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Tender

Burnley Bus Station Facilities Management Services

BURNLEY BOROUGH COUNCIL

F02: Contract notice

Notice identifier: 2023/S 000-019566

Procurement identifier (OCID): ocds-h6vhtk-03e01c

Published 10 July 2023, 8:57am

Section I: Contracting authority

I.1) Name and addresses

BURNLEY BOROUGH COUNCIL

Town Hall, Manchester Rd

BURNLEY

BB119SA

Contact

Andrew Leah

Email

aleah@burnley.gov.uk

Country

United Kingdom

Region code

UKD46 - East Lancashire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.burnley.gov.uk

I.3) Communication

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

www.the-chest.org.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.the-chest.org.uk

Tenders or requests to participate must be submitted to the above-mentioned address

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

Burnley Bus Station Facilities Management Services

II.1.2) Main CPV code

- 63712100 - Bus station services

II.1.3) Type of contract

Services

II.1.4) Short description

Tenders are invited from organisations that have the resources, ability and experience to undertake facilities management services at Burnley Bus Station, Croft Street, Burnley.

II.1.5) Estimated total value

Value excluding VAT: £564,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

Main site or place of performance

Burnley, Lancashire

II.2.4) Description of the procurement

Tenders are invited from organisations that have the resources, ability and experience to undertake facilities management services at Burnley Bus Station, Croft Street, Burnley. The proposed Contract period will commence 9th October 2023. The initial contract period

will be for 3 years with an option to extend by a further period of 2 years in yearly increments.

The ITT document sets out the procurement arrangements and conditions, the schedules cover contract conditions and terms, and specification i.e. the nature and extent of the Council's requirements and the method statements and tender pricing schedule needed to be completed as part of the tender response for the services to be provided. Bus station departure information is also included.

Staff are employed by the existing service provider. They will be subject to transfer of undertakings agreements (TUPE) regulations. Bidders will be required to sign a confidentiality agreement with regards to the release of further TUPE related information.

Where a contract is successfully awarded, and where property management services are transferred, the service provider will be required to consult with the existing provider and employees to enter into the appropriate TUPE agreements.

The Contractor shall be responsible for the general management of Burnley Bus Station on behalf of the Council. The Contractor shall ensure that the premises and adjoining land are kept in a clean and functional condition for the duration of the Contract. The Contractor shall be responsible for the security of the premises and for the management of bus operators.

The Contractor shall ensure that a suitably qualified and experienced member of staff is present to act as General Manager at the Burnley Bus Station who shall be in attendance for a minimum of normal office hours. The Contractor shall put into place suitably qualified and experienced staff to manage specific areas of operation including but not limited to:

- (i) providing site and premises security;
- (ii) a comprehensive cleaning regime;
- (iii) opening up and securing /locking of Burnley Bus Station;
- (iv) dealing with public transport enquiries;
- (v) the day to day management and overseeing of bus operations (including accurate logging of bus and coach departures)
- (vi) maintaining responsibility for the health and safety, within the Burnley Bus Station and the external apron for staff and that of the bus operators, their drivers and the public
- (vii) take such steps as are reasonably practicable to carry out 'minor' repairs and maintenance to the premises and all fixtures and fittings

(viii) responsible for supervision of the bus operators and their drivers

The detailed description of all requirements under this contract can be found in the ITT document & Schedules at www.the-chest.org.uk Ref DN677710.

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

At the end of the term.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend contract by up to an additional 24 months in 12 month increments.

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

11 August 2023

Local time

3:00pm

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

11 August 2023

Local time

3:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice England and Wales

London

Country

United Kingdom