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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

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

I.3) Communication

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

<https://in-tendhost.co.uk/cardiffmet/asp/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/asp/Home>

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

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

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.

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

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.

(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