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Tender

## **Campus Protection (Security) Services**

Cardiff Metropolitan University

F02: Contract notice

Notice identifier: 2023/S 000-011103

Procurement identifier (OCID): ocds-h6vhtk-03bf7a

Published 18 April 2023, 2:19pm

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

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

Cardiff Metropolitan University

Llandaff campus, Western Avenue, Llandaff

Cardiff

CF5 2YB

#### **Email**

[tenders@cardiffmet.ac.uk](mailto:tenders@cardiffmet.ac.uk)

#### **Telephone**

+44 2920416061

#### **Country**

United Kingdom

#### **NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

<http://www.cardiffmet.ac.uk/procurement/>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0259](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0259)

**I.3) Communication**

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

<https://in-tendhost.co.uk/cardiffmet.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/cardiffmet.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**

Campus Protection (Security) Services

Reference number

ITT/23/02

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

- 79710000 - Security services

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

Services

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

Cardiff Metropolitan University is seeking an established and experienced Security Contractor that can provide security officers to fit into the University's existing security structure.

This will involve working diligently alongside the established in-house team and working in a solo-staffed campus as required.

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

This contract is divided into lots: No

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

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

- 79713000 - Guard services

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

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

Main site or place of performance

Cardiff Metropolitan University Campuses:

Llandaff Campus, CF5 2YB

Cyncoed Campus, CF23 6XD

Plas Gwyn Residential Campus, CF5 2XJ

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

The University is seeking an established and experienced Security Contractor that can provide security officers to fit into the University's existing security structure. This will involve working diligently alongside the established in-house team and working in a solo-staffed campus as required.

The Security Contractor will provide officers who will routinely have to deal with young adults, both home-based and international in background, in both residential and academic settings.

Officers will also deal with a wide variety of staff members (both academic and professional services), external visitors, telephone enquiries and external contractors conducting ongoing works on campus.

The officers need to be people focussed, display high levels of customer service and proficient in the English language. Often the officers will be the first point of contact for all queries and/or complaints so need to be able to handle these scenarios professionally and diplomatically. We require routine rota positions to be filled alongside the ability to surge extra staffing as the need dictates within the university year.

The University's current contract is due to expire on the 30th of September 2023. We therefore wish to re-tender this service, with a contract commencement date of 1st of October 2023.

The contract will be for an initial term of three years, with a view to an extension of up to two further years (3 + 1 + 1).

The University is an accredited Living Wage provider and wants to achieve fair and nonexploitative practices within this contract. Staff currently employed on this key out-sourced contract are paid the Living Wage (as defined by the Living Wage Foundation) by the incumbent contractor. The University will therefore require any new successful contractor to continue to pay those staff who work on this

contract the Living Wage.

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

Quality criterion - Name: Quality / Weighting: 70

Cost criterion - Name: Cost / Weighting: 30

### **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

Two, one year contract extensions are available subject to performance and allied to the University's sustainable development requirements. A 3 year contract with two options.

### **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

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## **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

The selection criteria are detailed in the selection questionnaire/single procurement document.

Minimum level(s) of standards possibly required

A minimum annual turnover threshold for the last financial year is set at 1,000,000.00 GBP.

An acid test ratio of 1 is required from your last set of audited accounts.

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

List and brief description of selection criteria

Selection criteria as stated in the procurement documents.

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## **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 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English, Welsh

#### **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

23 May 2023

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's

economic and social objectives.

Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are: non-core. Contractors are required to outline a Community Benefits Plan as part of their tender submission and reporting on this will form part of the contract management process with the successful Contractor.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=130871](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=130871).

(WA Ref:130871)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom