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Tender

QUB/2267/22 - Provision of multi-disciplinary facilities team for the One Elmwood Building

Queen's University Belfast

F02: Contract notice

Notice identifier: 2022/S 000-009961

Procurement identifier (OCID): ocds-h6vhtk-032d85

Published 13 April 2022, 4:27pm

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

University Road

Belfast

BT7 1NN

Contact

Dónall Patton

Email

d.patton@qub.ac.uk

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

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

Buyer's address

<https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/procurement/>

I.3) Communication

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

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

Tenders or requests to participate must be submitted to the above-mentioned address

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

QUB/2267/22 - Provision of multi-disciplinary facilities team for the One Elmwood Building

Reference number

QUB/2267/22

II.1.2) Main CPV code

- 79993000 - Building and facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

This contract is for the provision of a multi-disciplinary facilities and operations team, including General Assistants, Reception Staff and Supervisor, which will report directly to the One Elmwood Building Operations Manager. The One Elmwood Building is currently under construction and is due to be completed in July 2022 . This building will transform the provision of student services at Queen's by drawing these together into one central, state of the art building. This new multi-disciplinary facilities and operations team, led by a Queen's Operations Manager, will provide first line support for a wide range of services for all building users. As a new facility, the extent to which the multi-disciplinary facilities team will be required, is currently difficult to estimate. It is fundamental to this contract that Economic Operators must be able to reduce or increase the number of weekly working hours required from the Operations Team, in line with the needs of the University.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79993000 - Building and facilities management services
- 90911200 - Building-cleaning services

- 79992000 - Reception services
- 90910000 - Cleaning services
- 79993100 - Facilities management services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland

II.2.4) Description of the procurement

This contract is for the provision of a multi-disciplinary facilities and operations team, including General Assistants, Reception Staff and Supervisor, which will report directly to the One Elmwood Building Operations Manager. The One Elmwood Building is currently under construction and is due to be completed in July 2022. This building will transform the provision of student services at Queen's by drawing these together into one central, state of the art building. This new facility will create an epicentre for campus life and facilitate the increased engagement of the whole student body. In order to operate the building to world class standards a new building operations team will be formed. This new multi-disciplinary facilities and operations team, led by Queen's Operations Manager, will manage and co-ordinate all aspects of building operations on behalf of all users apart from some services that the Students' Union and Student Plus Commercial Services will self-deliver. It is expected that the Operations Team will be in place for the week commencing 18 July 2022 for training and site familiarisation. The extent to which the multi-disciplinary facilities services will be required under this contract is currently difficult to estimate. It is expected that the need for the Operations Team will fluctuate on a weekly basis, in line with the needs of end-users e.g. due to number of room bookings, planned events etc. It is therefore fundamental to this contract that the Economic Operator provides a flexible service in line with the needs of the University. Economic Operators must be able to reduce or increase the number of weekly working hours required, on request from the Operations Manager. This may require a significant reduction in the estimated hours projected (as outlined in the tender documents) for each role in the Operations Team for the One Elmwood Building. Queen's reserves the right to remove or reduce the extent of job roles permanently from this contract, should Queen's determine that they are no longer required.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 40%

Cost criterion - Name: Price / Weighting: 60%

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

Duration in months

12

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Contract will be for 1 year, with options to extend by up to a further 48 months.

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

Selection criteria as stated in the 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

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

23 May 2022

Local time

4:00pm

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

Tender must be valid until: 20 September 2022

IV.2.7) Conditions for opening of tenders

Date

23 May 2022

Local time

4:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 years

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

University Road

Belfast

BT7 1NN

Email

procurement@qub.ac.uk

Country

United Kingdom

Internet address

<https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/procurement/>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

This authority will incorporate a standstill period at the point information on the award of

the contract is communicated to Tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contract Regulations 2015 (SI 2015/102) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).