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Tender

Capital City College Group - Security Services Tender

Capital City College Group

F02: Contract notice

Notice identifier: 2022/S 000-022713

Procurement identifier (OCID): ocds-h6vhtk-035f3c

Published 17 August 2022, 6:48am

Section I: Contracting authority

I.1) Name and addresses

Capital City College Group

211 Gray's Inn Road

Kings Cross London

WC1X 8RA

Contact

Matt Reid

Email

matt@p-2-g.co.uk

Telephone

+44 7799895849

Country

United Kingdom

Region code

UK - United Kingdom

Justification for not providing organisation identifier

Partnership

Internet address(es)

Main address

<https://www.p-2-g.co.uk>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

www.p-2-g.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.p-2-g.co.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Capital City College Group - Security Services Tender

Reference number

CCCG Security Services 2022

II.1.2) Main CPV code

- 79710000 - Security services

II.1.3) Type of contract

Services

II.1.4) Short description

The provision of security services to Capital City College Groups college sites.

II.1.5) Estimated total value

Value excluding VAT: £5,040,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKI - London

Main site or place of performance

The services are required to all 11 of CCCG's sites in London.

II.2.4) Description of the procurement

The contract being tendered is for twenty-four (24) months from the Commencement Date (1st February 2023), plus a maximum of two (2) optional twelve (12) month extensions at the discretion of the College.

The contract is for the provision of security services as set out within the tender specification across the College's properties, including:

- Westminster Kings College - Kings Cross Centre. 211 Grays Inn Road, WC1X 8RA.
- Centre for Applied Science - The Angel & Sixth Form College Centre - The Angel. The Angel, 311-321 Goswell Road, EC1V 7DD.
- Westminster Kings College - Victoria Centre. Vincent Square, SW1P, 2PD.
- Centre for Business, Arts and Technology. 444 Camden Road, N7 0SP.
- Centre for Lifelong Learning Centre. 28 - 42 Blackstock Road, Finsbury Park, N4 2DG.
- Westminster Kings College - Soho Centre. Peter Street, W1F 0HS.
- Westminster Kings College - Alexandra Centre. Ainsworth Way, London NW8 0SR.
- Westminster Kingsway College - Regents Park Centre. Longford St, London, 3HB.
- College of Haringey Enfield and North East London - Tottenham Centre. High Road, Tottenham, N15 4RU.
- College of Haringey Enfield and North East London - Tottenham Green Centre. Town Hall Approach Road, Tottenham Green, N15 4RU.
- College of Haringey Enfield and North East London - Enfield Centre. Hertford Road, Enfield, EN3 5HA.

The aim of the contract is to improve the overall service delivery across the Sites, and wherever possible standardise service delivery where Site specifics allow. The contract will combine two current security contracts and it is also hoped this will derive cost efficiencies, delivering a value for money contract provision, whilst still delivering appropriate and robust management across the College's estate, which meets the service requirements as set out in the tender Specification.

The scope of services includes:

- General requirements; meet and greet of customers, contractors, staff and students;
- Site patrols including site building checks, circulation and general health and safety reporting that can affect users of the College estate;
- Ensuring contractors attending College Sites are appropriately managed ensuring that they are signed in and met by a relevant member of the College's Estates and Facilities Team on Site;

- Emergency Response (including first aid and incident management);
- Reporting out of hours or within hours faults, incidents and issues associated with any FM service to the College's CAFM Helpdesk;
- Patrols (internal and external) throughout each Site;
- Respond to all Service Requests associated with the Security Service;
- Controlled access (via gates, turnstiles and supporting Duty Manager, Site Manager and Facilities Officer at busy times at main entrances);
- Lost and found property (recording and reporting only);
- Deliveries receipt, recording and advising the College's Estates and Facilities Team on Site for prompt removal and delivery from delivery area for process to point of delivery 'signed for' service;
- Undertaking the service in accordance with data protection requirements and regulations (including GDPR in line with agreed protocols for sharing College CCTV data etc.);
- Management of CCTV footage for disciplinary or local Police Enforcement through agreed procedures internal and external;
- Management and monitor the CCTV monitoring systems (CCTV Rooms), as well as management all associated maintenance tasks (planned, schedule and reactive) through the College's relevant maintenance contracts and the Colleges CAFM Helpdesk;
- Proactively review and identify changes to the CCTV monitoring systems to improve usage and enhance the wider Security Service and security of the Sites users and assets;
- Managing the Colleges contractors undertaking Planned Preventative Maintenance (PPM) and reactive maintenance tasks associated with the security systems only (including: intruder alarm systems, and perimeter security such as CCTV, intruder alarms, access control and security barriers, turnstiles and gates);
- Have a full understanding of the operations of Site and building security systems, such as intruder and fire alarms etc;
- Issuing of access cards for staff following approval to issue from College's Estates and Facilities Team; and
- Key holding and alarm Response services across all Sites.

The Contractor is to provide as part of its Tender submission a mandatory variant proposal to provide the College with a Head of Security role made up of a 0.5 (half) full time equivalent. The role is to deliver the requirements and outcomes as set out in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Criteria are stated in detail in the procurement documents /
Weighting: 60%

Cost criterion - Name: Criteria are stated in detail in the procurement documents /
Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £5,040,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

An initial twenty-four (24) months from the commencement date, plus a maximum of two (2) optional twelve (12) month extensions at the discretion of the College.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Variants / options will be accepted: Mandatory variant only.

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 stated within the procurement documents.

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

Criteria as stated in the procurement documents.

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

21 September 2022

Local time

5:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 September 2022

Local time

9:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

All communication in regards to this tender opportunity is to be through CCCG's FM Consultant P2G Contract Support, contract details are as follows:

Mr Matt Reid - Partner FM Consultancy

Email: matt@p-2-g.co.uk

For a copy of the ITT documentation please email Matt Reid on the above email address (matt@p-2-g.co.uk).

All tender submissions are to be sent electronically to Matt Reid by the stated submitted date and time.

The data room (incorporating TUPE data) will only be issued to potential Tenderers following receipt of the NDA (included within the ITT), signed and completed on behalf of the bidding organisation.

The Tender process used is the Open procedure single stage Tender made up of 2 sub-stages (stage 1 and 2) both of which are to be submitted together as a single Tender response by the submission date as set out in the procurement documents. Stages 1 and 2 are as follows:

Stage 1 - Grounds for Exclusion and pre-qualification to be promoted to Tender stage; and

Stage 2 - Security Service Tender.

Only those companies that pass stage 1 will be evaluated in stage 2. Both stages are to be completed and submitted together by the submission deadline date and time by Tenderers.

The Authority is a London Living Wage employer. The Tenderer is to comply with the London Living Wage as at point of Tender.

VI.4) Procedures for review

VI.4.1) Review body

Capital City College Group

London

Country

United Kingdom