

United Kingdom-Chippenham: Repair and maintenance services of building installations

OJ S 192/2014 07/10/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: GreenSquare Group Ltd

Postal address: Methuen Park, Wiltshire

Town: Chippenham

Postal code: SN14 0GU

Country: United Kingdom

Contact person: Surveyor

For the attention of: Sandra Clark

E-mail: sandra.clark@greensquaregroup.com

Telephone: +44 1865782500

Internet address(es):General address of the contracting authority: www.greensquaregroup.com**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:

Official name: Rand Associates Consultancy Services Ltd

Postal address: Bell House, 107 Bell Street

Town: Reigate, Surrey

Postal code: RH2 7JB

Country: United Kingdom

Contact person: Procurement Administrator

For the attention of: Jeremy Lake

E-mail: etenders@rand-associates.co.uk

Telephone: +44 1737249475

Fax: +44 1737242012

Internet address: www.rand-associates.co.uk**Tenders or requests to participate must be submitted:** Official name: Rand Associates Consultancy Services Ltd

Postal address: Bell House, 107 Bell Street

Town: Reigate, Surrey

Postal code: RH2 7JB

Country: United Kingdom

Contact person: Procurement Administrator

For the attention of: Jeremy Lake

E-mail: etenders@rand-associates.co.uk

Telephone: +44 1737249475

Fax: +44 1737242012

Internet address: www.rand-associates.co.uk**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Housing and community amenities

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

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

Official name: Westlea Housing Association

Postal address: Methuen Park, Wiltshire

Town: Chippenham

Postal code: SN14 0GU

Country: United Kingdom

Official name: Oxford Citizens Housing Association

Postal address: 244 Barns Road, Cowley

Town: Oxford

Postal code: OX4 3RW

Country: United Kingdom

Official name: Oxbode Housing Association

Postal address: 9 Pullman Court, Great Western Road, Gloucestershire

Town: Gloucester

Postal code: GL1 3ND

Country: United Kingdom

Section II: Object of the contract

II.1. Description

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

Periodic Inspection, Servicing, Maintenance and Repair of Fire Alarm and Emergency Lighting Installations Term Contract.

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

Services

Service category No 1: Maintenance and repair services

Main site or place of performance: Wiltshire, Oxfordshire and Gloucestershire in the United Kingdom.

NUTS code UKK1 Gloucestershire, Wiltshire and Bristol/Bath area,UKJ14 Oxfordshire

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)

The scope of service/works will encompass the undertaking of periodic inspections; routine servicing, maintenance, testing and certification; 24/7 responsive call-outs and repairs to breakdowns during and outside of normal working hours; provision/installation of replacement components of fire alarm and emergency lighting installations to common parts of social housing blocks, schemes, commercial properties and offices, managed by the GreenSquare Group Ltd ('GSG'). There may be provision to extend the scope to also incorporate smoke vents and fire fighting equipment/systems at some future date.

The service/works will be required throughout GSG's three administrative areas of Wiltshire,

Oxfordshire and Gloucestershire. One service provider will be appointed to undertake the service/works across all three areas but each area will have its own separate contract.

II.1.6. CPV code(s)

50700000 Repair and maintenance services of building installations, 45311000 Electrical wiring and fitting work, 45312100 Fire-alarm system installation work, 45332000 Plumbing and drain-laying work, 45332200 Water plumbing work, 45343200 Firefighting equipment installation work, 45343210 CO2 fire-extinguishing equipment installation work, 45343220 Fire-extinguishers installation work, 50711000 Repair and maintenance services of electrical building installations, 50712000 Repair and maintenance services of mechanical building installations

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 scope of service/works will encompass the undertaking of periodic inspections; routine servicing, maintenance, testing and certification; 24/7 responsive call-outs and repairs to breakdowns during and outside of normal working hours; provision/installation of replacement components of fire alarm and emergency lighting installations to common parts of social housing blocks, schemes, commercial properties and offices, managed by GSG. There may be provision to extend the scope to also incorporate smoke vents and fire fighting equipment /systems at some future date.

The service/works will be required throughout GSG's three administrative areas of Wiltshire, Oxfordshire and Gloucestershire. One service provider will be appointed to undertake the service/works across all three areas but each area will have its own separate contract.

Key characteristics of the contract are likely to be, but are not limited to:

- an initial term of 5 years, with an option for GSG to extend year by year for up to a further 5 years, subject to annual performance reviews;
- IT software / system integration and full interfacing including CRM, asset management systems, real time working, data collection and reporting is desirable;
- provisions requiring delivery of a customer focused service and showing commitment to providing value for money to GSG and its residents, leaseholders and all other customers and must be responsive to achieve collaborative working practices, innovation and continuous improvement;
- provisions for regular monthly, quarterly and annual performance meetings reviews; early termination and also meeting, maintaining and improving on Key Performance Indicators and the development of year on year efficiency savings; and
- provisions requiring commitment to social value and delivery of community development initiatives and programmes.

GSG currently has the following numbers of sites with fire alarm installations and/or emergency lighting installations and/or fire fighting equipment:

- Wiltshire: total 84 sites (48 general needs, 21 supported schemes, 11 sheltered schemes and 4 offices);

— Oxfordshire: total 124 sites (73 general needs, 34 supported schemes, 15 sheltered schemes and 2 offices);

— Gloucestershire: total 11 sites (7 general needs, 2 supported schemes, 1 sheltered schemes and 1 office).

Further information relating to the installations, properties and schemes will be included in the tender documents.

The proposed scope of services to be delivered is to be further defined within the tender documents.

Economic operators are advised that the terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply to the existing workforce employed by the incumbent contractor in relation to the service/works to be performed by the successful economic operator under the proposed new contracts. Further information relating to the TUPE details of the incumbent's own workforce will, if and to the extent available, be provided at the tender stage of the procurement process.

Economic operators should note that the estimated value given below is based on GSG's historical/current expenditure and the number of properties and schemes currently included within its stock portfolio. This value may increase in the event that GSG acquires additional properties during the contracts' term and requires the service/works covered by the contracts to be performed at such properties. Additional properties may include without limitation residential properties (however obtained whether through a merger or acquisition or other means), commercial properties, or corporate facilities managed by GSG. GSG reserves the right to also remove properties, for example as a result of stock rationalisation, in which case the value may decrease.

Estimated value excluding VAT: 1 000 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The contracts will be subject to regular monthly, quarterly and annual performance reviews by GSG. The contracts will be extendable on an annual basis after the first 5 years for up to a further 5 years. In any event year on year continuance of the contracts from the commencement will be dependent on satisfactory performance by the contractor.

Extension of the contracts beyond the initial 5 year term will be entirely discretionary to GSG.

The contracts will also contain a break provision that may be exercised by GSG subject to the giving of the period of notice stipulated in the contract.

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: yes

Number of possible renewals: Range: between 1 and 5

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

Duration in months: 120 (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

Parent company guarantees, performance bonds, warranties and or deposits may be required by GSG and details will be set out in the Invitation to Tender (ITT) documentation.

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

As set out in the ITT.

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

In the event of a group of economic operators submitting an acceptable offer it will be necessary for them to provide an undertaking that each organisation will be jointly and severally responsible for the due performance of the contracts. Such undertaking will be in addition to the requirement to provide other deposits and guarantees required by GSG for the due performance of the contracts.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: As set out in the ITT.

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 Articles 45 to 50 of Directive 2004/18/EC and Regulations 23 to 25 of the Public Contracts Regulations 2006 and as set out in the Pre-Qualification Questionnaire (PQQ).

All economic operators responding to this Notice will be sent a PQQ to be completed requiring general organisation, financial and technical capacity data.

The PQQ must be completed and returned with all supporting information by the deadline indicated in section IV.3.4 of this Notice.

The evaluation of the completed PQQ submission together with supporting information will determine the economic operators selected to tender.

III.2.2. Economic and financial ability

List and brief description of conditions: The information and formalities set out in Article 47 of Directive 2004/18/EC and Regulation 24 Public Contracts Regulations 2006. These requirements are set out in the PQQ referred to in III.2.1 above.

Minimum level(s) of standards possibly required: As set out in the PQQ referred to in III.2.1 above but economic operators shall be aware that to be considered eligible for selection, the economic operator (as stand alone business unit, not a Group) must be able to demonstrate a minimum annual turnover equivalent to GBP 150 000 in respect of the most recent financial year for which accounts are available. Economic operators not meeting this minimum turnover requirement are requested not to apply.

Other minimum levels of criteria standard to be evaluated on a pass or fail basis apply and are set out in the PQQ referred to in III.2.1 above.

III.2.3. Technical and professional ability

List and brief description of conditions:

The information and formalities set out in Article 48 of Directive 2004/18/EC and Regulation 25 Public Contracts Regulations 2006. These requirements are set out in the PQQ referred to in III.2.1 above.

Minimum level(s) of standards possibly required:
As set out in the PQQ referred to in III.2.1 above.

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 number of candidates: 6

Objective criteria for choosing the limited number of candidates: Criteria as set out in the PQQ submissions and in accordance with regulations 23(1), 24 and 25 of the Public Contracts Regulations 2006. Subject to receiving completed PQQ submissions from sufficient eligible economic operators, it is intended that the tender list will comprise the six top scoring economic operators from evaluation of PQQ submissions.

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

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: 28.10.2014 - 10:00

Payable documents: no

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

4.11.2014 - 14:00

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

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

Economic operators shall note that the contracts will cover all of GSG's business units and properties including any future additions.

The service/works will be required throughout GSG's three administrative areas of Wiltshire, Oxfordshire and Gloucestershire. One service provider will be appointed to undertake the service/works across all three areas but each area will have its own separate contract. In this respect GSG will contract enter into the contracts as:

Westlea Housing Association — Wiltshire area;

Oxford Citizens Housing Association — Oxfordshire area; and

Oxbode Housing Association — Gloucestershire area.

Economic operators are advised that TUPE provisions may apply in respect of this procurement.

Economic operators who wish to express an interest in and apply for the contract must complete and submit the PQQ for this procurement and provide all supplementary information set out in the PQQ.

This procurement is being administered and managed through etenders@rand (<https://etenders.rand-associates.co.uk>) which is Rand Associates Consultancy Services Ltd's e-procurement portal (the "Portal") for downloading and uploading of pre-qualification questionnaires, communicating requests for and responses to clarification, and downloading and submission of PQQ/tender documentation.

All expressions of interest, PQQ requests and submissions must be made via the Portal.

When registering for access to the Portal, economic operators will receive an email with a link to create and activate their own account. Once activated and logged in, economic operators will need the following code to register for the PQQ: Greensq1

Should economic operators have any queries, or experience difficulties with the registration or download/upload system, they should contact the Portal helpdesk by calling +44 1737225077 (ask for Paul Dugdale or Jonathan Case) or email eTenders@rand-associates.co.uk

All communications and submissions must be made through the Portal. Economic operators may seek clarification where they consider any part of the documentation or any other aspect of this procurement is unclear. All queries and any clarification must be communicated using the secure email messaging function on the Portal, but to be received no later than 12:00 (BST) on 28.10.2014. This will provide an audit trail of all clarification requests and responses issued. It will not be possible to respond to any queries received after that stipulated date and time.

It is the economic operators' responsibility to regularly monitor communications raised and issued through the Portal. Responses to requests for clarification will be communicated by Rand Associates Consultancy Services Ltd to all economic operators through the Portal's secure email messaging system. The identity of the economic operator seeking clarification will not be disclosed to other economic operators.

When uploading PQQ responses, economic operators must be aware of any speed limitations of their internet connection, system configuration and general web traffic etc as these may impact on the time taken to complete the transaction. Uploading of submissions must be completed by the deadline closing date and time. DO NOT wait until too near the closing time on the return date. The closing deadline for uploading completed PQQ submissions is Tuesday 4.11.2014 at 14:00. Please note that the Portal will not permit PQQ/tender submissions to be uploaded after the closing deadline.

PQQ submission documents will be visible to HiS and Rand Associates Consultancy Services Ltd only after the closing deadline.

If there are any significant changes to the information supplied by any economic operator in its PQQ submission after it has been submitted the economic operator must as soon as reasonably practicable inform GSG in writing of the full nature, extent and effect of the change or changes. This applies at all stages of the procurement process.

GSG reserves the right to withdraw from this procurement procedure at anytime without awarding a contract. Economic operators shall be responsible for the costs and expenses they incur as a result of participating in this procurement process. GSG and or its advisors shall not be liable for and will not pay any costs in respect of the preparation of any PQQ or tender submission of any economic operator whether they are successful or unsuccessful. This shall equally apply in the event that the procurement process is postponed, cancelled or abandoned by GSG at any stage and for whatever reason. Economic operators shall be deemed to have unequivocally accepted this as a condition precedent to participation in this procurement process.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Royal Courts of Justice

Postal address: Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

Body responsible for mediation procedures

Official name: Royal Courts of Justice

Postal address: Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

Telephone: +44 2079476000

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: In accordance with Regulation 32, 32A and Part 9 of the Public Contracts Regulations 2006 (as amended).

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

Official name: ERG Service Desk, Cabinet Office
Postal address: Rosebery Court, St Andrews Business Park, Norfolk
Town: Norwich
Postal code: NR7 0HS
Country: United Kingdom
E-mail: servicedesk@cabinet-office.gsi.gov.uk
Telephone: +44 8450004999

VI.5. Date of dispatch of this notice

2.10.2014