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Tender

## **Comprehensive Total Facilities Management of the University of Southampton Primary Data Centre**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2021/S 000-009048

Procurement identifier (OCID): ocids-h6vhtk-02aac9

Published 27 April 2021, 6:44pm

The closing date and time has been changed to:

**28 May 2021, 12:00pm**

See the [change notice](#).

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

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

UNIVERSITY OF SOUTHAMPTON

University Road

Southampton

SO17 1BJ

#### **Contact**

Tom Whitaker

#### **Email**

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

**Country**

United Kingdom

**NUTS code**

UKJ35 - South Hampshire

**Internet address(es)**

Main address

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

Buyer's address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

**I.3) Communication**

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

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>

**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**

Comprehensive Total Facilities Management of the University of Southampton Primary Data Centre

Reference number

2020UoS-0169

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

- 72514100 - Facilities management services involving computer operation

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

Services

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

The University of Southampton is seeking suitably experienced service providers who are able to successfully manage the Facilities Management service for the University of Southampton's primary data centre at Astro house.

This site is the University of Southampton's main data centre and houses business-critical IT equipment that is used to provide business and operational continuity throughout the entire organisation. The service proposal includes the comprehensive management of services at the location and will include, but is not limited to, the following:

- Engineering Services - Planned and responsive service to include a dedicated on-site engineer
- Security Services - Manned security is to be provided 24 hours per day 365 days per year
- Cleaning Services - to be provided Monday to Friday
- Grounds and Garden Maintenance Services - as detailed in annex 4 of the Service Specification (File 4)
- Waste Services - as detailed in annex 5 of the Service Specification (File 4)

- Building Fabric Maintenance - To maintain the building specification as per the requirements set out in Annex 6 of the Service Specification (File 4)
- Full maintenance of the equipment register - The on-site engineer will maintain, on site, a stock of critical spares to support repairs of the mechanical and electrical equipment and infrastructure

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

Value excluding VAT: £3,300,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 72514300 - Facilities management services for computer systems maintenance
- 79993000 - Building and facilities management services

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

NUTS codes

- UKJ35 - South Hampshire

Main site or place of performance

The services detailed within the service specification and tender documentation are to be delivered at the Universities primary data centre located in Fareham, Hampshire.

Specific details surrounding the location of the site can be found within File 2, section 2.5 - Selection Stage Scope, Guidance and Instructions of the tender document set.

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

The University of Southampton is seeking suitably experienced service providers who are able to successfully manage the facilities management service for the University of Southampton's Primary Data Centre located at Astro House.

This site is the University of Southampton's main IT data centre and houses business-critical equipment that is used to provide business and operational continuity throughout the entire organisation. The service proposal includes the comprehensive management of

services at the location and will include, but is not limited to, the following:

- Engineering Services - Planned and responsive service to include a dedicated on-site engineer
- Security Services - Manned security is to be provided 24 hours per day 365 days per year
- Cleaning Services - to be provided Monday to Friday
- Grounds and Garden Maintenance Services - as detailed in annex 4 of the Service Specification (File 4)
- Waste Services - as detailed in annex 5 of the Service Specification (File 4)
- Building Fabric Maintenance - To maintain the building specification as per the requirements set out in Annex 6 of the Service Specification (File 4)
- Full maintenance of the equipment register - The on-site engineer will maintain, on site, a stock of critical spares to support repairs of the mechanical and electrical equipment and infrastructure

This is a fully comprehensive contract and a limit is set of £10,000 per single instance of repair and replacement of engineering parts. Details of any item exceeding this limit will be presented to the University for consideration. The elements listed below do not require a fully comprehensive support and the university is seeking proposals from bidders to provide these services on a cost effect basis:

- Cleaning services
- Pest control
- Landscaping
- Waste services
- Building maintenance (up to set limit of £1,500 per single instance of repair and replacement of parts)

#### Planned Preventative Maintenance (PPM) Requirements

All assets shall be serviced based on the general standards and guidance as contained within the SFG20 for data centres. The SFG standard has been selected due to its regular use in the M&E sector thereby enabling transparency in the University's requirements and

continuity in both service and contract management procedures.

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

Quality criterion - Name: Method Statement for Service Delivery / Weighting: 25

Quality criterion - Name: Contract Mobilisation / Weighting: 10

Quality criterion - Name: Sub-Contracting / Weighting: 10

Quality criterion - Name: Service Level Agreement and Contract Support / Weighting: 10

Quality criterion - Name: Staff Training / Weighting: 5

Quality criterion - Name: Response Times and Key Performance Indicators / Weighting: 10

Cost criterion - Name: Price / Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £3,300,000

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

Start date

1 March 2022

End date

28 February 2029

This contract is subject to renewal

Yes

Description of renewals

This contract is subject to renewal upon expiry of the initial term and any possible extensions. Details surrounding the contract term can be found within File 2 of the tender documentation - Selection Stage Scope, Guidance and Instructions (section 2.6).

The formal renewal process surrounding this contract will take place prior to the full contract term ending. At this point, a new service provider will be formally procured to

resume contractual performance before the next scheduled iteration of this service requirement continues.

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

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

An overall pass mark of 60% shall apply at Selection Stage evaluated against the requirements detailed within this Selection Stage document set. Potential Suppliers who do not achieve an overall score of 60% or higher will not be eligible for progression to formal Invitation to Tender (ITT) stage (Stage 2).

It is the University's intention to arrive at a short list of 5 Potential Suppliers for the ITT stage. The number of Potential Suppliers will be based on the top 5 percentage scores at or above the overall pass mark.

Where less than 5 Potential Suppliers meet or exceed the overall pass mark, only those Potential Suppliers who meet or exceed the overall pass mark will be invited to formal ITT stage.

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

Variants will be accepted: No

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

Options: No

#### **II.2.14) Additional information**

This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

After conducting suitable research and modelling, the University of Southampton has concluded that splitting this contract into Lots would make this contract unnecessarily complicated from a managed service perspective. Due to the nature of the contract and the scope of services required under the specification, the University has concluded that all elements of the contract will be managed by a single service provider.

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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

Due to the technical nature of this procurement, it is anticipated that the successful service provider will meet the statutory requirements to operate safely and in-line with the requirements of the service specification and will be suitably affiliated to the relevant trade registers and professional body(s).

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

List and brief description of selection criteria

For this procurement, a minimum level of economic and financial standing is required to meet the mandatory requirements of the procurement. Potential service providers are required to meet/or exceed the minimum level of turnover which has been set at £5,000,000.

Minimum level(s) of standards possibly required

The University has risk assessed the insurance requirements for this procurement and has deemed that the following levels of insurance are required:

Public Liability - £25 million

Product Liability - £25 million

Employers' Liability - £10 million

Professional Indemnity - £10 million

The stated levels of insurance are a mandatory requirement of this procurement. The University reserve the right to exclude a Tenderer who does not hold or is not willing to



hold the minimum levels of insurance.

If you already hold the required levels of insurance the University may require copies of the insurance documents as evidence of this, please ensure they are available if requested.

Where you do not currently hold the required levels of insurance, it is important you check with your insurance company that your organisation and every organisation that is being relied on to meet this procurement, is able to obtain the levels of insurance required.

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

List and brief description of selection criteria

The selection criteria is as stated in the Selection Stage document set. However, potential suppliers' attention is drawn to the mandatory requirements of the selection criteria detailed within File 2 - Selection Stage Scope, Guidance and Instructions.

Each of the below requirements are captured within the File 3 - Selection Questionnaire:

Section 2 - Grounds for mandatory exclusion

Section 3 - Grounds for discretionary exclusion

Section 4 - Economic & Financial Standing - Minimum Level of Turnover

Section 7 - Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Section 8.1 - Insurance

Additionally, potential suppliers' attention is drawn to the mandatory requirements of the award criteria. Full information is provided in the draft Invitation to Tender document set, which is made available at the Selection Stage for information ONLY.

Minimum level(s) of standards possibly required

Section 2 - Grounds for mandatory exclusion - Pass/Fail

Section 3 - Grounds for discretionary exclusion - Discretionary Pass/Fail

Section 4 - Economic & Financial Standing - Minimum Level of Turnover - Pass/Fail

Section 7 - Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 - Pass/Fail

Section 8.1 - Insurance - Pass/Fail

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

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

Due to the technical nature of this procurement, it is anticipated that the successful tenderer will be able to meet the statutory requirements to operate safely within the industry and will be suitably affiliated to the relevant trade registers and professional body(s).

Details of the mandatory requirements with regards to contractual performance can be found within the service specification located within File 4 of the Invitation to Tender document set.

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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**

Originally published as:

Date

27 May 2021

Local time

12:00pm

Changed to:

Date

28 May 2021

Local time

12:00pm

See the [change notice](#).

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

16 June 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: 6 (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: This contract is subject to renewal upon expiry of the initial term and/or any possible extensions thereafter. Specific details surrounding the contract term can be found within File 2 - Selection Stage Scope, Guidance and Instructions (section 2.6) of the tender documentation.

### **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**

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://in-tendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend. Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend. Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015, the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

**Costs and Expenses:** Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement.

Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

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

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

University of Southampton

University Road

Southampton

SO17 1BJ

Email

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

Country

United Kingdom

Internet address

<https://in-tendhost.co.uk/universityofsouthampton.aspx/Home>