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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](mailto: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](http://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](http://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](http://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

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## **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](http://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.

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## **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

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## **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