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Tender

## **Fire Alarm and Related Life Safety Systems Testing, Inspection, Servicing, Repair and Minor Works**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2021/S 000-012718

Procurement identifier (OCID): ocds-h6vhtk-02b91f

Published 7 June 2021, 5:05pm

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

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

UNIVERSITY OF SOUTHAMPTON

University Road

Southampton

SO17 1BJ

#### **Contact**

Mary Shelley Kowoh Tisanjoh

#### **Email**

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKJ3 - Hampshire and Isle of Wight

## **Internet address(es)**

Main address

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

Buyer's address

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

## **I.3) Communication**

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

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

## Fire Alarm and Related Life Safety Systems Testing, Inspection, Servicing, Repair and Minor Works

Reference number

2020UoS-0122

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

- 50710000 - Repair and maintenance services of electrical and mechanical building installations

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

Services

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

The University of Southampton, (The University), is a multi-campus educational and research organisation. Properties on the Estate range from highly serviced clean room complexes through laboratories, sports complexes, teaching facilities, halls of residencies to residential houses. The University requires that the Contractor tests, services and maintains all fire alarm systems and associated equipment within its Estate in accordance with this specification and the standards referred to in it.

This specification and the standards referred to therein require the Contractor to execute the works in a safe and workmanlike manner.

The main work undertaken by the Contractor shall cover:

- (i) Routine testing, inspection, servicing, repair and minor works to all systems in accordance with the current and applicable Regulations, Statutory standards, Codes of Practice and any other current legislation.
- (ii) Defect rectification and upgrade works as directed by the Contract Administrator to a maximum value of £25,000.00 per order. Larger projects will be by way of a competitive quotation.
- (iii) Provide 24-hour Call-out breakdown service with maximum 2-hour response time.
- (iv) Account shall be taken of the University's additional requirements as outlined in Annex 1 of this tender document

(v) Other tasks as instructed by the Contract Administrator.

### **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)**

- 50711000 - Repair and maintenance services of electrical building installations

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

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

A full list of properties covered in the Contract is set out in Schedule 1 of the Specification and Contract Conditions document - File 4. During the Contract Period there may be deletions from or, with the Contractor's agreement, additions to this list. The contractor might undertake work at other locations if agreed by both parties.

This contract will be predominantly in the Winchester and Southampton areas.

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

The University of Southampton, (The University), is a multi-campus educational and research organisation. Properties on the Estate range from highly serviced clean room complexes through laboratories, sports complexes, teaching facilities, halls of residencies to residential houses. The University requires that the Contractor tests, services and maintains all fire alarm systems and associated equipment within its Estate in accordance with this specification and the standards referred to in it.

The Works comprise the testing, inspection, servicing, repair and minor works of University fire alarm systems and associated equipment within the Contract area

Of all systems in accordance with the current and applicable Regulations, Statutory standards, Codes of Practice and any other current legislation.

Defect rectification and upgrade works as directed by the Contract Administrator to a maximum value of £25,000.00 per order. Larger projects will be by way of a competitive quotation.

Provide 24-hour Call-out breakdown service with maximum 2-hour response time.

Account shall be taken of the University's additional requirements as outlined in Annex 1 of this tender document (Qualifications to BS5839:2019 and extras).

Other tasks as instructed by the Contract Administrator.

Supply, if so requested on parts and equipment.

Note:

- i. The Advanced Fire Panels and Apollo peripheral devices form the bulk of this contract however the full list of systems to be included in the contract is found in Schedule 5 - Systems Asset Listing.
- ii. The successful service provider will be required from time to time to sub-contract with prime contractors for commissioning and other services related to new building contracts.

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

Quality criterion - Name: Third-party certified by a UKAS-certificated certification body /  
Weighting: Pass / Fail

Quality criterion - Name: Advanced 360 Registration / Weighting: Pass / Fail

Quality criterion - Name: Mobilisation & Implementation / Weighting: 10%

Quality criterion - Name: Technical Ability / Weighting: 10%

Quality criterion - Name: Contract Administration Management / Weighting: 10%

Quality criterion - Name: Service Delivery Approach / Weighting: 10%

Quality criterion - Name: Quality Assurance / Weighting: 5%

Quality criterion - Name: Procuring and Maintaining Spares / Weighting: 5%

Quality criterion - Name: Case Study / Weighting: 10%

Cost criterion - Name: Basket of Goods / Weighting: 30%

Cost criterion - Name: Overheads & Profit on Net Price of Materials / Weighting: 2.5%

Cost criterion - Name: Overheads & Profit on Net Price of Plant / Weighting: 2.5%

Cost criterion - Name: Overheads & Profit on Sub-Contractors prices / Weighting: 2.5%

Cost criterion - Name: Overheads & Profit on Commissioning and Other Works for Prime Contractors outside this contract / Weighting: 2.5%

## **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

84

This contract is subject to renewal

Yes

Description of renewals

This contract is subject to renewal upon expiry of the initial term and any possible extensions. Details surrounding the contract term can be found within File 2 of tender documentation - Selection Stage Scope, Guidance and Instructions (section2.6).

The formal renewal process surrounding this contract will take place prior to the full contract term ending. At this point, a new service provider will be formally procured to resume contractual performance before the next scheduled iteration of this service requirement continues.

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

An overall pass mark of 60% shall apply at Selection Stage evaluated against the requirements detailed within this Selection Stage document set. Potential Suppliers who do not achieve an overall score of 60% or higher will not be eligible for progression to formal Invitation to Tender (ITT) stage (Stage 2).

It is the University's intention to arrive at a short list of 5 Potential Suppliers for the ITT stage. The number of Potential Suppliers will be based on the top 5 percentage scores at or above the overall pass mark.

Where less than 5 Potential Suppliers meet or exceed the overall pass mark, only those Potential Suppliers who meet or exceed the overall pass mark will be invited to formal ITT stage.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

This contract is NOT suitable for splitting into lots. The risk of dividing the requirement into Lots would render the execution of the contract excessively technically difficult, not cost effective and would undermine proper execution of the contract.

After conducting applicable research and modelling, the University of Southampton has concluded that splitting this contract into Lots would make this contract unnecessarily complicated from a managed service perspective. The Fire Alarm system is fully integrated with specialist equipment which must be tested inspected, serviced and repaired by the same Contractor.

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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

Due to the technical nature of this procurement, it is anticipated that the successful service provider will meet the statutory requirements to operate safely and in-line with the requirements of the service specification and will be suitably affiliated to the relevant trade registers and professional body(s).

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

List and brief description of selection criteria

The University will conduct a financial check on all Potential Suppliers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe, for UK registered suppliers.

The University reserves the right to exclude a supplier or request provision of further assurances such as parent company/bank guarantee or performance bonds where Bidders financial scoring is:

CreditSafe: "Moderate Risk", "High Risk", "Very High Risk" or "Not Rated" - based on the rating provided by Creditsafe; or

Due to the ongoing effects of the COVID-19 pandemic, proof of turnover can be provided in the form of accounts ending financial year 2019/20. This will enable the University of Southampton to get an accurate reflection of a standard business year for any bidding service providers.

Minimum level(s) of standards possibly required

Insurance

The University has risk assessed the insurance requirements for this procurement and has deemed that the following levels of insurance are required:

- Public Liability - £10 million



- Product Liability - £10 million
- Employers' Liability - £10 million
- Professional Indemnity - £5 million

The stated levels of insurance are a mandatory requirement of this procurement. The University reserve the right to exclude a Tenderer who does not hold or is not willing to hold the minimum levels of insurance:

If you already hold the required levels of insurance the University may require copies of the insurance documents as evidence of this, please ensure they are available if requested.

Where you do not currently hold the required levels of insurance, it is important you check with your insurance company that your organisation and every organisation that is being relied on to meet this procurement, is able to obtain the levels of insurance required.

Written evidence from your insurance company that it will provide insurance(s) to the required levels may be required upon request.

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

List and brief description of selection criteria

The selection criteria is as stated in the Selection Stage document set. However, potential suppliers' attention is drawn to the mandatory requirements of the selection criteria detailed within File 2 (Selection Stage (SQ) Scope, Guidance and Instructions).

Each of the below requirements are captured within the File 3 - Selection Questionnaire:

Section 2 - Grounds for mandatory exclusion

Section 3 - Grounds for discretionary exclusion

Section 4 - Economic and Financial Standing - Minimum Level of Turnover

Section 7 - Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Section 8.1 - Insurance

Additionally, potential suppliers attention is drawn to the mandatory requirements of the award criteria. Full information is provided in the draft Invitation to Tender document set, which is made available at the Selection Stage for information ONLY

Minimum level(s) of standards possibly required

Section 2 - Grounds for Mandatory exclusion - Pass/Fail

Section 3 - Grounds for discretionary exclusion - Discretionary Pass/Fail

Section 4 - Economic and financial standing - Minimum Level of Turnover - Pass/Fail

Section 7 - Modern Slavery Act 2015: Requirements under the Modern Slavery Act

2015 - Pass/Fail

Section 8.1 - Insurance - Pass/Fail

Third-party certified by a UKAS-certificated certification body - Pass / Fail

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

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

Due to the technical nature of this procurement, it is anticipated that the successful tenderer will be able to meet the statutory requirements to operate safely within the industry and will be suitably affiliated to the relevant trade registers and professional body(s).

Details of the mandatory requirements with regards to contractual performance can be found within the service specification located within File 4 of the Invitation to Tender document set.

### **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**

Restricted 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

8 July 2021

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

25 August 2021

#### **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**

Duration in months: 6 (from the date stated for receipt of 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: Estimated timing for further notices to be published: This contract is subject to renewal upon expiry of the initial term and/or any possible extensions thereafter. Specific details surrounding the contract term can be found within File 2 - Selection Stage Scope, Guidance and Instructions (section 2.6) of the tender documentation.

### VI.3) Additional information

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend(<https://in-tendhost.co.uk/universityofsouthampton>) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential

supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend. Further instructions for the submission of responses are below:

To submit your return:

1. Log in

2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend. Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015, the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement.

Under no circumstances will the University be liable for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

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

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

University of Southampton

Southampton

SO17 1BJ

Email

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

Country

United Kingdom

Internet address

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