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Tender

## **Hard Facilities Management Services**

Scottish Fire and Rescue Service

F02: Contract notice

Notice identifier: 2021/S 000-003181

Procurement identifier (OCID): ocds-h6vhtk-0293d4

Published 17 February 2021, 12:48pm

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

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

Scottish Fire and Rescue Service

Headquarters, Westburn Drive

Cambuslang

G72 7NA

#### **Email**

[ashley.gould@firescotland.gov.uk](mailto:ashley.gould@firescotland.gov.uk)

#### **Telephone**

+44 1463723061

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

<http://firescotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19543](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19543)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

Public order and safety

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**Section II: Object**

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

**II.1.1) Title**

Hard Facilities Management Services

Reference number

T6C-055-2021

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

- 79993000 - Building and facilities management services

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

Services

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

Hard Facilities Management services throughout the Scottish Fire and Rescue Service estate

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

Value excluding VAT: £135,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79993100 - Facilities management services

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

NUTS codes

- UKM - SCOTLAND

Main site or place of performance

Scotland

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

Procurement of Hard Facilities Management Services comprising;

Helpdesk Services

24hr Emergency maintenance response

Routine maintenance provision

Planned preventative maintenance provision such as appliance bay doors

Statutory compliance such as gas, electrical, legionella testing and rectification

Grounds maintenance including winter gritting

Small works projects such low risk internal adaptations

Minor works projects such as. elemental upgrade such as roof replacement

professional, design and property consultancy services and Computer Assisted Facility Management (CAFM) services

Any other applicable property related services

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

Quality criterion - Name: Handover Plan / Weighting: 12

Quality criterion - Name: Service Delivery / Weighting: 11

Quality criterion - Name: Helpdesk / Weighting: 11

Quality criterion - Name: Systems/Systems Integration / Weighting: 7

Quality criterion - Name: Risk / Weighting: 5

Quality criterion - Name: Issues and Recovery / Weighting: 5

Quality criterion - Name: Supply Chain Management / Weighting: 4

Quality criterion - Name: Carbon Reduction / Weighting: 3

Quality criterion - Name: Waste Minimisation / Weighting: 3

Quality criterion - Name: Fair Work Practices / Weighting: 2

Quality criterion - Name: Social Impact / Weighting: 3

Quality criterion - Name: Achievement of Equalities / Weighting: 2

Quality criterion - Name: Environmental Improvement / Weighting: 2

Cost criterion - Name: cost / Weighting: 30

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Up to three periods of up to one year each

**II.2.9) 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 Contracting Authority requires the demonstration by means of two or more case studies of successful delivery of similar contracts in similar contexts and will shortlist candidates in accordance with Scottish Government guidance based on Technical and Professional Ability (Part IV. Section C) of the new Single Procurement Document. Scoring and evaluation of candidates' achievement of the required level of Technical and Professional Ability will be based on the following aspects:

- Successful identification and management of operational challenges in a complex multi-stakeholder environment 30%
- Successful delivery of collaborative working with a similarly sized contracting authority in a technically complex multi-site environment 30%
- Successful management of Health and Safety including delivery of principal designer and principal contractor duties in a contract of similar size and scope 10%;
- Successful development of Contractor's plans/ programmes for acceptance by a Project Manager/ Service Manager in a NEC contract environment 10%
- Successful implementation of a quality management system and development of a quality plan for a and how this was used in practice to maintain, manage and improve quality standards in a contract of similar type and complexity 10% and,
- Successful delivery of Community Benefits including details of any social, economic, and environmental benefits achieved in a contract of similar type and complexity 10%

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

Variants will be accepted: No

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

Options: Yes

Description of options

The Contracting Authority reserves the right at its sole discretion to extend the contract as set out above

#### **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

Current Ratio (see below)

Net Assets (Total Assets minus Total Liabilities).

Three Years' Continuous Profitable Trading

general financial standing (see below)

SPD Question 4B.5.1a Professional Indemnity Insurance

SPD Question 4B.5.1b Employers Compulsory Liability Insurance

SPD Question 4B.5.2 Public Liability Insurance and insurance against loss of or damage caused by the Contractor to the Contracting Authority's property

Minimum level(s) of standards possibly required

**Current Ratio:** Current ratio must be greater than 1.0 for each year for the last three years. This will be assessed by the Contracting Authority by reference to an independent financial reporting service

**Net Assets:** This must be positive (greater than zero) each year for the last three years. This will be assessed by the Contracting Authority by reference to an independent financial reporting service

**Three Years' Profitable Trading:** The Candidate must demonstrate three years' continuous profitable (meaning profit before tax after interest and depreciation) trading over the last three years of trading. This will be assessed by the Contracting Authority by reference to an independent financial reporting service. Any period negative profitability is to be explained in detail by the Candidate: this explanation will be taken into the reasonable consideration of the Contracting Authority in assessing Submissions. Where the Contracting Authority is satisfied with the explanation and overall financial viability of the Candidate, it reserves the right to proceed with the Candidate's application

The Contracting Authority notes its obligation under Regulation 60(9) stating that: (9) Before awarding the contract, except a contract based on a framework agreement concluded in accordance with regulation 34(6) or (7)(a) (framework agreements), the

contracting authority must require the tenderer to which it has decided to award the contract to submit up-to-date supporting documents in accordance with regulation 61 (means of proof) ã, However, in submitting an application, the Candidate understands and accepts the Contracting Authority's right under Regulation 61 (8) to consider means of proof which it deems appropriate: Where, for any valid reason, the economic operator is unable to provide the references or other information required by the contracting authority, it may prove its economic and financial standing by any other document which the contracting authority considers appropriate.

Professional Indemnity Insurance 1,000,000 GBP

Employers Compulsory Liability Insurance 10,000,000 GBP

Public Liability Insurance 15,000,000 GBP

Loss or damage to Contracting Authority's property 10,000,000 GBP

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

List and brief description of selection criteria

The Contracting Authority requires the demonstration by means of two or more case studies of successful delivery of similar contracts in similar contexts and will shortlist candidates in accordance with Scottish Government guidance based on Technical and Professional Ability (Part IV. Section C) of the new Single Procurement Document. Scoring and evaluation of candidates' achievement of the required level of Technical and Professional ability. This aspect will be weighted and scored as set out below

Health and Safety Standards which is a pass or fail standard as set out in the additional information section

Environmental Management Standards which is a pass or fail standard as set out in the additional information section

Minimum level(s) of standards possibly required

Ability will be based on the following aspects:

- Successful identification and management of operational challenges in a complex multi-stakeholder environment 30%
- Successful delivery of collaborative working with a similarly sized contracting authority in a technically complex multi-site environment 30%



- Successful management of Health and Safety including delivery of principal designer and principal contractor duties in a contract of similar size and scope 10%;
- Successful development of Contractor's plans/ programmes for acceptance by a Project Manager/ Service Manager in a NEC contract environment 10%
- Successful implementation of a quality management system and development of a quality plan for a and how this was used in practice to maintain, manage and improve quality standards in a contract of similar type and complexity 10% and,
- Successful delivery of Community Benefits including details of any social, economic, and environmental benefits achieved in a contract of similar type and complexity 10%

Candidates must demonstrate achievement of each of these standards across the range of case studies submitted, but is not required to demonstrate achievement of that standard in every case.

Candidates must clearly state which of their submitted case studies demonstrates each minimum standard and must indicate where in their identified case studies the evidence is to be found. Each of these aspects will be scored on a 0-4 as set out in the accompanying documentation, and only the five highest scoring candidates will be invited to tender. In the event that some scores are equal such that more than five candidates would qualify, then all candidates with the five highest scores will be invited to tender.

Evaluation Panel members shall evaluate the Tender submissions on a Group basis and a single agreed score will be recorded against each criterion/sub-criterion in relation to each submission. The Evaluation Panel shall decide on the response given to the sub criteria as detailed in the Evaluation Matrix and allocate a score of 0-4 based on the response submitted. This score, in conjunction with the Evaluation Matrix, which takes account of the comparative weighting of the criteria being assessed (as detailed in the Evaluation Matrix) shall then result in a score being awarded to each criterion. This is referred to as the Weighted Score. The Candidates securing the five highest overall scores shall be invited to tender.

Individual criteria are marked based on the following generic scoring guidance which shows the scores allocated, the description of that score, and its detailed definition:

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A zero score with regard to any criteria and/or sub-criteria shall result in the tender submission being removed from the tender process for failing to evidence compliance with the minimum standard of the specification

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to

demonstrate how the requirement shall be fulfilled

2 Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but lacks details on how the requirement shall be fulfilled in certain areas

3 Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides detail on how the requirement shall be fulfilled

4 Excellent Response is completely relevant and excellent overall. The response is full comprehensive, unambiguous, fully addressing all issues and demonstrates a thorough understanding of the requirement and provides details of how the requirement shall be met in full

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

### **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**

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

Date

22 March 2021

Local time

12:00pm

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

5 April 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: 4 (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: Yes

Estimated timing for further notices to be published: December 2025

## **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**

The Contracting Authority is a member of the Supplier Development Programme (SDP) and will engage with the SDP in order to maximise sub-contract opportunities throughout its operational area. The successful contractor will be expected to work with the SDP in relevant areas to maximise such opportunities. The successful contractor will also be encouraged to attain Corporate Membership of the SDP

Quality Assurance (Pass/Fail): Requirement - Quality Management Procedures 1. The candidate must hold a UKAS (or equivalent) accredited independent party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), or must demonstrate this by other suitable means as set out in the attached document

Environmental Standards: Requirement - The Candidate must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, or must demonstrate this by other suitable means as set out in the attached document

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=638421](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=638421).

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.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

In recognition of its duties under the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and Scottish Government guidance provided in Scottish Procurement Policy Note 10/2020 Measuring Social Impact in Public Procurement, it shall be a material condition of the contract that the contractor will:

1 manage and develop their supply chain including engagement with the SME and third/fourth sector communities and their representative bodies and economic development agencies. This must as a minimum include but not be limited to positive engagement with the Supplier Development Programme as a means of encouraging participation in sub-contract opportunities by small and medium sized businesses, supported businesses, and not-for-profit organisations

2 will contribute to the Service's target of a six percent reduction in carbon output year on year over the period of the contract and how they will measure and report on this

3 minimise waste arisings, and where they cannot be eliminated, detail how they will be managed into the waste management hierarchy to achieve zero to landfill within the initial five-year period of the contract

4 maximise their contribution to long term employability particularly in deprived areas and rural communities and how they will enhance the local skills base and improve local economic outlooks over the period of the contract. This will include but not be limited to commitments to specific numbers of apprentices/ trainees for each year of the contract, engagement with schools and other educational establishments; and movement of long-term unemployed and difficult to reach members of society into employment

5 maximise their contribution to the elimination of inequalities in the communities they work in, and;

6 contribute to the development and restoration of the natural environment and improve biodiversity levels over the period of the contract

(SC Ref:638421)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9TW

Telephone

+44 1414298888

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Scottish Fire and Rescue Service (SFRS) must, by notice in writing as soon as possible after the decision has been made, inform all

tenderers and candidates of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing

system. The SFRS will incorporate a minimum 10 calendar day standstill at the point information on the contract award is communicated to

tenderers. The SFRS is obliged to comply with the regulations and any eligible economic operator can bring an action in the Sheriff Court

or the Court of Session where as a consequence of a breach by the SFRS, they suffer or risk suffering loss or damage. The bringing of court

proceedings during the standstill period means that the SFRS must not enter into the contract, conclude the framework agreement or

establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of: or the court, by interim order,

brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available

to the courts are detailed in the regulations.