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Tender

Lift Consultant

University Of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-009510

Procurement identifier (OCID): ocds-h6vhtk-02ac97

Published 3 May 2021, 5:14pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Email

c.m.brown@ed.ac.uk

Telephone

+44 1316502508

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

<https://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

<https://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>

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

Lift Consultant

Reference number

EC0946

II.1.2) Main CPV code

- 50750000 - Lift-maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Edinburgh wishes to appoint a single supplier to provide all Lift Consultancy services across the University estate.

The appointed Lift Consultant will be required to manage the following;

- a) The existing Lift Term Maintenance Contract
- b) Lift Insurer Health Safety Inspection Reports
- c) New Lift Installations

The Lift Consultant Engineer would on behalf of the UOE Estates Department, overview In-House and External Design Teams proposals on New Lift Installations.

- d) The Lift Consultant would on behalf of the UOE Estates Department attend all new lift installation handover meetings and produce a written report any issues arising.
- e) The Lift Consultant to provide Contract Administrator Services from RIBA stages 1-7 for the installation of replacement lifts.
- f) The Lift Consultant to provide CDM/Principal Designer Role for the installation of replacement lifts.

g) The Lift consultant will assist the University with procuring a new lift maintenance contract. This will include inputting into the specification/tender documents and they may be asked to form part of the evaluation panel.

Proposed contract duration is 2 years with 3 x 1-year extension options (2+1+1+1).

This contract is being tendered on behalf of the University of Edinburgh and all University of Edinburgh Subsidiary Companies may access and utilize this contract at any time during the life of the contract.

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 PCST, 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 competing the SPD in PCST.

II.1.5) Estimated total value

Value excluding VAT: £320,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 42416100 - Lifts
- 50750000 - Lift-maintenance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

University of Edinburgh estate

II.2.4) Description of the procurement

The University of Edinburgh wishes to appoint a Lift Consultant Engineer to manage the

Lift Term Maintenance Contract and Lift Insurer Health Safety Inspection Reports.

New Lift Installations. The Lift Consultant Engineer would on behalf of the UOE Estates Department, overview In-House and external Design Teams New Lift Installation proposals.

The Lift Consultant would on behalf of the UOE Estates Department attend all new lift installation handover meetings and produce a written report any issues arising.

The Lift Consultant would act as Contract Administrator and Principal Designer for the Installation of new Lift Installations.

There will also be a requirement for the lift consultant to input into any procurement for a new lift maintenance contract. This may include writing the specification/tender documents and may require the consultant to form part of the evaluation panel.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

2 years with the option to extend for a further 3 in total (2+1+1+1)

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

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

List and brief description of selection criteria:

SPD 4B.1.1 Statement - Bidders will be required to have a minimum “general” yearly turnover of 128,000 GBP for the last 3 years

SPD 4B.3 Statement - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

SPD 4B.5.1a and 4B.5.1b and 4B.5.2 Statement

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

Employer’s (Compulsory) Liability Insurance = 5,000,000 GBP

Public Liability Insurance = 10,000,000 GBP

Professional Risk Indemnity Insurance = 5,000,000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

SPD 4B.6 Statements

Bidders 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

Minimum level(s) of standards possibly required

SPD 4D.1 1st Statement 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 2nd Statement Health and 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, in 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 4D1.1 1st Statement Quality Management. If the bidder does not hold UKAS (or equivalent) accredited independent third party

certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), then the bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that

the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is

periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and

set out responsibilities for quality management throughout the organisation.

SPD 4D1.1 2nd Statement Health and 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, in 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:

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or

equivalent. The policy must be relevant to the nature and scale relevant to the nature and scale of your operations and set out

responsibilities for H&S management at all levels within the organisation. The policy must be relevant operations and set out your

company's responsibilities of H&S management and compliance with legislation.

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

SPD 4D.2 Statement

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

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:

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This

policy must include and describe the bidder's environmental emergency response procedures including the preparedness and response

procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Service Requirement - minimum requirement

The consultant must meet the requirement to have a member/s of their team available for both in and out of hours contact for 365 days a year. Emergency contact number and call out service is required.

The consultant must meet the requirement to respond to any emergencies within 24 hours of the University (or third party) contacting them. Emergency contact number and call out service is required.

All other contract management requirements detailed within the ITT

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

Date

7 June 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 June 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: Approximately 12 months prior to the expiration of this agreement.

VI.3) Additional information

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 ESPD section 3D). Without prejudice to

any relevant obligations, 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, in regards to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief, sex and sexual orientation (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 annu

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18567. For more information see:

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

(SC Ref:652638)

VI.4) Procedures for review

VI.4.1) Review body

The University of Edinburgh

Edinburgh

EH1 1HT

Country

United Kingdom