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Tender

National Library of Scotland Facilities Management - Multi Lot Contract

National Library of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-016337

Procurement identifier (OCID): ocds-h6vhtk-029d4f

Published 13 July 2021, 12:05pm

Section I: Contracting authority

I.1) Name and addresses

National Library of Scotland

George IV Bridge

Edinburgh

EH1 1EW

Contact

Ian Symonds

Email

i.symonds@nls.uk

Telephone

+44 1316233700

Fax

+44 1316233701

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.nls.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11622

I.3) Communication

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Recreation, culture and religion

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

National Library of Scotland Facilities Management - Multi Lot Contract

Reference number

2020.21.046

II.1.2) Main CPV code

- 79993100 - Facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

The National Library of Scotland's (the Library) current Facilities Management Hard Services Contract is in the final year of the term contract with a contract expiry date of 30th June 2022. The Library has now commenced the procurement process for its replacement. This procurement process will result in the appointment of suitable contractor(s) to provide the services as described in Lot 1 and Lot 2 below and as detailed in the Contract Notice and Guidance Document available for download with this contract notice.

It is the opinion of the Library that TUPE rules will apply to this contract. However, bidders will be required to satisfy themselves as to the applicability of TUPE in their tendered response.

The Library” is classed as a Non-Departmental Public Body (NDPB), is funded through Grant-in-Aid by Scottish Government, governed by a Board and is a registered charity.

The Library requires suitably qualified supplier(s) to tender for this contract as set out in the instruction and guidance document, the Contract Notice and the SPD(S) module.

There will be two Lots

II.1.5) Estimated total value

Value excluding VAT: £9,500,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot 2 – Building Fabric, Specialist Services and Minor Work

Lot No

2

II.2.2) Additional CPV code(s)

- 79993100 - Facilities management services
- 45210000 - Building construction work
- 50000000 - Repair and maintenance services
- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

57 George IV Bridge , Edinburgh , EH1 1EW

II.2.4) Description of the procurement

Lot 2 specialist services comprise of defined works covering a broad range and scale all of which are currently procured separately and served primarily by Small to Medium Sized Enterprises (SMEs).

Lot 1 will also be responsible for the programme and logistic control of Lot 2 including the co-ordination and lead on any emergency works.

Suppliers can bid for more than one lot but will need to complete an SPD(S) module for each lot they are bidding for.

The key requirements of the services can be described as follows:

- To provide a safe environment within the Affected Property , ensuring all mandatory, statutory and Employer's requirements are met in full;

Details of properties along with detailed scope of services is detailed in the Contract Notice and Guidance Document available for download with this Contract Notice.

II.2.5) Award criteria

Quality criterion - Name: quality / Weighting: 70

Price - Weighting: 30

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

Yes

Description of renewals

The contract will be awarded for a minimum of Five (5) years and may be extended year on year up to a maximum of seven (7) by mutual agreement and subject to satisfactory performance

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

Envisaged minimum number: 5

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

All organisations responding to the Contract Notice must complete an SPD(S) module which shall be evaluated by an Evaluation Panel.

Based on the Evaluation Panel's assessment it is anticipated that a minimum of 5 and maximum of 6 highest scoring compliant Bidders for each lot will be shortlisted for Invitation to Tender.

Where a tie occurs for sixth position, then all Bidders in that position will be shortlisted. For the purposes of this exercise a tie will be deemed to have occurred, where two or more Bidders have identical total scores. Where the seventh highest scoring compliant scores within 3 marks of the 6th highest scoring compliant bidder, the Library will also shortlist this bidder.

In the event that five or fewer compliant submissions are received for either lot 1 or Lot 2 the Library reserves the right to seek further clarifications from the interested parties before proceeding to ITT stage or re-tender.

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

The Library's current FM Hard Services Contract is in its final term with a contract expiry date of 30th June 2022. The Library has commenced the procurement process for its replacement. This procurement process will result in the appointment of suitable contractor(s) to provide the services as described in Lot 1 and 2.

II.2) Description

II.2.1) Title

Lot 1 – Traditional Hard FM Services

Lot No

1

II.2.2) Additional CPV code(s)

- 79993100 - Facilities management services
- 50000000 - Repair and maintenance services
- 45259000 - Repair and maintenance of plant
- 35111500 - Fire suppression system

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

57 George IV Bridge , Edinburgh, EH1 1EW

II.2.4) Description of the procurement

Lot 1 – Traditional FM Hard Services

Lot 1 will comprise of all standard Planned Preventive Maintenance (PPM) works, reactive works and regular attendances.

Lot 1 will assume overall management role and direct point of contact for the National Library of Scotland including the management of Lot 2.

Lot 1 will also be responsible for the programme and logistic control of Lot 2 including the co-ordination and lead on any emergency works.

Suppliers can bid for more than one lot but will need to complete an SPD(S) module for each lot they are bidding for.

Scope of requirement

-To provide a safe environment within the Affected Property, ensuring all mandatory, statutory and Employer's requirements are met in full.

Details of properties along with detailed scope of services is detailed in the Contract Notice and Guidance Document available for download with this Contract Notice

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £6,000,000

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

The contract award will be for a minimum of five (5) years and may be extended year on year

up to a maximum of seven (7) by mutual agreement and subject to satisfactory performance.

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

Envisaged minimum number: 5

Maximum number: 6

Objective criteria for choosing the limited number of candidates:

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Based on the Evaluation Panel's assessment it is anticipated that a minimum of 5 and maximum of 6 highest scoring compliant Bidders for each lot will be shortlisted for Invitation to Tender.

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In the event that five or fewer compliant submissions are received for either lot 1 or Lot 2 the Library reserves the right to seek further clarifications from the interested parties before proceeding to ITT stage or re-tender.

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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

As detailed in the SPD Scotland module

III.1.2) Economic and financial standing

List and brief description of selection criteria

As detailed in the SPD Scotland Module

Minimum level(s) of standards possibly required

As detailed in the SPD Scotland Module

III.1.3) Technical and professional ability

List and brief description of selection criteria

As detailed in the SPD Scotland Module

Minimum level(s) of standards possibly required

As detailed in the SPD Scotland Module

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

In order to ensure the highest standard of service quality the Library requires the Supplier to take a positive approach to fair work practices as part of a fair and equitable employment and reward package that includes the payment of the real living wage to any staff working on Library premises.

The contract will be subject to performance management conditions with regards to KPIs

Performance conditions are documented in the NEC 4 FM Scope.

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-005598](#)

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

Date

17 August 2021

Local time

10:00am

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

25 October 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: 5 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 9-12 months prior to contract end date including any extensions used.

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

The SPD module scoring methodology and minimum mandatory requirements is detailed at sections 10 & 11 of the Contract Notice Instruction and Guidance Document.

To safeguard the effective delivery of the contract , the Library will require any key subcontractors proposed to be used for the delivery of the contract to complete sections A and B of Part II and Part III only of the SPD (S), to self declare whether there are grounds for their exclusion. “Key subcontractors” are those identified as such in the Master Contract List set out at Appendix B of the Instruction and Guidance Document. For the avoidance of doubt, there is no requirement at this stage of the procurement process to complete and submit a separate SPD (S) in relation to any subcontractor who is not a key subcontractor.

Contract Award criteria will be made available along with the ITT and Schedules to tender to the successful Bidders.

The Library is not bound to accept the lowest price or any tendered submission.

Form of Contract - The successful supplier will be required to enter into a formal contract under NEC 4 Facility Management Contract conditions.

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=654284.

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.

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.

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

Successful Bidders invited to tender will be expected to submit community benefit proposals including Fair Work Practices as part of their tendered submission that are proportionate and relevant to the scope of services.

(SC Ref:654284)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=654284

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff court House , 27 Chambers Street

Edinburgh

EH1 1LB

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://scotcourts.gov.uk/about-the-scottish-court-service/contact-us>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Library will incorporate a minimum of 10 calendar days standstill period at the point of which information on the decision to award the contract is communicated to tenderers (the standstill notification). An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Sessions after informing the Library of its intentions.