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Tender

18/0334 Maintenance and Repair of Heating Systems Ventilation Plant and Controls

Moray Council

F02: Contract notice

Notice identifier: 2021/S 000-015572

Procurement identifier (OCID): ocds-h6vhtk-02c446

Published 6 July 2021, 3:04pm

The closing date and time has been changed to:

16 August 2021, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Moray Council

High Street

Elgin

IV30 1BX

Email

procurement@moray.gov.uk

Telephone

+44 1343563137

Country

United Kingdom

NUTS code

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Internet address(es)

Main address

<http://www.moray.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00160

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

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

18/0334 Maintenance and Repair of Heating Systems Ventilation Plant and Controls

Reference number

18/0334

II.1.2) Main CPV code

- 50720000 - Repair and maintenance services of central heating

II.1.3) Type of contract

Services

II.1.4) Short description

The Contract is comprised of Planned Maintenance and Emergency Call-out Attendance across the Moray area and covers around 90 properties. The type of properties range from primary schools, secondary schools, community centres, swimming pools, offices etc

II.1.5) Estimated total value

Value excluding VAT: £2,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50720000 - Repair and maintenance services of central heating

II.2.3) Place of performance

NUTS codes

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance

Moray

II.2.4) Description of the procurement

The Contract is comprised of Planned Maintenance and Emergency Call-out Attendance across the Moray area and covers around 90 properties. The type of properties range from primary schools, secondary schools, community centres, swimming pools, offices etc

II.2.5) Award criteria

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

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

Start date

1 October 2021

End date

30 September 2023

This contract is subject to renewal

Yes

Description of renewals

2024 if extension is taken

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.

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

4A.2

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

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

All Contractors must be members of NICEIC and or SELECT, Gas Safe Register and OFTEC.

III.1.2) Economic and financial standing

List and brief description of selection criteria

4B1.1 Minimum yearly turnover

4B.5.1b - Employer's (Compulsory) Liability Insurance:

4B.5.2 - All other types of insurance listed in the contract notice

4B.6 - Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice

Minimum level(s) of standards possibly required

Bidders will be required to have a minimum "general" yearly turnover of GBP 200,000 for the last 2 years

Employer's (Compulsory) Liability Insurance: GBP 10M

Public Liability: GBP 10M

The bidder is required to confirm that (to the best of their knowledge) there are no material post balance sheet events or other business issues arising since the date of the last audited financial statements that materially impact the economic and financial standing of the economic operator.

Where the operator is not able to make such a confirmation, full details of the relevant events shall be provided along with an explanation of the expected impact on the bidders economic and financial standing.

The bidder is required to provide a copy of the last 2 audited financial statements as evidence of their compliance to meet their statutory obligations.

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 - Please provide relevant examples of supplies and/or services carried out during the last three years as specified in the Contract Notice

4C.6 - a) Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

4C.8.1 Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 Bidders will be required to confirm their and the number of managerial staff

4C.9 Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Contract Notice or the relevant section of the Site Notice.

Minimum level(s) of standards possibly required

4C.1.2 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Contract Notice or the relevant section of the Site Notice.

Minimum number of relevant examples:3

Requirement: Evidence of working on similar contacts

4C.6 - The minimum qualifications shall be COCN1, TPCP1A, CCN1, ICPN1, CIGA1,

CORT1, CDGA1, HTR1, CKR1, CENWAT, CPA1 and CCLP1.

All oil service engineers must be “a member of a class or persons approved for the time being by the Health and Safety Executive” (ie. OFTEC). They should have the minimum of the following qualifications: -

OFTEC 101 Oil Pressure Jet Commissioning Technician

OFTEC 102 Oil Vaporising Commissioning Technician

OFTEC 105E Appliance Installation Technician

OFTEC 600A Advanced Oil Storage Tank Installation

All service engineers are to have SJIB registration certificates. Electricians are to hold a minimum of an Approved City & Guilds Certificate (or equivalent) and BS7671: 2011 (inc amendments). Only qualified electricians will be allowed to carry out electrical repairs involving any wiring modifications and associated issuing of minor works certificates.

4C.8.1 Minimum 8 Operatives

4C.8.2 Managers for Contract, accounts and Contract Supervisor

4C.9 List of requirement on advert

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Health and Safety Procedures

3. The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

4a The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health

and safety management and compliance with legislation.

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

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.2.1) Previous publication concerning this procedure

Notice number: [2015/S 248-451996](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

11 August 2021

Local time

12:00pm

Changed to:

Date

16 August 2021

Local time

12:00pm

See the [change notice](#).

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

11 August 2021

Local time

12:00pm

Place

Moray

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2024

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

1 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

2. The bidder must have the following:

a. A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the bidder's environmental emergency response procedures including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

b. Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing / preventing significant impacts on the environment. This should evidence the bidder's organisation's environmental policy implementation plan provides information as to how the organisation aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to the workforce, in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents and emergencies and complaints.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

2. The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

b. Documented procedures for periodically reviewing, correcting and improving quality performance including processes for ensuring that the bidder's quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of output and general performance.

c. A documented process for ensuring that quality management is effective in reducing/preventing incidents of sub-standard delivery, this must include the quality of output and general performance. The bidder must be able to provide copies of their organisation's documentation procedures, that meet current agreed good practice. These must include the arrangements for quality management throughout the bidder's organisation. They must set out how the bidder's organisation will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.

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.

The Moray Council are an associate partner in the Supplier Development Programme <http://www.sdpscotland.co.uk/home.aspx> which provides a range of specialist business support activities including the provision of advice, information and training support including webinars with the aim of assisting businesses to become more capable of accessing and competing for public sector contracts.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 40186. For more information see:

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

(SC Ref:658933)

VI.4) Procedures for review

VI.4.1) Review body

Elgin Sheriff Court

Sheriff Courthouse, High Street

Elgin

IV30 1BU

Email

elgin@scotcourts.gov.uk

Telephone

+44 343542505

Country

United Kingdom

Internet address

<http://www.moray.gov.uk>