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Tender

Lakeside - Security Services

Portsmouth City Council

F02: Contract notice

Notice identifier: 2024/S 000-002181

Procurement identifier (OCID): ocids-h6vhtk-042f1b

Published 23 January 2024, 10:03am

The closing date and time has been changed to:

8 March 2024, 12:00pm

See the [change notice](#).

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

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/services/business/procurement/contract-opportunities-with-us/>

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Lakeside - Security Services

II.1.2) Main CPV code

- 79710000 - Security services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified and experienced SIA or equivalent accredited suppliers for the provision of security guarding services at Lakeside North Harbour, Portsmouth.

The council's target date for award of contract is March 26th, 2024, with service commencement following on May 31st, 2024.

The initial contract term will be for 3 years with possibility of extending the term by a further 4 years in increments to be agreed, subject to the agreement and performance of both parties. The form of contract used will be the Council's standard terms for the supply of services.

The estimated annual value of the contract is £375,000 based upon current core requirements. The value of the contract for delivery of core requirements may increase or decrease in the event of changes to specification, changes to frequencies, and removal or addition of requirements from the contract.

The Council cannot provide any guarantees of increases or decreases of the contract; however, any increases will be capped at 20% of the per annum contract value. The upper value of the contract in respect of core requirements could therefore theoretically increase to £450,000 per annum.

The above value estimate does not include for any non-core ad-hoc requirements such as additional support for events, specialist ad-hoc services, etc.

No accurate estimate or guarantee in respect of value for non-core ad-hoc services can be provided, but it could equate to an upper additional value of £10,000 per annum. Therefore, the full upper per annum value of the contract could theoretically equate to £460,000 if additions to score services are taken up and a high volume of non-core ad-hoc services is commissioned via the contract.

The council is ideally seeking to deliver a saving through this procurement process and avoid any cost increases. Therefore, Council reserves the right to set aside any tender that exceeds £375,000 per annum for delivery of the Council's current core requirements.

Tenderers, other than the current incumbent supplier, should also note that tenders will only be accepted where the tenderer can evidence that they have attended a scheduled tour of the site.

The Council will run the procurement process in accordance with the 'Open Procedure' as set out within the Public Contracts Regulations (2015). The procurement timetable is detailed below:

Procurement documents available on In-tend - 23.01.2023

Deadline for booking site visit - 05.02.2023 12:00

Site visits and bidders briefing - 06.02.2023 - 10am and 3pm

07.02.2023 - 10am and 3pm

Deadline for requests for clarification - 15.02.2023 at 23:59

Tender return deadline - 22.02.2023 at 12:00

Notification letters issued - 14.03.2023

Standstill period starts - 15.03.2024

Standstill period ends - 25.03.2024 at 23:59

Contract award - 26.03.2024

The Council will administrate the procurement process using its e-sourcing system In-tend. The In-tend system can be accessed free of charge via the following web link:

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

II.1.5) Estimated total value

Value excluding VAT: £3,220,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79711000 - Alarm-monitoring services
- 79713000 - Guard services
- 79714000 - Surveillance services
- 79715000 - Patrol services

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Lakeside North Harbour, Portsmouth, PO6 3EN.

II.2.4) Description of the procurement

Lakeside North Harbour is a premium 130-acre business campus in Portsmouth and recent winner of the South Coast Property Workplace of the year award.

Home to a variety of international and local companies, including Babcock, Wiggle, Lead Forensics, Markerstudy, Virgin Media and Handelsbanken: Lakeside North Harbour, offers a flexible working space with a range of office suites from 1,000 to 70,000 sq ft, in an impressive environment and boasting many amenities delivering unrivalled community and wellbeing in the perfect environment.

Portsmouth City Council is seeking to appoint a security services supplier to provide services at Lakeside North Harbour.

The Supplier shall provide a service as required during the operational hours of the site. The

Property will be open 365 days a year unless confirmed by the Facilities/Building Manager.
The core office occupation hours are 0800 - 1700 Monday - Friday.

Security services at Lakeside North Harbour include, but are not limited to:

- Security Patrols
- Post Room Duties
- Loading Bay Management
- CCTV monitoring
- Key Holding
- Alarm Monitoring
- Lock and Unlock of Gates / Barriers/ Doors
- Entrance Guarding
- Car Park Management

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: £3,220,000

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

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The initial contract term will be for 3 years with possibility of extending the term by a further 4 years in increments to be agreed, subject to the agreement and performance of both parties.

II.2.14) Additional information

Compulsory site tours will be held at Lakeside North Harbour, Portsmouth, PO6 3EN. There will be four site tours in total. Two site tours will take place on Tuesday 30th January at 10am and 3pm. Two site tours will take place on Wednesday 31st January at 10am and 3pm. Each site tour will last approx. 1.5 hours (including bidders briefing).

At the end of each site tour there will be a bidders' briefing, which will also allow tenderers the opportunity to ask any questions they may have. An FAQ document will be issued via clarifications following the completion of all 4 site tours.

Tenderers are required to visit the site prior to tender submission, if a tender is received and there is no evidence that the tenderer has attended the sites, the council reserves the right to put the tender aside.

It should be noted, that there is no requirement for the incumbent supplier, Mitie, to take part in a site tour although they are still welcome to attend.

Interested suppliers must confirm full names & positions of attendees via InTend Correspondence prior to Monday 29th January 2024 at 12:00. A maximum of 2 attendees are allowed per supplier.

When attending the site tours, tenderers will be required to report to reception at Building 1000, 15 minutes prior to tour commencement and state that they are here to see Ian Cox, Estate Manager who will lead the tour around the Lakeside site.

Due to staff rotas the council and Lakeside estate cannot provide any additional dates for visits to site. The council may not be able to accommodate requests for site visits made after Monday 29th January at 12:00.

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

Tenderers should note that they must hold Approved Contractor Status (ACS) as defined by the SIA Approved Contractor Scheme or equivalent at point of tender submission. If successful, the tenderer should hold Approved Contractor Status for the duration of the contract including for take up of extension options.

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

Open 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.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

22 February 2024

Local time

12:00pm

Changed to:

Date

8 March 2024

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

22 February 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom