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Tender

HBC 0424 Provision of Hard FM and Soft FM services

Hertsmere Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-011330

Procurement identifier (OCID): ocds-h6vhtk-045079

Published 8 April 2024, 4:59pm

Section I: Contracting authority

I.1) Name and addresses

Hertsmere Borough Council

Elstree Way

Borehamwood

WD6 1WA

Contact

Procurement

Email

Kirsten.brown@hertsmere.gov.uk

Telephone

+44 2082072277

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.hertsmere.gov.uk

I.3) Communication

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

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

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

HBC 0424 Provision of Hard FM and Soft FM services

Reference number

HC269

II.1.2) Main CPV code

- 50700000 - Repair and maintenance services of building installations

II.1.3) Type of contract

Services

II.1.4) Short description

Hertsmere Borough Council are seeking a contractor for the provision of a hard FM and soft FM aligned service. There will also be requirements for additional and small works and services to be provided at the Authority's non-domestic public buildings. Please note the deadline for returns and allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this tender should be made via correspondence on the website and can be addressed to the main contact as shown in the details above.

II.1.5) Estimated total value

Value excluding VAT: £3,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50700000 - Repair and maintenance services of building installations

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

Tenderers are invited to submit their offers for the Hertsmere Borough Council for the provision of a hard FM and soft FM aligned service. There will also be requirements for additional and small works and services to be provided at the Authority's non-domestic public buildings. These activities will all be coordinated through the use of a CAFM system. The conditions of contract are the core options of the NEC 4 Facilities Management Contract June 2021 (with amendments January 2023). In the hard FM services element of this contract, for the Civic Centre and the Cranbourne road Depot, we are seeking an SFG 20 industry standard as a quoted price. This must be taken into consideration in the Tenderers pricing schedule submission. For the rest of the estate we would expect the pricing to cover PPMs, reactive maintenance and legal compliance. The Authority has a property portfolio, located within the geographical boundaries of Hertsmere. This core property portfolio comprises of offices, depots, industrial units, and a selection of other miscellaneous properties. Due to the changing service needs of the Authority, the contractor must take into consideration variations both positive and negative will apply. Your pricing schedule should break costs down by site, thus when a site is taken out of the portfolio we are all clear on the cost and budget reductions to be applied. If the m2 rate benchmark can be shared the council will also understand the likely quantum of budgetary increase to be applied when additional properties are added to the portfolio. The Authority is looking for a single supplier, either one organisation or a group of organisations operating as a single entity for the purposes of this contract. - Hard FM services provision. [with effect from 1st September 2024]- Soft FM services provision. [with effect from 3rd December 2024] The Authority is conducting this procurement pursuant to the Open Procedure because it is able to specify the solutions capable of satisfying its needs and the legal and financial makeup of the Contract. It does however mean that there will be no opportunity to enter into dialogue or negotiation around the Contract or the proposed Contract. Accordingly, Tenderers are encouraged to make the best use possible of the clarification process. Since there will be no dialogue or negotiation, Tenderers must ensure that they have understood the Authority's requirements. To enable fulfilment of the Authority's ongoing building related statutory and additional obligations, a contract award is required for the provision of a broad range of essential property maintenance services throughout the Authority's property portfolio. The proposed duration of the contract shall be 7 years (5+1+1) from the date of the relevant agreement (the Term). Subject to satisfactory performance of the Contractor during the first 5 years of the Term the Authority may wish, at its sole discretion, to extend the contract for a further period of 1 year + 1 year. The contract will allow the Authority to commission works and services from the appointed Contractor as and when required. It should be noted that the hard services elements of this contract will start from 1st September 2024, and the soft

FM services will commence from the 3rd December 2024, the whole contract will terminate co-terminus; the contract end date being 30th September 2029.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £3,500,000

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

Duration in months

60

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: 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

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

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

28 May 2024

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

28 May 2024

Local time

12:00pm

Place

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

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

VI.3) Additional information

Hertsmere Borough Council reserves the right to cancel the procurement and not to proceed with the long term contracts at any stage of the procurement process. Hertsmere Borough Council also reserves the right not to award a contract. Neither Hertsmere Borough Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for these contracts. The Council reserves the right to carry out additional financial checks on all companies tendering for this Contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the Contract. Tenderers should note that the provisions of the Transfer of Undertakings (protection of Employment) Regulations 2006 may apply. To access this procurement opportunity please [visit www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. Any clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK Support Desk which can be contacted via email: support@in-tend.com or telephone +441144070065 for any website /technical questions, Monday to Friday 8:30 - 17:30. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law, including the Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

VI.4) Procedures for review

VI.4.1) Review body

High court

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.