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Tender

Emergency Standby Generators - Service, Inspect, Test, and Maintain

University Of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-005623

Procurement identifier (OCID): ocids-h6vhtk-0292c1

Published 19 March 2021, 12:40pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Contact

Maria Dick

Email

maria.dick@ed.ac.uk

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

www.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publictendersscotland.publiccontractsscotland.gov.uk

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.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Emergency Standby Generators - Service, Inspect, Test, and Maintain

Reference number

EC0937

II.1.2) Main CPV code

- 50000000 - Repair and maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Term Maintenance Contract will be to appoint a single contractor to Service, Inspect, Test, and Maintain in a good and safe working order of around 50 x standby generators that support essential services at our site. The contract shall include emergency call out cover with a maximum of 4 hrs response. The contract will include an engineer to attend at black starts per building per annum.

Although the majority of work will be within UoE standard working hours, the contractor must also attend to out of hours and weekend work when required.

This contract is being tendered on behalf of the University of Edinburgh and all University of Edinburgh Subsidiary Companies. Any and all of the University of Edinburgh's Subsidiary Companies may access and utilise this Contract at any time during the relevant Contract period.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure. Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PSC-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in the Section III in this Contract Notice when completing the SPD in PCS-T.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50000000 - Repair and maintenance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

The University of Edinburgh wishes to appoint a single contractor to Service, Inspect, Test and Maintain in a good and safe working order the emergency standby generator plant and associated equipment on the various systems throughout the University of Edinburgh Estate. The Contractor shall undertake service, testing and maintenance tasks in line with the requirements of the SFG 20 schedules and the manufacturer's recommendations. As part of the major service a full load bank test shall be conducted. Minor Services constitute tasks scheduled on the Task Sheets with task frequencies of Quarterly and six monthly. Major Services incorporate these and those defined as annual tasks.

The Contractor shall review the list of assets and their associated service and maintenance tasks and provide a programme of work based on the relevant maintenance task schedules to cover all assets for agreement with the University within two weeks of appointment. Equipment shall be properly maintained so as to prevent danger, and shall take account of manufacturers' instructions in accordance with PUWER Regulation 5.

The Contractor shall comply with all relevant statutory instructions and regulations.

All parts and components shall be sourced from the plant or equipment original manufacturer. Any defective routine consumables, parts or components supplied and or installed under this contract, whilst undertaking the service and maintenance tasks shall be replaced at no cost to the University.

Maintain appropriate stocks of spare parts for all the types of equipment (i.e. manufacturer sourced spare parts on a like for like replacement basis) consistent with achieving the equipment service availability.

The Contractor shall support the Estate's Electrical Engineer in the undertaking of a Black Start exercise, through the provision of attendance of engineer(s) to assist and monitor the exercise. Black Starts shall be programmed separately to the Minor and Major Servicing of the Power Generators.

The Contractor shall be able to supply temporary generators of various output capacities for delivery and connection on site within a period of 24 hours of notification. Provision of the temporary generator is to include a fuel tank / day tank of adequate size to run the generator at full load for a period of 24 hours.

During the Contract Term, the Contractor shall provide a Reactive Works call-out service to the University. Reactive Works refers to repairs that are done when equipment has already broken down, in order to restore the equipment to its normal operating condition. The Contractor shall respond to Reactive Works call outs within a period of 4 hours.

All activities which install, remove, refurbish, maintain, mothball, put in service or remove assets from service will be required to undertake Asset Data Management duties. Through this service contract appointment the Contractor shall maintain an accurate database of their own and record asset information from maintenance visits. This database shall be aligned to the UoE Asset Management Guideline (AMG). The Contractor shall ensure all equipment they test and maintain has a UoE asset tag. If there is no asset tag they shall tag the asset in line with the AMG and fulfil the New Project leg of the Asset Data Management flow chart.

During the course of the Contract, the Contractor shall submit quarterly progress reports to the University Building Services Group.

During the course of the contract performance review meetings shall be held periodically with senior members of the Contractor and University Estates Building Services Engineer. The meetings shall be held monthly for the first three months and quarterly thereafter.

For full details of service contract requirement the bidder is instructed to read Schedule 3 Statement of Requirement- Brief v6 contained within the tender.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Contract Term- The proposed contract period is an initial 2 year contract with an option to extend for a further 1+1 year to 2025.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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.2.14) Additional information

Economic operators may be excluded from this competition if there are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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

Where it is required within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a minimum general yearly turnover of 260,000 GBP for the last 3 years (excluding VAT).

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance 5 million GBP

Public Liability Insurance 5 million GBP

Professional Indemnity Insurance 2 million GBP

Minimum level(s) of standards possibly required

4B.6 Statement 1:

Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

4B.6 Statement 2:

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios:

Current Ratio

Quick Ratio

Debtors Turnover Ratio

Return on Assets

Working Capital

Debt to Equity Ratio

Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

III.1.3) Technical and professional ability

List and brief description of selection criteria

ESPD 4C.1.2 Statement

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Contract Notice.

ESPD 4C.2.1 Statement

Bidders will be required to confirm details of the technicians or technical bodies who they can call upon, especially those responsible for quality control.

ESPD 4C.10 Statement

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards possibly required

SPD 4D.1 Statement 1: Quality Management

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

SPD 4D.1.1 Statement 1: Quality Management

If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), The bidder must have the following:

Equivalent, documented policy and procedures regarding quality management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented items relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above — a policy with set responsibilities, review and improvement procedures, quality management and performance process, workforce training, skills and information process, monitoring arrangements, bidder quality management arrangements, and a process for managing complaints.

SPD 4D.1 Statement 2: Health & Safety

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

SPD 4D.1.1 Statement 2: Health & Safety

If the bidder does not hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then the bidder must have the following:

Equivalent, regularly reviewed and documented policy and procedures for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above —ensuring H&S effectiveness, obtaining H&S advice and assistance, training, skills and information for bidder workforce, workforce H&S qualifications, checking and reviewing H&S performance, involving workforce in planning and implementation, recording accidents/incidents and follow-up actions, ensuring bidder's suppliers apply

H&S appropriate measures, risk assessment, and coordinating with bidder's suppliers.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

SPD 4D.2 Statement: Environmental Management

The Bidder 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

SPD 4D.2.1 Statement: Environmental Management

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

Equivalent, regularly reviewed documented policy and procedures regarding environmental management, authorised by the Chief Executive, or equivalent.

These must include the following documented processes and arrangements relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above – ensuring effectiveness of measures and reducing impacts, workforce training and skills, checking and reviewing, dealing with waste, and ensuring any suppliers the bidders engages apply appropriate environmental protection measures.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The bidder is instructed to refer to Service Level Performance Requirements are detailed in Schedule 3, Statement of Requirements - Brief v6

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

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-002906](#)

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

Date

22 April 2021

Local time

12:00pm

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 April 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 12 months prior to contract expiry

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

It is anticipated this will be a 4 year contract commencing August 2021.

This procurement includes additional procurement-specific pass/fail minimum requirements which are detailed in the Qualification Envelope in PCS-T and/or associated attachment.

Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement. If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Forms (MO Excel document) attached to SPD question 2C.1.1 on PCS-T. These parties must complete the first three sections of the SPD form, as well as any part of the section 4 selection criteria that the main bidder will rely upon the parties to fulfil. The University reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

Note: Bidders and subcontractors engaged in the delivery of this contract may be excluded if they have not met applicable social, environmental and labour obligations under national, EU, and international law (as indicated in SPD section 3D). Without prejudice to any additional relevant duties, suppliers should note that this includes obligations for certain organisations under:

-the Modern Slavery Act 2015 (available at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>),

-the ILO conventions and other measures listed in Annex X of Directive 2014/24/EU (available at <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014L0024&from=EN>)

-the Equality Act 2010 (available at <https://www.legislation.gov.uk/ukpga/2010/15/contents>)

-the Employment Relations Act 1999 (Blacklists) Regulations 2010 (<http://www.legislation.gov.uk/uksi/2010/493/contents/made>) - this is grounds for mandatory exclusion or termination at any procurement or contract stage

At any stage, bidders and/or relevant subcontractors may be required to provide statements and means of proof demonstrating their compliance with these obligations or the reliability of their self-cleansing measures, including the annual statement as provided for by section 54 of the Modern Slavery Act for organisations with a turnover of 36,000,000 GBP or over.

NOTE: The buyer is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code project_38872 under ITTs Open to All Suppliers. Please use the Search/Filter function, then select Project Code from the dropdown. Please note that once you have expressed interest in the ITT it will move to your My ITTs area.

For further information on using PCS-Tender, please read the Supplier Response Guide: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/PCS-TSupplierResponseGuide.pdf>

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 38872. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:648050)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street,

Edinburgh,

EH1 1LB

Country

United Kingdom