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Planning

Prior Information Notice - Property Management Services Function

Highlands and Islands Airports Limited

F04: Periodic indicative notice – utilities

Periodic indicative notice only

Notice identifier: 2024/S 000-016741

Procurement identifier (OCID): ocds-h6vhtk-046c04

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Section I: Contracting entity

I.1) Name and addresses

Highlands and Islands Airports Limited

Head Office, Inverness Airport

Inverness

IV2 7JB

Email

procurement@hial.co.uk

Telephone

+44 1667462445

Fax

+44 1667464300

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.hial.co.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13542

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.6) Main activity

Airport-related activities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Prior Information Notice - Property Management Services Function

Reference number

HIA-1814

II.1.2) Main CPV code

- 70332200 - Commercial property management services

II.1.3) Type of contract

Services

II.1.4) Short description

This is a Prior Information Notice (PIN) to inform the supply market of one of 31 forthcoming Infrastructure Maintenance Service Tenders across HIAL Airports in 2024/25.

Provision of a Property Management Function to ensure ongoing infrastructure compliance and term contract management, including provision and management of a CAFM System for HIAL staff and Contractors to utilise.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79994000 - Contract administration services
- 70332200 - Commercial property management services
- 72514000 - Computer facilities management services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands
- UKM61 - Caithness & Sutherland and Ross & Cromarty
- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute
- UKM64 - Na h-Eileanan Siar (Western Isles)
- UKM65 - Orkney Islands
- UKM66 - Shetland Islands
- UKM71 - Angus and Dundee City

Main site or place of performance

HIAL's airports at Barra, Benbecula, Campbeltown, Dundee, Inverness, Islay, Kirkwall, Stornoway, Sumburgh, Tiree and Wick John O'Groats.

II.2.4) Description of the procurement

HIAL requires the provision of a Property Management Function and Computer Aided Facilities Management (CAFM) system to support the management of the Maintenance Contractors and Facilities Management supply chain to all 11 HIAL airports, largely consisting of a multitude of SME contractors with contracts of a varied size and nature.

The overall purpose of the contract is to achieve high levels of performance and customer satisfaction, whilst ensuring compliance with relevant statutory and mandatory legislation.

The service provider shall manage and coordinate HIAL's maintenance requirements and third party contractors, and engagement with internal stakeholders through the provision of the following services:

- Programming and managing routine planned, remedial and reactive works provided by HIAL third party contractors;
- Review direct instructions from the airport manager for reactive maintenance and issue instruction to third party contractors;
- Provision of helpdesk function and CAFM system;
- Transfer of HIAL asset data (in xls format) into the CAFM system;
- Managing asset data input from contractors to populate the CAFM system;

- Manage contractors work and report to HIAL (through CAFM);
- Prepare scope for minor project tasks, get quotations from HIAL contractors, issue task order and manage contractor;
- Data information management including reporting, auditing, trend analysis on supply chain performance;
- Contract management support including production of performance reports and supporting supply chain review meetings where requested;
- Provide asset inspection and reporting services to support HIAL in managing the maintenance and renewal regime of its buildings;
- Reporting on supply chain performance to help ensure that all planned maintenance is done correctly and on time, reactive works are prioritised accordingly and completed timeously;
- Reporting on asset performance to ensure compliance with all statutory and legal obligations (including Health & Safety);
- Coordination of all maintenance activities.

See attached PIN Document for more information on the background to requirement, scope, programme and next steps.

II.3) Estimated date of publication of contract notice

12 July 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

HIAL is conducting several tender exercises during 2024/25 for various maintenance service contracts across the estate. An overview of all contract opportunities on offer is included as an attachment to this PIN.

Contractors must ensure that they register their interest in this tender to Procurement@hial.co.uk by 1400 hours on 25 June 2024. An Information Session will be held virtually via MS Teams on 25 June 2024 at 1800 hours - Contractors must register to receive the invitation to the event. For those not able to attend, any materials and Q&A will be provided.

A short video has also been produced to promote the various Maintenance contract opportunities shortly to be published, and help businesses navigate the process. The video can be viewed on the HIAL web page(hial.co.uk): Procurement Tenders for 2024 – New Procurement Tenders Available - Highlands and Islands Airports Limited.

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=767775.

(SC Ref:767775)