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Tender

## **Provision of Facilities Management Soft Services to the USW Group**

University of South Wales  
Royal Welsh College of Music and Drama  
University of South Wales

F02: Contract notice

Notice identifier: 2021/S 000-002186

Procurement identifier (OCID): ocds-h6vhtk-028fec

Published 3 February 2021, 3:48pm

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

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

University of South Wales

Procurement Officer, University of South Wales, Finance Dept, Llantwit Road

Pontypridd

CF37 1DL

#### **Contact**

Tina Struebig

#### **Email**

[procurement@southwales.ac.uk](mailto:procurement@southwales.ac.uk)

#### **Telephone**

+44 1443482383

**Fax**

+44 1443482384

**Country**

United Kingdom

**NUTS code**

UKL - WALES

**Internet address(es)**

Main address

<https://www.southwales.ac.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0315](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0315)

**I.1) Name and addresses**

Royal Welsh College of Music and Drama

Castle Grounds, Cathay's Park

Cardiff

CF10 3ER

**Email**

[gareth.tottle@rwcmd.ac.uk](mailto:gareth.tottle@rwcmd.ac.uk)

**Telephone**

+44 2920391381

**Country**

United Kingdom

**NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

[www.rwcmd.ac.uk](http://www.rwcmd.ac.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA1108](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA1108)

**I.1) Name and addresses**

University of South Wales

Merthyr Tydfil College, University of Glamorgan, Ynysfach

Merthyr Tydfil

CF48 1AR

**Email**

[tina.struebig@southwales.ac.uk](mailto:tina.struebig@southwales.ac.uk)

**Telephone**

+44 1685726000

**Country**

United Kingdom

**NUTS code**

UKL15 - Central Valleys

**Internet address(es)**

Main address

[www.merthyr.ac.uk/](http://www.merthyr.ac.uk/)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA1033](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA1033)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<https://www.sell2wales.gov.wales>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.sell2wales.gov.wales>

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://www.sell2wales.gov.wales>

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

Body governed by public law

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

Education

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## **Section II: Object**

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

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

Provision of Facilities Management Soft Services to the USW Group

Reference number

1680

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

- 79993100 - Facilities management services

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

Services

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

The University of South Wales Group is seeking to appoint a contractor to manage its provision of Facilities Management (FM) soft services across the group. The services within this tender comprise of 4 Lots: Security & Postal Distribution Service, Cleaning, Grounds Maintenance and Waste.

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

Value excluding VAT: £9,500,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

4

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Any lots

## **II.2) Description**

### **II.2.1) Title**

Security & Postal Distribution

Lot No

1

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

- 79710000 - Security services

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

NUTS codes

- UKL - WALES

Main site or place of performance

Central Valleys, Cardiff, Newport

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

The Security provision is provided to USW sites and RWCMD. The current provision consists of manned guarding, CCTV control room management, Mobile Patrols, Open and closing of buildings and Keyholding. The Postal Distribution Service is currently provided by our security contractor for the USW contract only. The service includes the supply of two postal vehicles which provide an internal and external postal distribution across the group. The supplier is to procure the vehicles and provide costs

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

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

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 year extension

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

At PQQ stage an overall minimum quality threshold is set at 60%. Submissions scoring 59% or less are to be dismissed.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Additionally, the USW Group is potentially looking for the contract to run for 7, 8 or 10 years.

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Cleaning

Lot No

2

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

- 90910000 - Cleaning services

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

NUTS codes

- UKL - WALES

Main site or place of performance

Central valleys, Cardiff & Newport

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

The current cleaning provision is provided to all parts of the group under this tender. The Cleaning specification is a mixture of input and output specifications and also includes window cleaning, pest control, washroom services, clinical waste removal and consumable supplies.

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

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

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

Duration in months

36

This contract is subject to renewal

Yes



Description of renewals

2 year extension

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

At PQQ stage an overall minimum quality threshold is set at 60%. Submissions scoring 59% or less are to be dismissed.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Additionally, the USW Group is potentially looking for the contract to run for 7, 8 or 10 years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Grounds Maintenance

Lot No

3

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKL - WALES

Main site or place of performance

Central Valleys, Cardiff & Newport

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

Grounds maintenance is currently only provided to USW. The service comprises grass cutting and weed spraying.

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

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

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 year extension

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

At PQQ stage an overall minimum quality threshold is set at 60%. Submissions scoring 59% or less are to be dismissed.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Additionally, the USW Group is potentially looking for the contract to run for 7, 8 or 10 years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Waste

Lot No

4

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

- 90500000 - Refuse and waste related services

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

NUTS codes

- UKL - WALES

Main site or place of performance

Central Valleys, Cardiff & Newport

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

Waste services under this tender will cover USW and RWCMD. Services will consist of General Waste, Recycling, Glass, Food, Confidential, and hazardous waste.

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

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

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 year extension

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

At PQQ stage an overall minimum quality threshold is set at 60%. Submissions scoring 59% or less are to be dismissed.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Additionally, the USW Group is potentially looking for the contract to run for 7, 8 or 10 years

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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

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

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

List and brief description of selection criteria

Interested parties are initially required to complete and submit a Pre-Qualification Questionnaire (PQQ) Document which is supplied as the first stage of the selection process. The information requested in the PQQ provides information on the technical capability, contractor suitability and experience and the resource and capacity of organisations interested in bidding.

See PQQ requirements document

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

The performance of the Contract will be monitored at monthly intervals during Contract Management Meetings. Key Performance Indicators (KPIs) will be set and agreed between the University of South Wales Group and the Contractor at any pre-contract meetings.

#### **III.2.3) 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

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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**

Date

8 March 2021

Local time

12:00pm

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

22 March 2021

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 36 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Procedure

Please note this is a competitive procedure with negotiation which has two stages. The first stage is a Pre Qualification Questionnaire - PQQ and those who are successfully shortlisted on the criteria set out in the PQQ will be invited to the second stage Invitation to Tender - ITT. The Negotiation stage then takes place after bidders have submitted their tender returns and they have been evaluated in line with the criteria set out in the ITT.

The University of South Wales Group may award the contract on the basis of the initial tenders without negotiation. This we have

indicated, in the contract notice and in the invitation to confirm interest - PQQ, that we reserve the possibility of doing so.

Supplier Engagement Meeting

As part of engaging with prospective contractors, the USW Group is looking to hold Supplier Engagement meetings in order to introduce the Group to you. The dates scheduled are the w/c 22nd February 2021 and shall be by appointment only and conducted using Microsoft Teams.

You are invited to submit any questions you have, in advance of the meetings, via the Sell2Wales Q & A function of this notice. These need to be submitted by midday, Wednesday 10th February 2021. These questions will be answered in your individual meetings and once all meetings are concluded they will be shared via an additional document to this notice for



transparency.

Once you have submitted your questions for the Supplier Engagement Meeting we will be in contact to arrange your appointment.

NOTE: please submit your questions for the Supplier Engagement Meetings in one posting to the Q & A function. This will make the

appointment process easier to administer.

### Site Visits

Due to the current Covid 19 pandemic and its movement restrictions, site visits will be agreed and arranged in line with the most current Welsh Government guidance. Please e mail [procurement@southwales.ac.uk](mailto:procurement@southwales.ac.uk) - marked only as Site Visit - with any requests.

### Submissions

Your PQQ submission must be uploaded to the Sell2Wales portal Postbox. Your submission must be received by the closing time and

date of midday, Monday 8th March 2021. You should allow adequate time for the loading of your documents so as to ensure receipt as the Postbox will electronically close at the deadline time and no further submissions will be accepted. Tender submissions outside of this method will not be considered.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=107928](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=107928).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

The Group is committed to delivering Community Benefits through its sourcing activity. Community Benefits are a Core requirement of the contract and will be evaluated as part of

the quality assessment questions provided in the PQQ. Upon award, the successful Bidder will be expected to work with the Group to maximise the Community Benefits delivered through this contract and to support this we will include a contractual target in the contract for community benefits as per the PQQ requirements.

(WA Ref:107928)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom