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Tender

## **PROC 23 2018 - Provision of Technical Support Services & Electrical Advice for the Installation of EV Charging Infrastructure**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2023/S 000-012633

Procurement identifier (OCID): ocds-h6vhtk-03c5ee

Published 3 May 2023, 11:59am

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[Charlotte.Reid@scotland.police.uk](mailto:Charlotte.Reid@scotland.police.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

## **Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

## **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**

Public order and safety

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

PROC 23 2018 - Provision of Technical Support Services & Electrical Advice for the Installation of EV Charging Infrastructure

Reference number

PROC 23 2018

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

- 71314100 - Electrical services

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

Services

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

Police Scotland commenced its EV infrastructure programme in September 2020 and have set an ambitious vision to become the first emergency service within the UK to have an Ultra-Low Emission Vehicle (ULEV) Fleet by 2030.

The Authority is seeking to appoint a single Contractor to deliver key support and advice for technical install aspects of the proposed installations and Distribution Network Operators (DNO) works carried out by the Authority`s appointed EV Infrastructure Contractor and their nominated sub-contractors. This contract shall support the Authority`s Estates team.

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

This contract is divided into lots: No

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

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

- 71311000 - Civil engineering consultancy services
- 71311300 - Infrastructure works consultancy services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Police Scotland

2 French Street

Dalmarnock

Glasgow

G40 4EH

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

Open Tender FTS

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **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

Contract Duration: 3 years (+1year)(+1year)

The contract shall be renewed at the end of the contract period.

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

List and brief description of conditions

SPD Question 4A.1 Trade Registers:

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question. If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

SPD Question 4A.2 Authorisation/Membership

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Tenderers must confirm if they hold the following authorisation or memberships:

- CIBSE membership.
- Individuals trained to current electrical regulations (18th edition).

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

## SPD Question 4B5 Insurances

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the items indicated below:

-- Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

-- Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

-- Professional Indemnity Insurance =

For anticipated work package values up to 10,000 GBP: ONE MILLION POUNDS STERLING (1,000,000 GBP);

For anticipated work package values over 10,000 GBP: TWO MILLION POUNDS STERLING (2,000,000 GBP)

in the aggregate

To be maintained for the duration of the Contract and for 12 years from Completion of the whole of the services

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

## EPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the SPD to allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of less than 30 (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

SPD Question 4C.1.2 Technical and Professional Ability:

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents. With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured. Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements.

Two (2) examples of the provision of similar services will be requested and must be from within the last 3 years.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

### **III.2) Conditions related to the contract**

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

SPD Question 4A.2 Authorisation/Membership

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Tenderers must hold the following authorisation or memberships:

- CIBSE membership.
- Individuals trained to current electrical regulations (18th edition).

#### **III.2.2) Contract performance conditions**

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance against the Key Performance Indicators (KPIs) detailed below:

Quality – Category Weight (70%)

Cost – Category Weight (10%)

Service – Category Weight (15%)

Sustainability – Category Weight (5%)

The above KPIs shall make up the Balanced Scorecard and will be used to score the Contractor's performance. The Contract Administrator and other relevant stakeholder shall score the Contractor against the expected results using the following scores.

4 - Exceeding Expectations (100)

3 - Meeting Expectations (75)

2 - Minor Concerns (50)

1 - Major Concerns (25)

0 - Not Performing (0)

This shall take place using the Public Contract Scotland Tender Contract and Supplier Management portal yearly, half yearly or monthly depending on the overall risk status of the contract. The risk status shall be confirmed at Contract Award.

### **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

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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

12 June 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**

Tender must be valid until: 9 January 2024

#### **IV.2.7) Conditions for opening of tenders**

Date

12 June 2023

Local time

12:00pm

Place

Electronically via Public Contract Scotland Tender

Information about authorised persons and opening procedure

Electronically via Public Contract Scotland Tender

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Contract Duration is 3 years  
(+1year)(+1year)

The contract shall be re-tendered at the end of the contract period

### **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**

Economic Operators

Applicable to FTS Notices: Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Please refer to published contract notice document which provide details of the following:

SPD Question 4C.12 Quality Control Requirements

SPD Question 4D.1 Quality Assurance/Health and Safety Requirements

Assessment of Employment Status

Living Wage

Equality and Diversity

Declaration of Non-Involvement in Serious Organised Crime

Subcontractor Detail

## Data Protection

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24036 .  
For more information see:

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

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)

SME and social enterprise development

Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:731091)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom