

**United Kingdom-Torquay: Security services**  
**OJ S 198/2014 15/10/2014**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: South Devon Healthcare NHS Foundation Trust  
Postal address: Procurement Department, Regent House, Regent Close  
Town: Torquay  
Postal code: TQ2 7AN  
Country: United Kingdom  
Contact person: Procurement Department  
For the attention of: Adam Wilby  
E-mail: [adam.wilby@nhs.net](mailto:adam.wilby@nhs.net)  
Telephone: +44 1803653356

**Internet address(es):**

General address of the contracting authority: <http://www.sdhct.nhs.uk/>  
Address of the buyer profile: <https://tactica-live.advanced365.com/login.asp>

**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**

Health

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

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

**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**

SDH166 — Security and Traffic Management and Enforcement Services.

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

Services

Service category No 23: Investigation and security services, except armoured car services

Main site or place of performance: NHS Establishments in South Devon.

NUTS code UKK4 Devon

**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)**

South Devon Healthcare NHS Foundation Trust and Torbay and Southern Devon Health and Care NHS Trust require effective and professional security and traffic management services for the personal safety of patients, visitors and staff and the protection of the Trust's property and that of patients and staff while on Trusts' premises. The contracts on offer are scheduled to commence from the 1.4.2015 and will have an initial term of 5 years with a further 2, 1 year extensions at the discretion of the Trusts.

Please see Quantity and Scope for further information and section III.2.1 for how to take part in the competition.

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

79710000 Security services, 98351000 Car park management 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: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: yes

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

South Devon Healthcare NHS Foundation Trust and Torbay and Southern Devon Health and Care NHS Trust require effective and professional security and traffic management services for the personal safety of patients, visitors and staff and the protection of the Trust's property and that of patients and staff while on Trusts' premises. The contracts on offer are scheduled to commence from the 1.4.2015 and will have an initial term of 5 years with a further two, one year extensions at the discretion of the Trusts.

General background information on the Trusts can be obtained from our websites;

<http://www.sdhct.nhs.uk/aboutus/> & <http://www.tsdhc.nhs.uk/aboutus/Pages/Default.aspx>

At the time of tender both the above organisations remain separate legal entities with some shared and collaborative services between them. However the organisations intend to join together to create a single Integrated Care Organisation and should this transaction go through before or during the term of this contract then the contract(s) shall novate to the new Integrated Care Organisation. Should the organisations not integrate then separate contracts and billing will be required to be maintained with each organisation.

The requirements are set out in Lots and as core and optional services. Bidders can bid for one or multiple Lots and the authority reserves the right to award each Lot separately or to one contractor. Core requirements represent the main requirement for services and as they are broadly carried out at present. Optional services are additional services that the Trusts wish to explore and have the option to take either at award or throughout the term of contract.

Lot 1 Security Services and Traffic Management and Enforcement Service to South Devon Healthcare NHS Premises.

Core Requirement:

The provision of a manned guarding service, including internal and external patrols and CCTV

monitoring to Torbay Hospital Premises, issuing identification badges and supporting car park cash collection and enforcement duties.

The provision car park Traffic officer for Torbay Hospital site. This role will be responsible for traffic management including; undertake enforcement on site to the Trusts specification, ensuring parking systems are in good working order and stocks maintained, cash collection from machines to on site cashiers office and supporting security duties when required.

Optional Requirements:

Provision of a vehicle for transportation of officers and equipment around the site and outlying premises.

Firm cost for additional officers for provision of manned guard or mobile security services as and when required to any of the Trusts' premises.

Lot 2 Torbay and Southern Devon Health and Care NHS Trust Community Establishments Parking Cash Collection and Enforcement Service.

The provision of a car park cash collection and mobile enforcement service to community health establishments based in South Devon where required. The Trusts are currently revising its car parking provision and wishes to explore the provision of a mobile cash collection and enforcement for several of its community sites which may increase/decrease during the term of the contract. The initial service will be to 3 community hospitals involve enforcement visit and include cash collection ticket replenishment from parking meters. There will be an option to expand or contract this service to other Trust sites throughout the contract with successful contractor. The collected cash will require delivery to the onsite cashiers office.

General:

The Trust reserves the right to take or not to take optional or additional security services at the award of the contract or throughout its term as well as increase or decrease the security requirements throughout the term of the contract(s) with the successful Contractor(s).

The successful contractor must hold and maintain a Security Industry Authority (SIA) Licence along with all individual employees deployed on the contract throughout the term of the agreement and abide by the code of practice. The successful contractor must also hold, maintain membership of and abide by the code of practice of the British Parking Association (BPA).

It is highly likely that Transfer undertaking and Protection of Employment (TUPE) will apply to the current contractors' staff and while the Trusts will pass on entitlement information provided from the incumbent contractors it will be a requirement the incumbent and successful contractor(s) indemnify the Trusts' with regards to the relevant obligations under such provisions.

Innovation and alternative proposals:

The Trusts are open to innovative proposals where they reduce costs to the Trusts and/or significantly improve safety. However the Trusts reserve the right to reject such proposals if in the opinion of the Trusts these are not cost effective, require disproportionate increased administrative burden on the Trusts or negatively impact requirements.

Although the Trust has indicated it is following the Restricted procedure the Services within scope of this notice are Part B Residual Services and while the Trust will follow a process similar to the Restricted Procedure (that is having a separate qualification stage and tender stage) it does not intend to be bound by the regulations specific to it. The notice is purely a form of advertising to ensure the Trusts receive competitive proposals and to abide by the broader treaty principles for part B services.

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

Options: yes

Description of options: As detailed in Total Quantity and Scope section II.2.1.

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

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

Duration in months: 84 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Lot 1 Security Services and Traffic Management and Enforcement Service to South Devon Healthcare NHS Premises

**1) Short description**

Security Services and Traffic Management and Enforcement Service to South Devon Healthcare NHS Premises.

**2) CPV code(s)**

79710000 Security services, 98351000 Car park management services

**3) Quantity or scope**

As set out Total Quantity or Scope II.2.1.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 2

Lot title: Torbay and Southern Devon Health and Care NHS Trust Community Establishments Parking Cash Collection and Enforcement Service.

**1) Short description**

As set out in Total Quantity and Scope section II.2.1.

**2) CPV code(s)**

98351000 Car park management services

**3) Quantity or scope**

As set out in Total Quantity and Scope section II.2.1.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

### **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**

Parent company and other guarantees may be required in certain circumstances see the PQQ and invitation to tender for further details.

**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**

Joint and severable liability.

**III.1.4. Contract performance conditions**

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

Description of particular conditions: Please see Total Quantity and Scope section II.2.1 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: Any supplier may be disqualified who does not respond to the following in the requisite manner:

- 1) Suppliers are required to express an interest in the OJEU process and complete PQQ documents (where applicable) via the Trusts eSourcing system TACTICA — which is accessed at <https://tactica-live.advanced365.com> — please make sure that you are registered to avoid any future delays.
  - 2) Information and formalities necessary for evaluating if requirements are met:
    - (a) Is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
    - (b) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
    - (c) Has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
    - (d) Has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
    - (e) Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
    - (f) Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
    - (g) Is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
    - (h) Has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
    - (i) Has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
    - (j) Has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
    - (k) Has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.
- Bidders who have been convicted of a Bribery Act 2010 offence under section 1 (offences relating to bribing another person) or section 6 (bribery of foreign public officials) will be excluded.

In addition to the Provisions of Freedom of Information Act, Bidders will have due regard to the Trusts obligations on Transparency which are set out in more detail at [www](http://www).

[businesslink.gov.uk/transparency/procurement](https://businesslink.gov.uk/transparency/procurement) and all offers will be submitted on the basis that the contract when awarded may be published in full in accordance with H M Government Transparency Guidance.

The Trust will also be utilising the supplier information database (SID4Gov) to manage and assess general pre-qualification information in the form of a profile. As well as responding to the tender via TACTICA, candidates are requested to provide or update their profile on the SID4Gov as follows:

- a) candidates should register on SID4Gov at <https://sid4gov.cabinetoffice.gov.uk/> by clicking on the 'Register for sid4gov' option listed under 'Join Us'.
- b) to continue with the registration process Suppliers must have a current DUNS Number. If a Supplier does not have a DUNS Number there is a link to the D&B UK website to request a DUNS Supplier Number.
- c) Suppliers who already have a published profile on SID4Gov must confirm that information is up to date; i) candidates should ensure all relevant sections of their SID4Gov profile are completed to demonstrate their ability to meet the short listing criteria applicable to this contract. Where access to SID4Gov is unavailable, please contact SID4Gov Support Centre on +44 8452992994.

Please note all responses to OJEU should be made through TACTICA eSOURCING System — registration is required on SID4GOV to update or provide company profiles only.

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

List and brief description of conditions: As per III.2.1. above.

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

List and brief description of conditions:  
As per 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: yes  
Reference to the relevant law, regulation or administrative provision: Licenced Officers under the SIA Security Industry Authority in the UK.

#### **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**

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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 number of candidates: 5  
Objective criteria for choosing the limited number of candidates: As set out in the Pre Qualification Questionnaire (PQQ).

#### **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**

SDH166

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

no

#### **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**

10.11.2014 - 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: 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**

To receive more information about this tender, including any amendments and/or clarifications and to request any clarifications and/or to respond to this tender, you must register your interest to this tender on the following site: <https://tactica-live.advanced365.com>

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

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

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Authority will allow a minimum 10 calendar day standstill period between notifying the award decision and awarding the contract. Unsuccessful tenderers and applicants are entitled to receive reasons for the decision, including the characteristics and relative advantages of the winning bid and the reasons why the tenderer/applicant was unsuccessful. Should additional information be required it should be requested of the addressee in section I.1. Aggrieved parties who have been harmed or are at risk of harm by breach of the procurement rules have the right to take action in the High Court (England and Wales). Any such action is subject to strict time limits and must be brought in accordance with the Public Contracts Regulations 2006 as amended by the Public Contracts (Amendment) Regulations 2009 and the Public Procurement (Miscellaneous Amendments) Regulations 2011.

**VI.4.3. Service from which information about the review procedure may be obtained****VI.5. Date of dispatch of this notice**

10.10.2014