call for new tenders should it consider necessary.

The Contracting Authority shall not be liable for any costs or expenses incurred by any candidate or tenderer in connection with the completion and return of any information contained in this Contract Notice or the completion and submission of any tender, irrespective of the outcome of the competition or if the competition is cancelled or postponed. All dates and time periods are provisional and the contracting authority reserves the right to change these.

Candidates' attention is drawn to the full terms and conditions which are set out in the procurement documents.

Candidates are deemed to have read and accepted these by participating in the process in any way.

Section VI.1) Information about recurrence:

It is envisaged that at the end of this contract (whether at the end of the fixed term or as a result of termination before the end of the fixed term or at the end of the extended term as per the option stated at section II.2.2) the Contracting Authority may need to reprocure a contract or contracts for facilities management. This requirement may arise at any time in the next 86 months.

Section II.1.8) Lots: SOAS has carried out a detailed review and appraisal of the procurement options available to the School and has decided to procure a single IFM contract as this represented the most cost effective option with the best potential for delivering improvements in service quality.

Section II.3) Duration of the contract:

The starting and completion dates are stated as being 1.6.2016 and 31.7.2021 respectively.

By way of clarification, it is anticipated that the services in relation to Senate House North Block will go live for a period of 5 years and 2 months (62 months) beginning 1.6.2016 and services in relation to all other locations (set out in the procurement documents) will go live for a period of 4 years and 10 months (58 months) beginning 1.10.2016 (subject always to any early termination or extension under the terms of the proposed contract).

Section III.3.2) Staff:

The Contracting Authority will require indication of the names and professional qualifications of the staff responsible for the execution of the service and details of exactly what is required is set out in the procurement documents available at the site specified in section I.1)

Section IV.3.3)

Interested parties may access the PQQ and other procurement documents until 12:00 on 8.10.2015.

Section IV.3.4)

Interested parties may request to participate by completing the pre qualification questionnaire available at the site specified in section I.1) and returning the completed pre qualification

questionnaire to the Contracting Authority, in accordance with its terms by no later than 12:00 on 8.10.2015.

Section IV.3.5)

It is envisaged that the selected candidates will be invited to tender on 10.11.2015.

Section IV.3.5)

It is envisaged that tenders will be opened by staff of the Contracting Authority or its external consultants, Gardner and Theobald.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Gardner and Theobald LLP

Postal address: 10 South Crescent

Town: London

Postal code: WC1E 7BD

Country: United Kingdom

E-mail: soasifm@gardiner.com

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a standstill period at the point information on the award of the contract is communicated to all tenderers. That notification will provide information on the award decision. The standstill period, which will run for a minimum of 10 calendar days provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. Part 3 of the Public Contract Regulations 2015 provides aggrieved parties who have been harmed or are at risk of harm by a breach of the regulations to take action in the High Court (England, Wales and Northern Ireland only). Any such action must be brought within the applicable limitation periods.

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

VI.5. Date of dispatch of this notice

8.9.2015