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Tender

## **Term Service Contract for the Servicing, Maintenance and Compliance (Gas, M&E and Buildings) for Council Managed Assets**

Portsmouth City Council

F02: Contract notice

Notice identifier: 2023/S 000-001569

Procurement identifier (OCID): ocds-h6vhtk-0331b5

Published 18 January 2023, 2:52pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO1 2AL

#### **Contact**

Procurement Service

#### **Email**

[procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

#### **Telephone**

+44 2392688235

**Country**

United Kingdom

**Region code**

UKJ31 - Portsmouth

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

Buyer's address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://intendhost.co.uk/portsmouthcc/asp/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://intendhost.co.uk/portsmouthcc/asp/home>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://intendhost.co.uk/portsmouthcc/asp/home>

**I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Term Service Contract for the Servicing, Maintenance and Compliance (Gas, M&E and Buildings) for Council Managed Assets

#### **II.1.2) Main CPV code**

- 50712000 - Repair and maintenance services of mechanical building installations

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Portsmouth City Council - the 'council' - is inviting expressions of interest from suitably qualified and experienced suppliers for the provision of servicing, maintenance, installation and compliance checks of gas, water, heating and other associated building installations across the council's housing stock and wider property portfolio on a term service partner basis.

Further information in respect of contract scope, form and options is set out within Section II.2.14. below.

The council is targeting to have awarded the contract by 10 July 2023 to allow for commencement on 2 October 2023. The contract will be awarded for an initial term of five years thereafter the council will have the option to extend the term by a period(s) of up to a maximum of five years. Any period(s) of extension will be at the council's sole discretion.

The value of the contract requirements equates to between approximately £6M to £8M, per annum and therefore between approximately £60M to £80M in total if the extension option(s) is taken up and the contract runs for the maximum allowable term of 10 years.

The council will undertake a procurement process to award the contract in accordance

with the Restricted Procedure, as set out within the Public Contracts Regulations (2015), in line with the summary programme set out below;

- FTS Notice issued - Wednesday 18th January 2023
- SSQ and procurement documents published on Intend - Wednesday 18th January 2023
- Deadline for requests for clarification - Friday 10th February 2023 at 23:59
- SSQ submission deadline - Monday 20th February 2023 at 12:00
- ITT and final procurement documents published on Intend - Monday 13th March 2023
- Tender return deadline Friday - 21st April at 14:00
- Notification of preferred bidder - Monday 22nd May 2023
- Standstill start - Monday 22nd May 2023
- Standstill finish - Thursday 1st June 2023 at 23:59
- Issue S20 Leaseholder notification - Monday 5th June 2023
- Contract award - Monday 10th July 2023
- Contract commencement - Monday 2nd October 2023

Application is via completion and submission of a project specific Supplier Status Questionnaire (SSQ) and associated further documentation by Monday 20th February 2023 12:00.

The SSQ and associated documents can be obtained from the Council's InTend e-sourcing solution using the following address - <https://intendhost.co.uk/portsmouthcc.aspx/home>.

Following assessment of SSQ submissions the top 5 ranked suppliers will be invited to tender.

#### **II.1.5) Estimated total value**

Value excluding VAT: £80,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 45232100 - Ancillary works for water pipelines
- 45261215 - Solar panel roof-covering work
- 45262100 - Scaffolding work
- 45262522 - Masonry work
- 45262660 - Asbestos-removal work
- 45311000 - Electrical wiring and fitting work
- 45331100 - Central-heating installation work
- 45331110 - Boiler installation work
- 45331200 - Ventilation and air-conditioning installation work
- 45331230 - Installation work of cooling equipment
- 45332000 - Plumbing and drain-laying work
- 45333000 - Gas-fitting installation work
- 45350000 - Mechanical installations
- 50510000 - Repair and maintenance services of pumps, valves, taps and metal containers
- 50531100 - Repair and maintenance services of boilers
- 50531200 - Gas appliance maintenance services
- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 50720000 - Repair and maintenance services of central heating
- 50730000 - Repair and maintenance services of cooler groups
- 71251000 - Architectural and building-surveying services

### **II.2.3) Place of performance**

NUTS codes

- UKJ31 - Portsmouth
- UKJ35 - South Hampshire

Main site or place of performance

The Council maintains a housing stock of approximately 16,650 dwellings, which is made up of 14,900 social dwellings and 1,750 leaseholders, in the Portsmouth and Havant council areas.

The council's broader property portfolio encompasses a broad range of building types, for further information on range of services against building types, suppliers are referred to the draft version of Schedule 3 - Part 2a - Affected Property accessible via the council's e-sourcing solution InTend.

## **II.2.4) Description of the procurement**

### **SCOPE OF WORKS**

The core scope of works, which the successful supplier will be required to deliver are:

- Domestic gas servicing, testing, maintenance and replacement installations:
  1. Landlord annual gas safety check;
  2. Void gas safety check;
  3. Domestic gas boiler and heating repairs; and
  4. Domestic gas boiler installations including heating systems, controls and all pipework.
- General servicing, testing, maintenance and replacement as appropriate of the following service areas and any other mechanical and electrical installations within Housing assets as directed but not limited to the existing named installations referred to within points 1-4 below and may include emerging technologies or regulation requirements over the life of the contract:
  1. Dwelling detectors, including smoke, heat and carbon monoxide (CO);
  2. Heat recovery units (dwellings) including filter changes;
  3. Air ventilation extraction (dwellings) including duct cleaning, filter and fire damper changes; and

#### 4. Heating interface units (HIU).

- Visual inspection and recording as necessary of the following dwelling areas within Housing assets as directed, reporting any identified repairs to the council or other service providers as appropriate:

1. Electrical installation;
2. Property fire doors;
3. Property windows; and
4. Sprinkler heads.

#### ANCILLARY SCOPE OF WORKS

The ancillary scope of works, which the successful supplier may be required to deliver, namely:

- Commercial gas servicing, testing, maintenance and replacement installations:

1. Landlord annual gas safety check;
2. Commercial gas boiler and heating repairs; and
3. Commercial gas boiler installations including heating systems, controls and all pipework.

- Water system testing and assessments across Housing and Corporate assets, namely

1. Water temperature testing with follow up water quality testing, as required
2. Legionella Risk Assessments

- General servicing, testing, maintenance and replacement as appropriate of the following service areas and any other mechanical and electrical installations within Corporate assets as directed but not limited to the existing named installations and may include emerging technologies over the life of the contract:

1. Catering and laundry appliances

#### OUT OF HOURS SERVICE

The supplier will be required to resource an out of hours service which is available 365

days a year.

## TECHNICAL SCOPE FURTHER INFORMATION

For further information in respect of the technical scope of the contract suppliers are referred to the draft version of Schedule 3 - Part 1 - Service Information, sections SI 1800 and SI 1900, and Schedule 3 - Part 2a - Affected Property accessible via InTend

## CONTRACT FORM & MANAGEMENT

The contract will be let using the NEC4 Term Service Option E Cost Reimbursable terms, with project work let via task orders.

It is important to note that the standard NEC4 Term Service Contract has been amended to utilise a fixed Contractor fee sum, as opposed to a percentage.

The fee will be fixed for the service period and will be reviewed annually, with agreed inflation indices applied as described in draft Schedule 2 - Contract Data Part 1, section Z18.0. The contract also includes a set of cost thresholds which are detailed in the schedules.

For further information regarding the Contractor Fee and cost thresholds suppliers are referred to the draft versions available via InTend of Schedule 2 - Contract Data Part 1, Schedule 3 Part 1 - Service Information, Schedule 3 Part 3 - Disallowed Cost and Schedule 6 Part 1 - Defined Cost and Fee.

## OPEN BOOK & SYSTEMS THINKING METHODOLOGY

The contract will be managed on a full open book partnership basis with adoption of a range of Vanguard Systems Thinking designed processes and performance measures. Systems Thinking methodologies have been incorporated and applied across the council's contracts with term service providers since 2006.

For further information regarding the system improvement methodology (Vanguard Systems Thinking) adopted by the council suppliers are referred to the draft version of Schedule 3 - Part 1 - Service Information, sections SI 700 and SI 1800, Schedule 3 - Part 16 - Capability Measure Operational Definition and the Asset Management Strategy 2021, section 2 available via InTend.

The supplier will be required to adopt the council's systems thinking principles, working practices and utilise its in-house repairs and maintenance IT system. A high level of contract specific local level autonomy on the part of the supplier will be required to make this work.

## PARTNERSHIP WORKING

In addition to working in close partnership with the council, the supplier will also be required to work in partnership with the council's other existing term service contractor partners.

For further information and details on the council's existing term service contractor partners, suppliers are referred to the draft version of Schedule 4 - Part 1 - Partnering Information via InTend.

## SOCIAL VALUE

The council have adopted a Social Value Policy that requires the supplier to deliver against a range of social value outcomes which may include but are not limited to considerations related to local employment, opportunities for disadvantaged groups, inclusivity, local supply chain / sub-contractor utilisation, skills and apprenticeships, environmental impact, etc.

For further information on social value, suppliers are referred to the Council Social Value Policy 2021 and draft Schedule 9 - Social Value Commitment accessible via InTend.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £80,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in days

180

This contract is subject to renewal

Yes

Description of renewals

The contract will be awarded for an initial term of five years thereafter the council will have the option to extend the term by a period(s) of up to a maximum of five years. Any period(s) of extension will be at the council's sole discretion. The maximum allowable term

is 10 years.

### **II.2.9) 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:

Applications will be assessed in accordance with the criteria stated within the SSQ Project Info & Instructions document accessible via the Council's e-sourcing solution InTend using the

following address:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

The top five ranked suppliers that meet all minimum requirements will be invited to tender. Should less than five suppliers meet all of the minimum requirements, the council reserves the right to proceed with the procurement in line with Regulation 65(7) of the Public Contracts Regulations 2015 .

In the event that multiple suppliers are tied at 5th place through the achievement of identical scores then all of the tied suppliers will be invited to tender.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

## Description of options

The contract will be awarded for an initial term of five years thereafter the council will have the option to extend the term by a period(s) of up to a maximum of five years. Any period(s) of extension will be at the council's sole discretion. The maximum allowable term is 10 years.

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **II.2.14) Additional information**

The following documentation has been issued via InTend:

- SSQ - Project Information & Instructions to Applicants (this document)
- SSQ - Questionnaire
- Appendix 1 - Contract Case Study Template
- Appendix 2 - Contract Case Study Summary List
- Appendix 3 - Case Study Reference Questionnaire
- Supplier Guidance (InTend Guidance - a step by step guide for operating the Council's e-sourcing solution)
- Draft Procurement documents Zip file, comprising:
  - o Instructions to Tenderers (draft)
  - o Schedule 2 - Part 1 - Contract Data (draft)
  - o Schedule 3 - Part 1 - Service Information (draft)
  - o Schedule 3 - Part 2a - Affected Property (draft)
  - o Schedule 3 - Part 3 - Disallowed Cost (draft)
  - o Schedule 3 - Part 4 - Associated Policies, Strategies & Documents (draft)
  - o Schedule 3 - Part 5 - Out of Hours Contractor Rota (draft)

- o Schedule 3 - Part 6 - (Contractors Name) Contractors Plan (draft)
- o Schedule 3 - Part 7 - (Contractors Name) Application for Payment (draft)
- o Schedule 3 - Part 7a - (Contractors Name) Payment Actual vs. Forecast (draft)
- o Schedule 3 - Part 8 - Approved Subcontractors (draft)
- o Schedule 3 - Part 9 - Approved Materials (draft)
- o Schedule 3 - Part 10 - Contractor Job Cost Schema (draft)
- o Schedule 3 - Part 12 - Contractors Notification (draft)
- o Schedule 3 - Part 13 - Service Manager Instruction (draft)
- o Schedule 3 - Part 14 - Service Manager Notification (draft)
- o Schedule 3 - Part 15 - Task Order (draft)
- o Schedule 3 - Part 16 - Capability Measures Operational Definition (draft)
- o Schedule 3 - Part 19 - Employers Equipment Register (draft)
- o Schedule 3 - Part 21 - Repair Authorisation Instruction (draft)
- o Schedule 4 - Part 1 - Partnering Information (draft)
- o Schedule 5 - Part 1 - Contract Data Part 2 (draft)
- o \*Schedule 5 - Part 2 - (Contractors Name) Service Information
- o Schedule 6 - Part 1 - Defined Cost and Fee (draft)
- o Schedule 6 - Part 2 - Cost Model (draft)
- o Schedule 7 - Forms for Completion (draft)
- o Schedule 8 - Liberty TUPE Employee Liability Information (draft)
- o Schedule 9 - Social value Commitment (draft)
- Building Management and Corporate policies Zip file, comprising:

- o Asset Management Strategy
- o BM Asbestos Policy
- o BM Charging for Repairs Policy
- o BM Disabled Adaptations Policy
- o BM Electrical Certificates Policy
- o BM Fire Safety Policy
- o BM Repairs and Maintenance Allowance Policy
- o BM Requests to Improve Our Properties Policy
- o BM Right to Repair Policy
- o BM Scope of Service
- o BM Special Decorations Policy
- o BM Tenant & Leaseholder Improvements & Alterations Policy
- o BM Keyword Guidance - GE has Word
- o PCC Anti-Fraud, Bribery & Corruption Policy
- o PCC Corporate Complaints policy - Dec 2021
- o PCC Data Protection Policy
- o PCC Data Security Incident Management Policy
- o PCC Gifts & Hospitality Policy
- o PCC ICT Access Policy
- o PCC Keep IT Secure and Legal Policy
- o PCC PAT Policy awaiting approval
- o PCC Risk & Assurance Management Policy

- o PCC Smoking at Work Policy
- o PCC Social Value Policy
- o PCC Software Policy
- o PCC Transport Strategy
- o PCC Whistle Blowing Policy

Schedule 3 Parts 11, 17, 18 and 20 have been retired or do not form part of this contract

\*Schedule 5 - Part 2 - (Contractors Name) Service Information / Quality Assessment Questions is currently being prepared by the Council and will be issued to the shortlisted suppliers with the final versions of the procurement documentation. The draft schedule is not complete but provides for element headings and weightings.

Please note that the documents listed above marked "(draft)" are being issued at this stage of the procurement in draft form for awareness. Following this stage of the procurement, the documents will be issued in their final form to the suppliers who are being invited to tender. The final documents may vary from and will supersede these draft versions.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

- NICEIC Approved Contractor Scheme
- Gas Safe Domestic

The lead consortium member / lead contractor and any consortium members / sub-contractors who would be responsible for direct delivery of core scope of work activities and ancillary scope of work commercial gas servicing, testing, maintenance and replacement activities must hold both accreditations at point of SSQ submission.

Where a consortium model is proposed which does not include for a lead consortium member then at least one consortium member must hold both accreditations at point of submission.

Consortium members or sub-contractors who will only be responsible for delivery of ancillary scope of work activities in relation to water system testing & assessments and servicing, testing, maintenance & replacement of catering & laundry appliances are only required to hold NICEIC Approved Contractor Scheme accreditation at point of submission.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-011032](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

20 February 2023

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

13 March 2023

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: in the event that extension options to extend the term of the contract beyond the initial 5 year term are not taken up, the estimated timing for further notices to be published is Autumn/Winter 2027.

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom