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Tender

## **Steam Traps and Ancillary Equipment Servicing & Maintenance**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-006792

Procurement identifier (OCID): ocds-h6vhtk-029aa0

Published 1 April 2021, 10:16am

### **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](mailto: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](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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

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## **Section II: Object**

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

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

Steam Traps and Ancillary Equipment Servicing & Maintenance

Reference number

EC0949

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

- 50000000 - Repair and maintenance services

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

Services

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

The University of Edinburgh is wishing to procure the services of a single Contractor to provide a comprehensive servicing, maintenance and reactive works service covering the steam system traps and ancillary equipment, located across the various campuses' buildings; including laboratory and restricted areas. All work in laboratories must be carried out following the Guidance for University's Maintenance Staff and Contractors working in Laboratories. The Contractor shall take due account of the need to work without disruption to the operation of the buildings and their users. Out of normal hours working may be applicable for some teaching, staff and research areas.

The Contractor shall undertake the service, testing and maintenance of the steam and condensate systems through undertaking the tasks in line with the University's requirements and the manufacturer's recommendations (Spirax Sarco, ARI, Bailey and Nabic. The majority of equipment models fall under Spirax Sarco).

Any repair, remedial or replacement works shall include, as is necessary, all associated works such as electrical isolation, supplies and protection, and any plumbing or ancillary mechanical services work and undertake all testing and commissioning of the equipment / system and issue all relevant documentation (O&M Manuals, H&S File etc.).

All parts and components shall be sourced from the plant or equipment original manufacturer.

The Contractor during the first 6 months of the contract, shall identify spares required to be kept on site to minimise equipment downtime, these spares are to be agreed with the contract manager and maintained at the required stock level.

The Contractor shall provide a Reactive Works call-out service to the University. The Contractor shall minimise the time that equipment is out of service following a breakdown or damage by ensuring the availability of trained and competent personnel who are able to respond promptly in the event of breakdown within the contracted time periods.

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).

To comply with the University's Pressure Systems Safety Regulations (PSSR) 2000 Written Scheme of Examination, in programming the major annual services, the Contractor shall liaise with the University Estates and the Insurers so as to allow all necessary inspections to take place in unison with the service.

The Contractor shall at all times keep engaged a competent person in charge who shall also act as the Contractor's Representative/Supervisor and shall provide along with his tender submission the name, contact details and experience of the person (minimum of 5 years relevant experience working on steam and other pressurised systems) who will provide the single point of contact for the duration of the Contract. This individual should have appropriate experience both managerially and technically on similar sized contracts.

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 Contractor shall provide a comprehensive servicing, maintenance and reactive works service to the University covering the steam system traps and ancillary equipment, located across the various campuses' buildings, consisting of laboratory (restricted access) facilities and non- laboratory facilities.

The Contractor shall be responsible for carrying out planned service and maintenance in accordance with statutory compliance and the relevant SFG20 task schedules and manufacturer's recommendations. The Contractor shall provide a written scheme of examination (WSE) for each system, certified by a competent person.

The Contractor shall provide a detailed programme of works to the University Estates 2 weeks after appointment setting out the order of work to be undertaken, the type of PPM visit and the duration in each building.

The Contractor shall take due account of the need to work without disruption to the operation of the buildings and their users. Out of normal hours working may be applicable for some teaching, staff and research areas.

To comply with the University's Pressure Systems Safety Regulations (PSSR) 2000 Written Scheme of Examination, in programming the major annual services, the Contractor shall liaise with the University Estates and the Insurers so as to allow all necessary inspections to take place in unison with the service.

On an annual basis, the Contractor shall carry out a major servicing for Metering Systems.

For Steam Traps, Pipeline Ancillaries and Mechanical Pressure Powered Pumps, minor service tasks shall be undertaken on a six monthly basis and major service tasks on an annual basis.

The Contractor shall undertake an annual survey of all the steam system traps for review with the University Estates.

All activities which install, remove, refurbish, maintain, mothball, put in service or remove assets from service will require the Contractor to undertake Asset Data Management duties; maintaining 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).

All parts and components shall be sourced from the plant or equipment original manufacturer.

The Contractor shall provide a list of critical spares they recommend are held by the University within 4 weeks of appointment and include numbers and all relevant costs.

The Contractor shall remove and suitably dispose of all redundant plant, equipment and materials.

During the Contract Term, the Contractor shall provide a Reactive Works call-out service to the University during out of hours and weekends as well as normal weekday hours. 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.

Any repair, remedial or replacement works shall include, as is necessary, all associated works such as electrical isolation, supplies and protection, and any plumbing or ancillary mechanical services work and undertake all testing and commissioning of the equipment / system and issue all relevant documentation (O&M Manuals, H&S File etc.). Any works to the Building Energy Management System (BEMS) installation shall be carried out through one of the two BEMS Controls Specialists. These Specialists shall liaise with the University's Estates BEMS team. All works shall be managed by the Contractor.

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 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

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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

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 102,000 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

#### **SPD 4C.1.2 Statement**

Bidders will be required to provide three 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.

SPD 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.

## SPD 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 ISO9001 (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 OHSAS18001 (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 OHSAS18001 (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 and Schedule 9 of the tender

documents.

### **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 000-004911](#)

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

Date

7 May 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

7 May 2021

Local time

12:00pm

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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: 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**

The proposed contract period is an initial 2 year contract with an option to extend for a further 1 plus 1 year to 2025.

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\_39010 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 39010.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:648838)

## **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