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Tender

Trend building energy management system (BEMS) Maintenance - Central Area

University Of Edinburgh

F02: Contract notice

Notice identifier: 2023/S 000-009641

Procurement identifier (OCID): ocds-h6vhtk-035fd4

Published 3 April 2023, 12:25pm

Section I: Contracting authority

I.1) Name and addresses

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

Email

mark.eardley@ed.ac.uk

Telephone

+44 1316502508

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

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>

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

Trend building energy management system (BEMS) Maintenance - Central Area

Reference number

EC0978

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 (UoE) is looking to appoint a Services Provider to undertake a fully comprehensive planned and reactive maintenance service for the UoE Trend building energy management system (BEMS) and associated control equipment. Fully comprehensive includes for supply, replacement and commissioning of faulty items associated with the BEMS.

The contract will cover the UoE Central Area (Kings Buildings and Accommodation Services) which includes approximately 33 sites, 254 controllers and 6176 hardware points.

The successful service provider will be required to meet minimum technical standards and provide evidence based requirements:

A team of Trend Expert Engineers accredited in Building Management Systems - cards, certificates or training records of operatives to demonstrate their accreditation.

Trend Expert Engineers capable of carrying out LV and ELV Control panel modifications and component replacements - electrical competency cards, certificates or training records of operatives to demonstrate their accreditation.

The successful service provider shall have 963/IQVision and SET software licence agreements from the installed systems manufacturer - licence agreement certification or relevant documentation.

The successful service provider will be required to provide a licenced copy of Trend System Engineering Tool (SET) for the duration of this contract and install this on a dedicated University's PC to allow University's Controls Engineers access.

II.1.5) Estimated total value

Value excluding VAT: £262,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71314200 - Energy-management services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

University of Edinburgh

II.2.4) Description of the procurement

The University of Edinburgh (UoE) is looking to appoint a Services Provider to undertake a fully comprehensive planned and reactive maintenance service for the UoE Trend building energy management system (BEMS) and associated control equipment. Fully comprehensive includes for supply, replacement and commissioning of faulty items associated with the BEMS.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T. Bidders must refer to the specific requirements listed in the Section III in this Contract Notice when completing the SPD in PCS-T. Bidders should note that these are mandatory pass/fail requirements and that failure to provide adequate evidence on request of how these requirements shall be met will result in automatic exclusion from the Tendering process.

Each Bidder passing the Minimum Standards will then respond to SPD questions. Suppliers that pass the SPD questions will then be subject to a technical and commercial evaluation.

Bidders will be required to confirm they can meet the requirements and specification detailed within the Statement of Requirements within the Invitation to Tender, Bidders will be required to provide a full product specification. Failure to confirm and demonstrate this in their responses to the technical questions will result in the Bidder being automatically excluded.

The University of Edinburgh reserves the right to apply their own judgement based on experience from similar contracts to determine if the response is feasible. If Bidders knowingly cannot fulfil this, they should discontinue this application.

A 50% technical threshold will apply - bids will be required to achieve a minimum total overall technical score of 35% or more out of the maximum of 70%. A Bidder who fails to achieve the technical threshold will be excluded from the commercial tender evaluation and shall take no further part in the tender evaluation process.

Commercial scores shall be allocated on a comparative basis with the lowest overall price receiving full marks and others a percentage of that mark according to the difference between their bid and the lowest offer. Where we consider any of the total price(s) you have submitted to be abnormally low we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

The quality and commercial score will be combined to give each Bidder, who has passed the technical threshold, an overall total score. The supplier with the highest total score will be deemed to have provided the most economical advantageous tender (MEAT).

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

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

Duration in months

42

This contract is subject to renewal

Yes

Description of renewals

24 months + optional 18 months extension.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Part IV: Selection criteria - A:

Suitability – Question 4A.2

Technical Minimum Standards:

Designated operatives directly involved in the provision of services must include:

- i) A minimum of three (3) Trend Expert Engineers accredited in Trend 963 and IQ Vision Building Management Systems.
- ii) Operatives capable of carrying out LV and ELV Control panel modifications and component replacements.

The Contractor must have:

- i) 963/IQVision and SET software licence agreements from the installed systems manufacturer.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD 4B.1.1 Statement - Bidders will be required to have a minimum “general” yearly turnover of 150,000 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 = 10,000,000 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

List and brief description of selection criteria

SPD ref. 4C1.2 Question 1

Bidders will be required to provide three relevant examples of services carried out during the past three years that demonstrate you have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Bidder's examples should include but are not limited to the following details in their service provision examples:

- Detailed description of the service provided
- Value of the contract/service
- Contract period
- Complexity and controller count of the BEMS systems maintained (Data Centres, Energy Centres, Research Facilities, Clean Rooms, Museums)
- Details of multi/complex stakeholder engagement

Examples from both public and/or private sector customers and clients may be provided

Examples are not limited to Higher Education contracts only.

Examples of work carried out for the University of Edinburgh are permissible.

The assessment and awarding of marks will be based solely on your written submission. The University will not take into account any previous knowledge or experience of having worked with the bidder into consideration.

Your answer should be limited to no more than 3 sides of A4 (1 side of A4 per example).

In order to ensure that newer or start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from:

- Within their organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named subcontractors upon whose capacity and capability the bidder is relying in order to meet the selection criteria (where subcontractors are being used and their identity is known at the selection stage)

Bidders should be aware that they may be asked to confirm prior to award that there has been no material change to the skills, experience and resources available to them since submitting their SPD response.

SPD ref. 4C1.2 Question 2

Bidders are required to provide details of how they manage reporting with other customers including details of any digital portal. Your response should include a flow chart.

Please provide detail of what measures were put in place to ensure reporting is completed on time and to a high standard.

Your answer should be limited to no more than 1 side of A4 page.

SPD 4C.10

Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract:

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 Statement 2: Health & Safety

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with ISO 45001 (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 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.1.1 Statement 2: Health & Safety

If the bidder does not hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with ISO 45001 (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

Service Requirement - Minimum Requirements

- Confirm you can provide facility for 24 hours per day, 365 days per year technical assistance helpdesk for both university and contractor staff.
- Confirm you can meet the maximum 4 hours on site response time for Reactive Maintenance and Emergency faults/breakdowns for Critical Facilities.
- Confirm you can meet the next working day on site response time for Reactive Maintenance and Emergency faults/breakdowns for Non-Critical facilities.
- Confirm you can provide 24 hour 365 days a year on site "callout" service cover for Reactive Maintenance and Emergency faults/breakdowns.

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: [2022/S 000-022938](#)

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

Date

10 May 2023

Local time

12:00pm

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)

IV.2.7) Conditions for opening of tenders

Date

10 May 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

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 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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 49277. For more information see:

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

(SC Ref:727894)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom