

**Italy-Seravezza: Office, school and office equipment cleaning services**

OJ S 233/2015 02/12/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Comune di Seravezza

Postal address: Via XXIV Maggio

Town: Seravezza

Postal code: 55047

Country: Italy

Contact person: Settore Economico-Finanziario

E-mail: [protocollo.seravezza@postacert.toscana.it](mailto:protocollo.seravezza@postacert.toscana.it)

Telephone: +39 0584757709

Fax: +39 05847571808

**Internet address(es):**General address of the contracting authority: <http://www.comune.seravezza.lucca.it>Address of the buyer profile: <http://www.comune.seravezza.lucca.it>Electronic access to information: <http://www.comune.seravezza.lucca.it>Electronic submission of tenders and requests to participate: <http://https://start.e.toscana.it/rtrt/>**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**

Regional or local authority

**I.3. Main activity**

General public services

**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**

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

CIG 6487985697.

**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 ITE12 Lucca

**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)**

Servizio di pulizia degli immobili sedi di uffici comunali.

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

90919000 Office, school and office equipment cleaning 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: yes

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

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

Importo annuo pari a 45 000 EUR oltre IVA — 90 000 EUR nel caso di proroga per anni 1 (uno).

Estimated value excluding VAT: 45 000 EUR

**II.2.2. Information about options**

Options: yes

Description of options: Proroga di anni 1 (uno) ai sensi dell'art. 57 del D.Lgs. n. 163/2006.

Provisional timetable for recourse to these options:

in months: 12 (from the award of the contract)

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Duration in months: 12 (from the award of the contract)

**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**

Garanzia a corredo dell'offerta pari a 900 EUR ai sensi dell'art.29 del capitolato speciale d'appalto; cauzione definitiva ai sensi dell'art. 113 del D.Lgs. n. 163/2006.

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

Stanziamenti di bilancio.

**III.1.3.**

## **Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

### **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: Informazioni e formalità necessarie per valutare la conformità ai requisiti: Presentazione della documentazione a corredo dell'offerta composta dalle dichiarazioni sostitutive in merito al possesso dei requisiti generali e di idoneità professionale secondo quanto precisato agli artt. 31 e 32 del Capitolato speciale d'appalto. Art. 32, punto 2 del capitolato speciale d'appalto: iscrizione, a norma della Legge 25.1.1994, n. 82 e del D.M. 7.7.1997, n. 274, nel Registro delle imprese o nell'Albo delle imprese artigiane, almeno nella fascia di classificazione a).

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

List and brief description of conditions: Art. 32, punto 3 del capitolato speciale d'appalto: fatturato globale.

Minimum level(s) of standards possibly required: 100 000 EUR nel triennio 2012-2014.

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

List and brief description of conditions:

Art. 32, punto 1 del capitolato speciale d'appalto: certificazione di qualità ISO 9001:2008.

Art. 32, punto 4 del capitolato speciale d'appalto: gestione di servizi di pulizia nel triennio 2012-2014 e fino alla data di presentazione delle offerte.

Minimum level(s) of standards possibly required:

Almeno n. 1 (uno) servizio di pulizia di durata di almeno un anno e di importo almeno pari a 20 000 EUR oltre IVA.

#### **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: Legge 25.1.1994, n. 82 e del D.M. 7.7.1997, n. 274.

#### **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**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

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

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

CIG 6487985697

##### **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: 8.1.2016 - 12:00  
Payable documents: no

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

11.1.2016 - 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**

Any EU official language

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in days: 180 (from the date stated for receipt of tender)

##### **IV.3.8. Conditions for opening of tenders**

Date: 12.1.2016

Place:

<https://start.e.toscana.it/rtrt/>

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Seduta pubblica via web.

#### **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**

La procedura di gara è svolta in modalità completamente elettronica sulla piattaforma del Sistema Telematico Acquisti Regionale della Toscana — START all'indirizzo <https://start.e.toscana.it/rtrt>

La presentazione delle offerte potrà avvenire esclusivamente su tale piattaforma e secondo le modalità ivi indicate. Analogamente sulla piattaforma sarà svolta la procedura pubblica di gara. Il RUP è il sig. Lorenzo Tessa — tel. +39 0584757752.

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

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

Official name: TAR Toscana

Postal address: Via Ricasoli 40

Town: Firenze

Postal code: 50122

Country: Italy

Telephone: +39 055267301

##### **VI.4.2. Review procedure**

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

##### **VI.5. Date of dispatch of this notice**

27.11.2015