UK-Carmarthen: catering services
OJ S 213/2012 06/11/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses
Official name: Dyfed Powys Police Authority
Postal address: Police Headquarters, PO Box 99, Llangunnor
Town: Carmarthen
Postal code: SA31 2PF
Country: United Kingdom
Internet address(es):
General address of the contracting authority: http://www.dyfed-powys.police.uk
Additional information can be obtained from:
Internet address: http://www.etenderwales.bravosolution.co.uk
Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:
Internet address: http://www.etenderwales.bravosolution.co.uk
Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority
Regional or local authority

I.3. Main activity
Public order and safety

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
Tender for the provision of Catering, Cleaning and Security Services — Revised November 2012.

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: Dyfed Powys Police Force Area.
NUTS code UKL14 South West Wales

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
Duration of the framework agreement

Duration in years: 3 years with an option to extend for a further period of upto 3 years (reviewed on an annual basis subject to ongoing demand and contractor(s) performance)

II.1.5. Short description of the contract or purchase(s)

Dyfed-Powys Police Authority have revised the specification and service requirements since the original procurement exercise/PQQ was published back in August 2012. A new procurement exercise has now been created to incorporate these changes and an updated Pre-Qualification Questionnaire (PQQ) has been developed (pqq-30617) which replaces the original PQQ (pqq_30464). The tender will now be packaged into nine separate lots as follows:
Lot 1 Catering Service at Force HQ (including the Pembrokeshire Cafe and Powys Diner);
Lot 2 Catering Service at Strategic Co-ordination Centre (Café area and provision of buffet and hospitality services for Training/Conferencing);
Lot 3 Cleaning Service at Force HQ (including main building at Force HQ, Strategic Co-ordination Centre and Force Communications Centre);
Lot 4 Cleaning Service in Carmarthenshire — Police Stations and Premises;
Lot 5 Cleaning Service in Pembrokeshire — Police Stations and Premises;
Lot 6 Cleaning Service in Ceredigion — Police Stations and Premises;
Lot 7 Cleaning Service in Powys — Police Stations and Premises;
Lot 8 Window Cleaning Services;
Lot 9 Security Services;
The following information provides a brief overview of the revised service requirements:
Background Information:
The Dyfed-Powys Police Authority (the Authority) is inviting tenders for the provision of Catering, Cleaning and Security. The contract will run for a period of three years, with the option to extend for a further three years on an annual basis and at the Authority's discretion, and commences on 1.7.2013. The estimated lifetime value of contract of 2 700 000 GBP is the total projected value for all lots (1-9) for the duration of the contract (including option to extend for a further period of up to 3 years).
Police Headquarters, Llangunnor, Carmarthen, is the command and administrative centre of the Force, which has an establishment of 1,143 police officers and 751 support staff, a total of 1 894 with some 554 working at the Headquarters. Some of these staff are part time and/or shift workers.
The building is located approximately 1 mile from Carmarthen town and there are no alternative catering facilities in the immediate area.
The Headquarters is a purpose built administrative building, occupied in April 1987 and comprises offices, a residential unit for training and conference purposes as well as social purposes.
The Strategic Co-ordination Centre (SCC) was officially opened in September, 2011 by the First Minister for Wales, Carwyn Jones. The building which is WAG funded is one of three SCC's within Wales one being operational in North Wales and the other in Cardiff. The building was occupied by DPP staff last November, which includes the Force Chief Officer Staff (Chief Constable, Deputy, Assistant and Director of Finance).
The building has large conferencing facilities available together with prestigious state of the art training technology.
The building will be utilised for Emergency activation for Major Incidents and also exercises on a multi-agency basis involving all emergency services, military and other public authorities.
The SCC is also utilised on a daily basis for Training and Conferencing.
The SCC is currently being used by the majority of internal departments and external partner agencies such as Mid and West Wales Fire & Rescue, Welsh Ambulance Service, Environment Agency, County Council, Local Resilience Forums and Welsh Government.

The facility at the SCC is very modern building delivering a high level of service delivery therefore the services required will need to match this service expectation.
The Authority will be actively marketing the facilities for Meetings/Seminars and Conferencing to include Training facilities for staff within the Public and Private Sectors.
Lot 1 – Catering Service – Force Headquarters:
Catering requirements are in relation to:
(i) Office personnel
(ii) Residential personnel
(iii) Other functions
Office Personnel:
Of the total number of staff engaged on site, approximately 554 are employed on an 7:00 a.m. to 8:00 p.m. basis, Monday to Friday. The Authority requires a Catering Service to be made available during office hours.
Between the hours of 8:00 p.m. and 8:00 a.m. there are approximately 6 to 10 people working in the Communications Centre (a separate building located on the Headquarters site) at any one time. Saturday and Sunday there are approximately 6 to 12 people working in the Communication Centre at any one time.
The Communications Centre is a shared facility with both Fire and Ambulance Service. Fire personnel has a total of 13 officers working 8:30 a.m. to 6 p.m. – 24/7 every day of the week. Seven officers working night duty 6 p.m. to 8:30 a.m. Up to 6 officers attend a training day where lunch is provided and the training can last up to 4 weeks.
Ambulance personnel have up to 55 officers on a day time shift and 13 officers working night duty – 24/7 every day of the week.
The only office personnel working on site at weekends and Bank Holidays will be the Dyfed-Powys Communications Centre personnel together with other Emergency Services personnel i.e. Fire and Ambulance as mentioned above. All income from such sales will be retained by the Contractor.
Residential personnel:
Normal weekly requirement for each residential student will entail 4 breakfasts, 5 lunches and 4 evening meals. There is no requirement for breakfast Monday mornings or an evening meal Friday. Estimated numbers will normally be available up to one week in advance. On occasions students are accommodated in local hotels, therefore no breakfast requirements would be needed, but lunch and evening meals would need to be provided.
Due to times of austerity there are no set intakes of students or set student numbers for training courses held. Training is now arranged ‘on demand’.
Based on projected recruitment needs, it is proposed there will be an intake of 18 officers in 2012/13, and 36 officers in 2013/14. Please note that these figures are not definitive and may be subject to change.
Other Functions:
Emergency Services — The Contractor shall be prepared, upon short notice, to supply refreshments and/or meals for large numbers of operational officers, in the event of such a requirement. This may occur within normal catering hours in which event the agreed prices shall apply. At other periods, including weekends, or when the service is to be provided other than at Force Headquarters, this also includes the SCC when potentially a call out of staff could result at any time during the night. Charges will be between the Contractor and the authorised officer but pricing proposals will be transparent and based on actual costs for food and labour required. The Contractor will be responsible for providing catering services in the event of a Major Incident i.e. activation of SCC and all meals to be provided for staff will be catered from the Force HQ – Powys Dinner/Pembrokeshire Café (there will be a requirement to transport meals to either SCC or Force Communications Centre both buildings are on site).

Special Functions — The Contractor shall, by prior arrangement, be prepared to provide lunches and dinners as and when required. The Contractor shall agree the menus for such catering with the organiser and recover the cost direct following consultation with the Contracts Officer.
Full details of the level of service required will be provide at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 1 – Catering Services at Force HQ (including the Pembrokeshire Cafe and Powys Diner).
Lot 2 – Catering Service – Strategic Co-ordination Centre (Café area and provision of buffet and hospitality services for Training/Conferencing).
The Contractor will be responsible for providing a Café service to members of staff located within the building other customers from other areas of HQ Site also use the facility. A high number of Conferences are frequently held together with Training Courses to which the Contractor will be requested to provide buffets/working lunches and hospitality. N.B. the kitchen area has limited capacity and equipment to cater for large numbers. Where large numbers are to be catered for, food may need to be prepared off site and delivered on a timely basis.
The Authority will be actively marketing the facilities of the SCC for Meetings/Seminars and Conferencing to include Training facilities for staff within the Public and Private Sectors. The successful contractor will be expected to provide catering for these events as and when required. The Catering Service provided for lot 2 will be at nil cost to Dyfed-Powys Police Authority.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 2 – Catering Services at Strategic Co-ordination Centre (Café area and provision of buffet and hospitality services for Training/Conferencing).
Lots 3 to 7 — Provision of Cleaning Services.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
Lot 3 – Cleaning Services – Force Headquarters (HQ Site, SCC & Force Communications Centre).
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services at Force Headquarters.
The range of services required include but are not limited to:
— General office cleaning,
— Accommodation services,
— Periodic cleaning as required.
Cleaning the Dyfed-Powys Police Force Headquarters including the SCC and Force Communications Centre (FCC) (The FCC will require weekend working), which involves an overall area of approx. 12,694.31 m².
Provide a housekeeping service (Police HQ Accommodation Block with 29 bedrooms) which will consist of bed making, changing and control of laundry and linen, please note that the Authority have a contract in place for the provision of Laundry Services.
The Authority are in the process of acquiring additional premises near Police Headquarters further details will be provided within the Tender documentation. There will be a requirement for cleaning services at these premises.
Full details of the level of service required will be provided at the invitation to Tender stage.

It is anticipated that TUPE will apply to Lot 3 – Cleaning Services at Force HQ (including main building at Force HQ, Strategic Co-ordination Centre and Force Communications Centre).
Lot 4 Cleaning Services – Carmarthenshire — Police Stations and Premises.
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Carmarthenshire.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Friar's Park.
Burry Port.
Pembrey – Helicopter Unit.
Cross Hands.
Cross Hands – Safety Camera Partnership.
Cross Hands — Roads Policing.
Kidwelly.
Llandovery.
Llanelli.
Llwynhendy.
Morfa.
St. Clears.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 4 – Cleaning Service in Carmarthenshire — Police Stations and Premises.
Lot 5 Cleaning Services – Pembrokeshire — Police Stations and Premises.
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Pembrokeshire.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Specialist Cleaning – Removal of DNA,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Haverfordwest.
Fishguard.
Fishguard Port.
Crymych.
Milford Haven.
Narberth.
Pembroke Dock.
Cleddau Victim Suite – Pembroke Dock.
Pembroke Dock Port.
Tenby.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 5 – Cleaning Service in Pembrokeshire — Police Stations and Premises.
Lot 6 Cleaning Services – Ceredigion — Police Stations and Premises.

Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Ceredigion.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Specialist Cleaning – Removal of DNA,
— Custody Suite including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Aberystwyth.
Aberaeron.
Cardigan.
Lampeter.
Llandysul.
Machynlleth.
Newcastle Emlyn.
Penparcau.
Victim Suite – Bow Street.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 6 – Cleaning Service in Ceredigion — Police Stations and Premises.
Lot 7 Cleaning Services – Powys — Police Stations and Premises.
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Powys.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Brecon.
Builth Wells.
Crickhowell.
Hay On Wye.
Llanfyllin.
Knighton.
Llanidloes.
Newtown.
Presteigne.
Rhayader.
Welshpool.
Ystradgynlais.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 7 – Cleaning Service in Powys — Police Stations and Premises.
Lot 8 – Window Cleaning Services.
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide window cleaning services to a varied range of properties within the Force area.
Properties range from Force Headquarters, SCC, FCC, Divisional Headquarters, Police Stations, Police Premises (i.e. Industrial Units).

Windows to be cleaned inside and outside.
Full details of the level of service required will be provided at the invitation to Tender stage.
TUPE does not apply to Lot 8 – Window Cleaning Services.
Lot 9 – Security – Force HQ.
Force Headquarters during normal working hours will be occupied by personnel working Monday to Friday. The Accommodation Block is occupied for Residential Students Monday through to Thursdays. Whilst Student Residence are on site, there is a requirement for a Duty /Security Officer to be present to carry out the task of Security and Fire Marshalling.
Nightly security checks will include office accommodation, lights, and windows.
Perimeter checks will include Vehicle Car Passes and the reporting of unauthorised vehicles on site. Inspections throughout the night will be undertaken, reports of anything suspicious will be reported through to the Force Communication Centre Duty Inspector.
Tour of duty will commence at 7 p.m. through to 7 a.m. On occasions there will be ad hoc requests for covering outside of these times, this involves the supervision of onsite contractors and also pre-arranged weekend working.
Full details of the level of service required will be provided at the invitation to Tender stage.
TUPE does not apply to Lot 9 – Security – Force HQ.
Community Benefits do not apply to this contract.

II.1.6. CPV code(s)

55520000 Catering services, 55500000 Canteen and catering services, 55300000 Restaurant and food-serving services, 90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services, 79710000 Security services, 79715000 Patrol services, 98341110 Housekeeping services, 55523000 Catering services for other enterprises or other institutions

II.1.7. Information about the Government Procurement Agreement (GPA)

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: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

As detailed in section II. 1.8) Division into lots (detailed above).

II.2.2. Information about options

Options: yes
Description of options: Option to extend for a further period of upto three years (reviewed on an annual basis subject to ongoing demand and contractor(s) performance).

II.2.3. Information about renewals

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

Start 1.7.2013. Completion 3.7.2016

Information about lots
Lot No: Lot 1
Lot title: Catering Service at Force HQ (including the Pembrokeshire Cafe and Powys Diner)

1)

Short description

Catering requirements are in relation to:
(i) Office personnel
(ii) Residential personnel
(iii) Other functions
Office Personnel:
Of the total number of staff engaged on site, approximately 554 are employed on an 7:00 a.m. to 8:00 p.m. basis, Monday to Friday. The Authority requires a Catering Service to be made available during office hours.
Between the hours of 8:00 p.m. and 8:00 a.m. there are approximately 6 to 10 people working in the Communications Centre (a separate building located on the Headquarters site) at any one time. Saturday and Sunday there are approximately 6 to 12 people working in the Communication Centre at any one time.
The Communications Centre is a shared facility with both Fire and Ambulance Service. Fire personnel has a total of 13 officers working 8:30 a.m. to 6 p.m. – 24/7 every day of the week. Seven officers working night duty 6 p.m. to 8:30 a.m. Up to 6 officers attend a training day where lunch is provided and the training can last up to 4 weeks.
Ambulance personnel have up to 55 officers on a day time shift and 13 officers working night duty – 24/7 every day of the week.
The only office personnel working on site at weekends and Bank Holidays will be the Dyfed-Powys Communications Centre personnel together with other Emergency Services personnel i. e. Fire and Ambulance as mentioned above. All income from such sales will be retained by the Contractor.
Residential personnel:
Normal weekly requirement for each residential student will entail 4 breakfasts, 5 lunches and 4 evening meals. There is no requirement for breakfast Monday mornings or an evening meal Friday. Estimated numbers will normally be available up to one week in advance. On occasions students are accommodated in local hotels, therefore no breakfast requirements would be needed, but lunch and evening meals would need to be provided.
Due to times of austerity there are no set intakes of students or set student numbers for training courses held. Training is now arranged ‘on demand’.
Based on projected recruitment needs, it is proposed there will be an intake of 18 officers in 2012/13, and 36 officers in 2013/14. Please note that these figures are not definitive and may be subject to change.
Other Functions:
Emergency Services.
The Contractor shall be prepared, upon short notice, to supply refreshments and/or meals for large numbers of operational officers, in the event of such a requirement. This may occur within normal catering hours in which event the agreed prices shall apply. At other periods, including weekends, or when the service is to be provided other than at Force Headquarters, this also includes the SCC when potentially a call out of staff could result at any time during the night. Charges will be between the Contractor and the authorised officer but pricing proposals will be transparent and based on actual costs for food and labour required. The Contractor will be responsible for providing catering services in the event of a Major Incident i. e. activation of SCC and all meals to be provided for staff will be catered from the Force HQ – Powys Dinner/Pembrokeshire Café (there will be a requirement to transport meals to either SCC or Force Communications Centre both buildings are on site).
Special Functions:
The Contractor shall, by prior arrangement, be prepared to provide lunches and dinners as and when required. The Contractor shall agree the menus for such catering with the organiser

and recover the cost direct following consultation with the Contracts Officer.
Full details of the level of service required will be provide at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 1 – Catering Service at Force HQ (including the Pembrokeshire Cafe and Powys Diner).

2) **CPV code(s)**
55520000 Catering services, 55500000 Canteen and catering services, 55300000 Restaurant and food-serving services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 1 — Catering Service at Force HQ (including the Pembrokeshire Cafe and Powys Diner).

Lot No: Lot 2
Lot title: Catering Service at Strategic Co-ordination Centre (Café area and provision of buffet and hospitality services for Training/Conferencing)

1) **Short description**
The Contractor will be responsible for providing a Café service to members of staff located within the building other customers from other areas of HQ Site also use the facility. A high number of Conferences are frequently held together with Training Courses to which the Contractor will be requested to provide buffets/working lunches and hospitality. N.B. the kitchen area has limited capacity and equipment to cater for large numbers. Where large numbers are to be catered for, food may need to be prepared off site and delivered on a timely basis.
The Authority will be actively marketing the facilities of the SCC for Meetings/Seminars and Conferencing to include Training facilities for staff within the Public and Private Sectors. The successful contractor will be expected to provide catering for these events as and when required. The Catering Service provided for this lot will be at nil cost to the Authority.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 2 — Catering Service at Strategic Co-ordination Centre (Café area and provision of buffet and hospitality services for Training/Conferencing held).

2) **CPV code(s)**
55520000 Catering services, 55300000 Restaurant and food-serving services, 55523000 Catering services for other enterprises or other institutions

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 2 — Catering Service at Strategic Co-ordination

Centre (Café area and provision of buffet and hospitality services for Training/Conferencing held).

Lot No: Lot 3
Lot title: Cleaning Service at Force Headquarters (HQ Site, SCC & Force Communications Centre)

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services at Force Headquarters.
The range of services required include but are not limited to:
— General office cleaning,
— Accommodation services,
— Periodic cleaning as required.
Cleaning the Dyfed-Powys Police Force Headquarters including the SCC and Force Communications Centre (FCC) (The FCC will require weekend working), which involves an overall area of approx. 12,694.31 m².
Provide a housekeeping service (Police HQ Accommodation Block with 29 bedrooms) which will consist of bed making, changing and control of laundry and linen, please note that the Authority have a contract in place for the provision of Laundry Services.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
The Authority are in the process of acquiring additional premises near Police Headquarters further details will be provided within the Tender documentation. There will be a requirement for cleaning services at these premises.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 3 – Cleaning Service – Force Headquarters (HQ Site, SCC & Force Communications Centre).

2) **CPV code(s)**
90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services, 98341110 Housekeeping services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 3 — Cleaning Services — Force Headquarters (HQ Site, SCC & Force Communications Centre).

Lot No: Lot 4
Lot title: Cleaning Services in Carmarthenshire — Police Stations and Premises

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Carmarthenshire.

Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Friar's Park.
Burry Port.
Pembrey – Helicopter Unit.
Cross Hands.
Cross Hands – Safety Camera Partnership.
Cross Hands — Roads Policing.
Kidwelly.
Llandovery.
Llanelli.
Llwynhendy.
Morfa.
St. Clears.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 4 – Cleaning Services – Carmarthenshire — Police Stations and Premises.

2) **CPV code(s)**
90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 4 — Cleaning Services – Carmarthenshire — Police Stations and Premises.

Lot No: Lot 5
Lot title: Cleaning Services in Pembrokeshire — Police Stations and Premises

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Pembrokeshire.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,

— Specialist Cleaning – Removal of DNA,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Haverfordwest.
Fishguard.
Fishguard Port.
Crymych.
Milford Haven.
Narberth.
Pembroke Dock.
Cleddau Victim Suite – Pembroke Dock.
Pembroke Dock Port.
Tenby.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 5 – Cleaning Services — Pembrokeshire — Police Stations and Premises.

2) **CPV code(s)**
90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 5 — Cleaning Services — Pembrokeshire — Police Stations and Premises.

Lot No: Lot 6
Lot title: Cleaning Services in Ceredigion — Police Stations and Premises

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Ceredigion.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Specialist Cleaning – Removal of DNA,
— Custody Suite including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:

Divisional HQ – Aberystwyth.
Aberaeron.
Cardigan.
Lampeter.
Llandysul.
Machynlleth.
Newcastle Emlyn.
Penparcau.
Victim Suite – Bow Street.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 6 – Cleaning Services — Ceredigion — Police Stations and Premises.

2) **CPV code(s)**
90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 6 — Cleaning Services — Ceredigion — Police Stations and Premises.

Lot No: Lot 7
Lot title: Cleaning Services in Powys — Police Stations and Premises

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide cleaning services to a varied range of properties within Powys.
Properties range from a singled manned Police office to other premises i.e. Industrial Units.
The range of services required include but are not limited to:
— General office cleaning,
— Custody Suites including Cells,
— Periodic cleaning as required.
The Contractor is to carry out the cleaning of Police Buildings as detailed below:
Divisional HQ – Brecon.
Builth Wells.
Crickhowell.
Hay On Wye.
Llanfyllin.
Knighton.

Llanidloes.
Newtown.
Presteigne.
Rhayader.
Welshpool.
Ystradgynlais.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required, together with cleaning areas and accessibility will be provide at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
Full details of the level of service required will be provided at the invitation to Tender stage.
It is anticipated that TUPE will apply to Lot 7 – Cleaning Services — Powys — Police Stations and Premises.

2) **CPV code(s)**
90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately.
It is anticipated that TUPE will apply to Lot 7 — Cleaning Services — Powys — Police Stations and Premises.

Lot No: Lot 8
Lot title: Window Cleaning Services within the Dyfed-Powys Police Force Area.

1) **Short description**
Dyfed-Powys Police Authority is seeking to appoint a contractor to provide window cleaning services to a varied range of properties within the Force area.
Properties range from Force Headquarters, SCC, FCC, Divisional Headquarters, Police Stations, Police Premises (i.e. Industrial Units).
Windows to be cleaned inside and outside.
The Contractor shall be responsible for the provision of all plant, labour, equipment and cleaning materials necessary for the proper execution of the work.
Full details of the level of service required will be provided at the invitation to Tender stage.
N.B. The Authority is currently undertaking an Estates Rationalisation resulting in Station closures. Some closures have already been implemented; however, it may be likely that others may occur during the duration of the Contract period.
TUPE does not apply to Lot 8 – Window Cleaning Services within the Dyfed-Powys Police Force.

2) **CPV code(s)**
90911000 Accommodation, building and window cleaning services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately. TUPE does not apply to Lot 8 – Window Cleaning Services within the Dyfed-Powys Police Force Area.

Lot No: Lot 9
Lot title: Security at Force HQ

1) **Short description**
Force Headquarters during normal working hours will be occupied by personnel working Monday to Friday. The Accommodation Block is occupied for Residential Students Monday through to Thursdays. Whilst Student Residence are on site, there is a requirement for a Duty /Security Officer to be present to carry out the task of Security and Fire Marshalling.
Nightly security checks will include office accommodation, lights, and windows.
Perimeter checks will include Vehicle Car Passes and the reporting of unauthorised vehicles on site. Inspections throughout the night will be undertaken, reports of anything suspicious will be reported through to the Force Communication Centre Duty Inspector.
Tour of duty will commence at 7 p.m. through to 7 a.m. On occasions there will be ad hoc requests for covering outside of these times, this involves the supervision of onsite contractors and also pre-arranged weekend working.
Full details of the level of service required will be provided at the invitation to Tender stage.
TUPE does not apply to Lot 9 – Security – Force Headquarters.

2) **CPV code(s)**
79710000 Security services, 79715000 Patrol services

3) **Quantity or scope**
As detailed above in the short description field.

4) **Indication about different time frame or duration**
Start 1.7.2013. Completion 3.7.2016

5) **Additional information about lots**
Tenderers may bid for one or more lots. Each "Lot" will be evaluated / awarded separately. TUPE does not apply to Lot 9 – Security – Force HQ.

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

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 suppliers winning the contract the Authority will require each supplier in the group to become joint or severally responsible before acceptance".

III.1.4. Contract performance conditions

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

III.2.2. Economic and financial ability

List and brief description of conditions: "Candidates will be required to provide evidence as specified in Article 41 and 42 of Directive 2009/81/EC".
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:216:0076:0136:EN:PDF

III.2.3. Technical and professional ability

List and brief description of conditions:
"Candidates will be required to provide evidence as specified in Article 41 and 42 of Directive 2009/81/EC".
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:216:0076:0136:EN:PDF

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

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: 5 operators will be shortlisted and invited to tender for each lot (service area)

Objective criteria for choosing the limited number of candidates: The evaluation panel will examine the information supplied by Tenderers in the Pre-Qualification Questionnaire (Technical Envelope), and, in accordance with the pre-determined selection criteria, will identify a maximum of 5 highest scoring submissions for each lot/service area (i.e. Lots 1 to 9) and these organisations shall be invited to tender.

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
DPP/12/07

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
3.12.2012 - 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 days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders
Date: 3.12.2012 - 14:00
Persons authorised to be present at the opening of tenders: yes
Information about authorised persons and opening procedure: Officers from Dyfed Powys-Police Authority.

Section VI: Complementary information

VI.1. Information about recurrence
This is a recurrent procurement: yes
Estimated timing for further notices to be published:

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
Instructions to suppliers:
To assist you in locating these opportunities on the BRAVO E Procurement System the project code is: project_23401.
As this is a restricted procedure, Tenderers must ensure that all PQQ questions are fully responded to. The following PQQ Project codes may further assist you in locating the opportunities:
PQQ Code: pqq_30617.
Please also ensure you check the "Attachments" area for any documents/ information which may assist you with your submission or you are required to upload as part of your submission as per information contained within the tender pack.

Suppliers Instructions How to express interest in this Tender:
1. Register your company on the etenderwales portal (this is only required once)
— Browse to the eSourcing Portal: www.etenderwales.bravosolution.co.uk,
— Click the "Suppliers register here" link,
— Enter your correct business and user details,
— Note the username you chose and click "Save" when complete,
— You will shortly receive an email with your unique password (please keep this secure),
— Agree to the terms and conditions and click "continue".
2. Express an Interest in the Project
— Login to the portal with the username/password,
— Click the "ITTs Open to All Suppliers" link. (These are Invitation to Tender Documents open to any registered supplier),
— Click on the relevant ITT to access the content,
— Click the "Express Interest" button at the top of the screen,
— This will move the ITT into your "My ITTs" page. (This is a secure area reserved for your projects only),
— Click on the ITT code, you can now access any attachments by clicking the "Buyer Attachments" on the left hand side of the screen.
3. Responding to the tender
— At the top of the screen you can choose to "Create Response" or "Decline to Respond" (please give a reason if declining),
— You can now use the "Messages" function on to communicate with the buyer and seek any clarification,
— Note the deadline for completion, then follow the onscreen instructions to complete the ITT,
— There may be a mixture of online & offline actions for you to perform (there is detailed online help available).
If you require any further assistance use the online help, or the BravoSolution help desk is available Mon — Fri (8am — 6pm) on:
— email: help@bravosolution.co.uk,
— Phone: +44 8003684850/ Fax: +44 2070800480.
Tenders or Requests to Participate must be sent to:
Official name:
www.etenderwales.bravosolution.co.uk
Postal Address:
Dyfed-Powys Police Authority will be conducting this procurement exercise through the Value Wales e-Tendering portal. This can be found at www.etenderwales.bravosolution.co.uk, all information may be downloaded and returned though this channel.
Buy4Wales Reference Number: 32337.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: " This authority will incorporate a standstill period where information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into The Public Contracts

Regulations 2006 (SI 2006 No5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).”.

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

VI.5. Date of dispatch of this notice

1.11.2012