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Tender

## **SBC1124 Mechanical Services - Corporate Estate**

Stevenage Borough Council

F02: Contract notice

Notice identifier: 2025/S 000-005646

Procurement identifier (OCID): ocds-h6vhtk-04e36e

Published 18 February 2025, 3:40pm

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

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

Stevenage Borough Council

Daneshill House, Danestrete

Stevenage

SG1 1HN

#### **Contact**

Corporate Procurement

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

SBC1124 Mechanical Services - Corporate Estate

Reference number

CCD01460

#### II.1.2) Main CPV code

- 71333000 - Mechanical engineering services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

Stevenage Borough Council is seeking a single supplier for the Mechanical Services contract for the Councils Corporate buildings which consist of offices, depots, community centres and museum (for clarity this contract does not cover domestic properties). To access this opportunity visit Supply Hertfordshire - <https://intendhost.co.uk/supplyhertfordshire.aspx/homeAny> clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

#### II.1.5) Estimated total value

Value excluding VAT: £685,000

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 71333000 - Mechanical engineering services

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

NUTS codes

- UKH23 - Hertfordshire

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

Stevenage Borough Council is seeking a single supplier for the Mechanical Services contract for the Councils Corporate buildings which consist of offices, depots, community centres and museums. The Mechanical Services contract will provide planned and reactive services. The appointed contractor will be responsible for the provision of planned and reactive Mechanical services, including but not limited to Gas Boiler Servicing, Water Hygiene Services including Water Risk Assessments, Air Conditioning Servicing and Duct/Extractor Cleaning.

### **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: £685,000

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

Start date

1 July 2025

End date

30 June 2028

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further 2 years

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

Envisaged minimum number: 5

Maximum number: 8

Objective criteria for choosing the limited number of candidates:

as per the Selection Questionnaire. A minimum of 5 suppliers and a maximum of 8 suppliers will be invited to tender however Stevenage reserves the right to increase the number of Suppliers to be invited to tender by up to 1 or 2 if their scores are closely placed around the cut-off point.

#### **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

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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

as per procurement documents

##### **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

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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

20 March 2025

Local time

12:00pm

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

14 April 2025

#### **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

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

Electronic invoicing will be accepted

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

Stevenage Borough Council reserves the right to cancel the procurement and not to proceed with the long term contract at any stage of the procurement process. Stevenage Borough Council also reserves the right not to award a contract. Neither Stevenage Borough Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for these contracts. The Council reserves the right to carry out additional financial checks on all companies tendering for this Contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the Contract. Tenderers should note that the provisions of the Transfer of Undertakings (protection of Employment) Regulations 2006 may apply. To access this procurement opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire.aspx/home> and follow the on-screen guidance. Any clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK Support Desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or telephone +441144070065 for any website /technical questions, Monday to Friday 8:30 - 17:30. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law, including the Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

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

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

High Court England & Wales

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Stevenage Borough Council will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.