

**United Kingdom-High Wycombe: Facilities management services**

OJ S 247/2016 22/12/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Buckinghamshire New University

Postal address: Queen Alexandra Road, Buckinghamshire

Town: High Wycombe

Postal code: HP11 2JZ

Country: United Kingdom

Contact person: Procurement Department

For the attention of: Jasbinder Sandhu-Howard

E-mail: [jasbinder.sandhu-howard@bucks.ac.uk](mailto:jasbinder.sandhu-howard@bucks.ac.uk)

Telephone: +44 1494605246

**Internet address(es):**Address of the buyer profile: <https://in-tendhost.co.uk/bucksnewuni>**Additional information can be obtained from:**

Official name: InTend

Country: United Kingdom

Internet address: <https://in-tendhost.co.uk/bucksnewuni>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: InTend

Internet address: <https://in-tendhost.co.uk/bucksnewuni>**Tenders or requests to participate must be submitted:** Official name: InTend

Country: United Kingdom

Contact person: Finance Department

Internet address: <https://in-tendhost.co.uk/bucksnewuni>**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

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

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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

Facilities Management Services.

**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: Brook Street Halls.

High Wycombe Campus.

Hughenden Student Village.

Uxbridge Campus.

Windsor House.

University Campus Aylesbury.

NUTS code UKJ13 Buckinghamshire CC

### **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 University is seeking to appoint a single Facilities Management Provider ('Contractor') to provide a range of hard and soft facilities management services at High Wycombe, Uxbridge and Aylesbury.

#### 1. Introduction to the Authority.

1.1 Buckinghamshire New University is a modern university, offering a wide range of graduate and post graduate courses and driving professional and creative excellence characterised by a commitment to delivering an outstanding student experience. The vision at Bucks is to be a leading influence, shaping higher education for the benefit of its students and their chosen industries. Within a welcoming and supportive environment, the University delivers high-quality scholarship, focused research and professional practice.

1.2 The University's mission is to put its students first and work responsively to inspire and nurture talent for a range of careers. To achieve this Bucks collaborates with a variety of partners regionally, nationally and internationally to ensure that its graduates are ready for the world of work, and that Bucks is able to meet the current and future demands of employers.

1.3 The University's applied research and knowledge transfer activities inform its curriculum, enable notable outputs and develop the opportunity for employer engagement. This partnership approach keeps Bucks relevant and ensures students are prepared for the real life challenges of the 21st century workplace.

#### 2. The Premises.

2.1 The premises covered by the new facilities management contract are described below:

— High Wycombe Campus forms the core of the University's premises and is where the majority of undergraduate courses are taught. This location offers dance and drama studios, production suites, and the impressive library which is housed over four floors in the University's flagship building, The Gateway. The High Wycombe Campus is also home to craft workshops, lecture theatres, the Students' Union and the Human Performance, Exercise and Wellbeing Centre.

— Uxbridge, West London is home to the University's prestigious nursing and healthcare practice courses and offers students an exceptional learning environment. The campus provides students with a range of specialist equipment, high tech simulation suites and learning facilities.

— University Campus Aylesbury Vale (UCAV) is a new campus in the heart of Aylesbury. Bucks have partnered with Aylesbury Vale District Council and Buckinghamshire Education, Skills and Training to build this 16 500 000 GBP education centre. UCAV provides a range of professional short courses while students are able to enjoy a waterside location in the town centre.

- Brook Street Student Residences is situated 5 minutes walk away from the High Wycombe Campus. Brook Street consists of 396 rooms grouped into flats of between six and ten bedrooms and 3 studios.
- Hughendon Student Village Residences consists of 402 en-suite rooms and 12 en-suite studio rooms grouped in flats of six bedrooms approximately a 15 minute walk from the High Wycombe Campus.
- Windsor House Residences is located right in the centre of High Wycombe and just a five minute walk from the University. There are 63 en suite rooms and 9 studios at Windsor House.

### 3. Introduction to the Services.

3.1 The University's current Facilities Management (FM) contract is due to expire on 31.7.2017. The University wishes to award a 3 year contract with option to extend a further 2 x 12 months, subject to satisfactory Contractor performance.

3.2 Services required include but are not limited to:

- Hard FM services at Brook Street and Hughendon student residences including reactive maintenance and undertaking statutory and health & safety inspections, tests and checks;
- Cleaning to all locations;
- Security at all locations;
- Reception services at Uxbridge;
- Grounds maintenance;
- Pest Control;
- Portering and room set up.

3.3 Full details of the Services and the locations at which they are required are set out in the Services Information.

3.4 The Contract will commence on 1 August 2017, following the conclusion of the Contract mobilisation period from 20.6 to 31.7.2017.

3.5 The Contract will run for an initial 3 year period, commencing on 1.8.2017 until 31.7.2020. The Authority reserves the right to extend the contract by up to 24 months (in 2 no. 12 month periods) up to a maximum end date of 31.7.2022. Either of these extension periods can be exercised at the Authority's discretion subject to satisfactory performance of the Contractor and continuing Authority requirements.

The contract is for 3 years with two optional years which may be exercised at the University's discretion. The value of the 3 year fixed terms contract is 6 000 000 GBP. The value of each optional year will be in the region of 2 000 000 GBP. Therefore, the potential total value of the contract, if all options are exercised could be 10 000 000 GBP.

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

79993100 Facilities management services, 90911000 Accommodation, building and window cleaning services, 50700000 Repair and maintenance services of building installations, 79710000 Security 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: 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**

Reference to Schedule 5 Service Information provides the breakdown of requirements.

Estimated value excluding VAT: 10 000 000 GBP

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

Options: yes

Description of options: The contract is for 3 years with two optional years which may be exercised at the University's discretion. The value of the 3 year fixed term contract is 6 000 000 GBP. The value of each optional year will be in the region of 2 000 000 GBP. Therefore, the potential total value of the contract, if all options are exercised could be 10 000 000 GBP.

Provisional timetable for recourse to these options:

in months: 36 (from the award of the contract)

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

This contract is subject to renewal: yes

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

Duration in months: 36 (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**

Where the chosen contractor has a parent company, a parent company guarantee may be required. Other guarantees may be required in lieu of a parent company guarantee. The proposed terms of such guarantees are contained in the contract terms.

##### **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**

Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If the formation of a single legal entity is not proposed, the legal structure will need to be explained.

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

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

Description of particular conditions: Insurance details are set out in the SQ which also contains the minimum requirements for pre-qualification.

Insurance levels required are detailed as follows:

Employer's (Compulsory) Liability Insurance = 10 000 000 GBP.

Public Liability Insurance = 10 000 000 GBP.

Professional Indemnity Insurance = 1 000 000 GBP.

Product Liability Insurance = Not required.

It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of 5 000 000 GBP as a minimum. Please note this requirement is not applicable to Sole Traders.

The terms of the contract will be based on the NEC Term Service Contract (Option A) as amended by the Z clauses which form part of the bundle of procurement documents available via InTend.

#### **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 the Crown Commercial Service Selection Questionnaire which is available on Intend along with the Authority's chosen minimum requirements and evaluation methodology.

Details of up to three contracts, in any combination from either the public or private sector, voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (eg the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

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

List and brief description of conditions: In accordance with the Crown Commercial Service Selection Questionnaire which is available on InTend along with the Authority's chosen minimum requirements and evaluation methodology.

The Authority requires demonstration of the organisation's economic/financial standing through the following:

(Further details are available from the Supplier Qualification document.)

- a) A copy of its audited accounts for the most recent 2 years.
- b) A statement of the turnover, profit and loss account/income statement, balance sheet /statement of financial position and statement of cash flow for the most recent year of trading for the organisation.
- c) If a candidate chooses to submit a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
- d) If a candidate decides to demonstrate financial standing using alternative means of demonstrating financial status if any of the above are not available (eg Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

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

List and brief description of conditions:

In accordance with the Crown Commercial Service Selection Questionnaire which is available on InTend along with the Authority's chosen minimum requirements and evaluation methodology.

Details of up to three contracts to be provided, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. contract for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contract provided should be able to provide written evidence to confirm the accuracy of the information provided.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (eg the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

Where the supplier intends to sub-contract a proportion of the contract, please demonstrate how healthy supply chains have been maintained in the past with sub-contractors. Evidence should include, but is not limited to, details of supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).

#### **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**

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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 minimum number 5

Objective criteria for choosing the limited number of candidates: The objective criteria for choosing the limited number of candidates are detailed in section 3 of the Supplier Qualification (Exclusion Grounds and Selection Criteria).

With reference to IV.1.2 please refer to the instructions accompanying the SQ which set out the circumstances in which the Authority may invite less than or more than 5 candidates 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 Criteria below

1. Price. Weighting 40
2. Quality. Weighting 60

##### **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**

BNU-1607-93

#### **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**

19.1.2017 - 12:00

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

15.2.2017

#### **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**

Date: 27.3.2017 - 12:00

Place:

Buckinghamshire New University.

Queen Alexandra Road.

High Wycombe.

HP11 2JZ.

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

Information about authorised persons and opening procedure: Jasbinder Sandhu-Howard.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: This contract will initially be for 36 months, with the option to extend by two 12-month periods.

### **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**

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

Costs: The Authority shall not be liable for any costs or expenses incurred by any candidate or bidder in connection with the completion and return of any information contained in the contractor notice, or the completion and submission of any tender, irrespective of the outcome

of the competition or if the competition is cancelled or postponed.

Dates and times: All dates and time periods are provisional and the Authority reserves the right to change these.

Terms and conditions: The attention of candidates and bidders is drawn to the full terms and conditions which are contained in the Instruction to bidders — SQ and the Instructions to Bidders documents on InTend. Candidates are deemed to have read and accepted these by participating in this process in any way.

Lots: The Authority does not consider that it is appropriate due to the nature of the contract and the services to split this requirement into lots.

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service to the extent identified in the procurement documents on InTend.

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

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

Official name: Buckinghamshire New University

Postal address: Queen Alexandra Road

Town: High Wycombe

Postal code: HP11 2JZ

Country: United Kingdom

E-mail: [jasbinder.sandhu-howard@bucks.ac.uk](mailto:jasbinder.sandhu-howard@bucks.ac.uk)

Telephone: +44 1494605246

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

Precise information on deadline(s) for review procedures: The authority will incorporate a minimum 10 calendar day standstill period at the point that information on the award of the contract is communicated to tenderers. If an appeal regarding the award of the contract has not been successfully resolved then the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take action in the High Court. Any such action must be brought promptly (generally within 30 days).

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

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

19.12.2016