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Tender

## **Contract for 24-hour Security Patrol Services**

Robert Gordon University

F02: Contract notice

Notice identifier: 2021/S 000-014736

Procurement identifier (OCID): ocds-h6vhtk-02c103

Published 28 June 2021, 4:15pm

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

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

Robert Gordon University

Central Services Building, Garthdee Road

Aberdeen

AB10 7FY

#### **Contact**

Rod Strachan

#### **Email**

[r.strachan@rgu.ac.uk](mailto:r.strachan@rgu.ac.uk)

#### **Telephone**

+44 1224262000

#### **Fax**

+44 1224262660

**Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

<http://www.rgu.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00399](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00399)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**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**

Contract for 24-hour Security Patrol Services

Reference number

001/21/RS

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

- 79710000 - Security services

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

Services

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

The contract requirement is for a full time, 24 hours per day, 7 days per week building external perimeter patrolling security service. The Contract will commence on 1st September 2021 and will operate for twelve months. The University will retain the option to extend the contract by agreement by a maximum of 12 months. This contract will also allow scope for a degree of variation (up to 50% of original contract value), should the University require similar additional monitoring services for other specific areas.

#### **II.1.5) Estimated total value**

Value excluding VAT: £160,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Robert Gordon University

Garthdee Road

Aberdeen

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

The contract requirement is for a full time, 24 hours per day, 7 days per week building external perimeter patrolling security service, for the full duration of the contract. The University requires that this service be tendered for based on a single staff member on shift with break periods agreed, provided and covered by RGU operatives.

Staff are required to carry out continuous exterior patrols around the perimeter of the building, completing a visual inspection of the building externals and associated walkways and access points. We require patrols to specifically observe and monitor the exterior of the building and areas immediately adjacent to the building.

TUPE 2006 Regulations may apply to this Contract.

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

Quality criterion - Name: Ability to meet stated requirements / Weighting: 25

Quality criterion - Name: Staff suitability and vetting / Weighting: 20

Quality criterion - Name: Account management and supervision / Weighting: 5

Quality criterion - Name: Complaints Procedure / Weighting: 5

Quality criterion - Name: Continuity of service / Weighting: 15

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £160,000

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

Start date

1 September 2021

End date

31 August 2022

This contract is subject to renewal

Yes

Description of renewals

One 12-month renewal extension is available

#### **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

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

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.

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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

This section refers to SPD (Scotland) Section IV Question 4A.2:

Bidders must confirm if they hold the particular authorisation or memberships:

- Registered with National Security Inspectorate (NSI) or equivalent, and gold level

accreditation.

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

Minimum level(s) of standards possibly required

Q4B.5.1 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability Insurance = 5 million GBP

Professional Indemnity Insurance = 2.5 million GBP

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

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module

Minimum level(s) of standards possibly required

This section refers to SPD (Scotland) Section IV Part C:

Q4C.1.2 - Bidders will be required to provide three examples that demonstrate that they have the relevant experience to deliver the services

as described in part II.2.4 of the Contract Notice that have taken place in the last three years.

Each example should be based upon a different client and contract (i.e. the 3 examples cannot refer to the same client/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

30 July 2021

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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

30 July 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

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

#### **- FORM OF TENDER**

Shortlisted bidders will be required at ITT stage to submit a signed Form of Tender prior to the award of contract.

#### **- SUPPLIER CODE OF CONDUCT**

Shortlisted bidders will be required at ITT stage to submit a signed Supplier Code of Conduct declaration prior to the award of contract.

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

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=658394](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=658394).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:658394)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=658394](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=658394)

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

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



Court of Session

Edinburgh

Country

United Kingdom