

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/019196-2022>

Tender

Guard and Key holding services

Local Government

F02: Contract notice

Notice identifier: 2022/S 000-019196

Procurement identifier (OCID): ocds-h6vhtk-0351a4

Published 13 July 2022, 3:19pm

Section I: Contracting authority

I.1) Name and addresses

Local Government

16 darran tce

ferndale

CF43 4LG

Contact

Leanne Millard

Email

procurement@tfw.wales

Country

United Kingdom

NUTS code

UKL - Wales

Internet address(es)

Main address

<http://trc.cymru>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA50685

I.3) Communication

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

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Transport related services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Guard and Key holding services

Reference number

C000728.00

II.1.2) Main CPV code

- 79710000 - Security services

II.1.3) Type of contract

Services

II.1.4) Short description

TfW are looking for a suitable organisation to provide a security presence and a key holding service at our Head Office located in Pontypridd South Wales.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79713000 - Guard services
- 79710000 - Security services

II.2.3) Place of performance

NUTS codes

- UKL15 - Central Valleys

Main site or place of performance

3 Llys Cadwyn Taff Street Pontypridd

II.2.4) Description of the procurement

A Security presence will be required at 3 Llys Cadwyn Pontypridd between the following Hours:

The opening hours at Llys Cadwyn are 06:00 – 22:00 7 days per week 365 days a year.

The security company will also need to supply an out of hours key holding requirement along with a lock and unlock service and Emergency attendance facility where required.

The services required are to include but not be limited to the following:

- Opening and closing the Building securely
- Provide a Physical security presence in the reception area
- Physically inspect all Identification passes on entry into the building
- Monitor the Car parking areas and ensure colleagues are parked in the correct spaces.
- Monitor CCTV as required
- Cover reception duties outside core hours
- Undertake patrols throughout the building and car park outside of core hours
- Reconfiguration of meeting rooms, this will require moving of furniture
- In the event of an Emergency assist with the evacuation procedure

All Security staff will be required to be SIA licensed, CCTV qualified, First aid and Manual Handling trained.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Start date

20 October 2022

End date

19 October 2024

This contract is subject to renewal

Yes

Description of renewals

2 years extension in 12 month increments

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

TfW reserves the right to add locations that require security services

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

All Security staff will be required to be SIA licensed, CCTV qualified, First aid and Manual Handling trained.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

please refer to the tender documentation

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

16 August 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Welsh

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 36 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

16 August 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2026

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

TfW is a not for profit company, wholly owned by the Welsh Government. TfW exists to drive forward the Welsh Government's vision of a high quality, safe, integrated, affordable and accessible transport network that the people of Wales are proud of. It will also help to change the way we understand, plan, use and invest in transport in Wales.

Tasks

Security presence on site from 0600-2200 hours Monday to Friday including Bank Holidays.

Weekends at hoc and at request

Key Holding Company to unlock and lock the building daily (start / end of shift times)

Key holding company to also provide out of hours assistance to access / deal with issues

Ability for security to attend other locations at client request. (Pentre as an example)

Physical security Presence in the Reception area

Checking ID Badges

Internal patrols – all building out of office hours

Internal patrols – basement / ground floor during office hours

Reception Cover when required

Car parking audits

Key Audits

Assist in Emergency procedures i.e., Fire alarm actuations

Comprehensive completion of the Daily Occurrence Book

Comprehensive completion of any incident reports forms

Comprehensive handovers to the ongoing Guard

Training Requirement

First Aid Skills

Manual Handling

Relevant Security Training

CCTV Trained

Uniform

Full smart office uniform to be worn; shirt, tie, trousers, blazer.

Body worn camera

Management

Assignment instructions to be in place for Day 1 of contract and then to be revised to building specific within 4 weeks of contract start date.

Management of relief security guards, ensure that they have site orientation prior to shift.

Account Manager in place with monthly, quarterly account meetings

KPIs and SLAs to be developed and agreed by the Supplier and the Client

Ethical employment – no zero hour contracts, details of pricing mechanism in terms of living wages.

Suppliers to pay the Real Living Wage – TfW reserves the right to Audit suppliers to ensure the Real Living Wage is being paid.

TfW will be running the procurement via eTenderWales

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

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NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=123101

(WA Ref:123101)

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom