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Tender

## **Facilities Management Services - Lot 5 Security Services**

Highlands and Islands Enterprise  
Inverness Campus Owners Association

F02: Contract notice

Notice identifier: 2022/S 000-026427

Procurement identifier (OCID): ocds-h6vhtk-036a2f

Published 21 September 2022, 4:03pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Highlands and Islands Enterprise  
An Lòchran, 10 Inverness Campus  
Inverness  
IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

**National registration number**

313

**Internet address(es)**

Main address

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

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**I.1) Name and addresses**

Inverness Campus Owners Association

C/O Highlands and Islands Enterprise, An Lòchran,

Inverness Campus, Inverness

IV2 5NA

**Email**

[ICOA@hient.co.uk](mailto:ICOA@hient.co.uk)

**Telephone**

+44 1463245245

**Country**

United Kingdom

**NUTS code**

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23323](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23323)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

## **I.4) Type of the contracting authority**

Regional or local Agency/Office

## **I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Facilities Management Services - Lot 5 Security Services

Reference number

FTS 021

#### **II.1.2) Main CPV code**

- 79710000 - Security services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

HIE are seeking suitably qualified and experienced suppliers to provide the Facilities Management Services covering a range of services for the buildings within the Inverness Campus (both owned by HIE and/or co-owned by HIE and the University of the Highlands and Islands (UHI); the common areas of the Campus (which are the responsibility of the ICOA) with some services also being for HIE Area Offices.

The requirements are being divided in to 5 Lots as follows:

- Lot 1 Planned Preventative Maintenance & Reactive Repairs Services
- Lot 2 Reception and Support Services
- Lot 3 Cleaning Services
- Lot 4 Waste Collection, Recycling and Management Services
- Lot 5 Security Services

**THIS NOTICE RELATES TO LOT 5 SECURITY SERVICES.**

Bidders who are interested in bidding for any of the Lots can do so by locating the respective PCS Contract Notices, which are all published on the same date with 'Facilities Management Services' in the contract description.

Bidders can submit a response for one or more Lot, however, they will only be awarded one Lot.

It is expected that these services will be required from 1st April 2023 for an initial period of 3 years, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

#### **II.1.5) Estimated total value**

Value excluding VAT: £592,000

#### **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
- 79715000 - Patrol services

#### **II.2.3) Place of performance**

NUTS codes

- UKM6 - Highlands and Islands

#### **II.2.4) Description of the procurement**

HIE requires a suitably qualified and experienced supplier to provide security services for An Lochran, LSIC, Aurora House, Solasta House and Inverness Campus as detailed in the tender documentation.

This service will include foot patrols, CCTV monitoring and keyholding services at the applicable locations and can generally be split into separate specifications to cover Inverness Campus and the buildings. The objective is to procure a single security service to cover activities across all locations, and we would anticipate cost efficiencies as well as better service could be achieved, for example a reduction in alarm response times.

The initial 3 year budget currently available to deliver this service is between GBP 333,000 and GBP 444,000 (excluding VAT).

Contracts will be managed and administrated by HIE for other parties including, for example UHI (who will not be entering in to direct contracts with suppliers).

See Tender documentation for full details.

### **II.2.5) Award criteria**

Quality criterion - Name: Community Benefits & Wealthbuilding - Themes Offered / Weighting: Pass/Fail

Quality criterion - Name: Community Benefits & Wealthbuilding - Monitoring and Reporting / Weighting: 5%

Quality criterion - Name: Fair Work Practices - Payment of Real Living Wage / Weighting: Pass/Fail

Quality criterion - Name: Fair Work Practices- Practices and Approach / Weighting: 5%

Quality criterion - Name: Sustainability and Net Zero / Weighting: 5%

Quality criterion - Name: Management & Delivery Methodology / Weighting: 25%

Quality criterion - Name: Management & Delivery Team / Weighting: 20%

Price - Weighting: 40%

### **II.2.6) Estimated value**

Value excluding VAT: £592,000

### **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

The Contract will be awarded for an initial period of 3 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the Initial Term.

### **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

In accordance with Regulation 72(1)(a) of the Public Contracts (Scotland) Regulations 2015, HIE reserves the right to make changes to the volume, scope or location of the Services to be supplied under the Contract following a review of the Services by HIE, particularly with regard to demand and budgetary availability or where HIE's strategic focus changes as a result of changes in Scottish Government policy or as a result of a direction given to them by the Scottish Government. This may result in amendments to existing requirements under the Contracts.

Contract modifications may include (but are not limited to):

- Changes to building occupancy or activities which results in an increased or decreased security service requirement.
- Changes in lease agreements or occupancy which lead to areas being permanently or temporarily vacant.
- Requests from occupiers or tenants to increase service provision.
- Addition or removal of buildings within the Campus.
- Additional patrol frequencies (either by vehicle or foot at night) for safety and security purposes at the Campus or individual sites.
- Addition of a building opening service
- Requirement for a physical 24 hour security presence at the Campus
- Requirement for an additional guard on either day or night duties

- Removal of CCTV monitoring (either day, night or 24 hours) for monitoring by Police/Local Authority.
- Changes to HIE's available budget to deliver these 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

### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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## **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

4A.2 In line with Scottish Government contracts the bidder and their sub-contractors will be required to hold approved contractor status from the Security Industry Authority (SIA) for security guarding, key holding and CCTV by the date for receipt of bids.

Bidders will be required to provide their ACS reference number and expiry date of their SIA approved contractor status. This will be verified by HIE against the online database and will be evaluated on a Pass/Fail basis.

<https://www.sia.homeoffice.gov.uk/Pages/acs-roac.aspx>

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

4B.5 It is a requirement of this Contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = GBP 5,000,000 for each and every claim.

See <http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance = GBP 5m for each and every claim

Professional Indemnity Insurance = GBP 1m in aggregate

Fidelity Guarantee = GBP 250k in aggregate

Loss of Keys and Consequential Loss of Keys = GBP 250k in aggregate

4B.6 HMRC IR35 (not scored)

HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the Contract please identify these PSC(s) in your response to 4B.6.

### **III.1.3) Technical and professional ability**

Minimum level(s) of standards possibly required

4C4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Pleaser refer to SPD for full requirements. If bidders do not pay at least 95% of valid invoices on time and are unable to provide a proportionate and timely improvement plan, their organisation will not be selected to participate further in this procurement.

4C10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

The Contract will include Key Performance Indicators (KPI's) which can be found within the Tender documentation.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **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

26 October 2022

Local time

12:00pm

#### **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

26 October 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

To support the process, accompanied Site Visits will be available on 6th October 2022 (see tender documentation for specific timings for each Lot). If bidders would like to attend any of these site visits they are must confirm by email to [hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk) by 17:00hrs on Tuesday 4th October 2022. They must include details of the session/s they wish to attend along with the names of those attending (maximum 2 individuals per organisation). Attendance is not required in order to participate in the tendering process. Following these sessions, any questions and answers raised will be made available to all bidders via PCS.

It is estimated that the total value of the services over the maximum duration of 4 years will be GBP 592,000 (excluding VAT). This is the figure which has been used in II.1.5 & II.2.6.

Where bidders are participating with others (SPD 2A.17) and/or relying on the capacity of other entities in order to meet selection criteria (SPD 2C.1)and/or subcontracting (SPD 2D.1) they are required to provide information relating to these entities with the relevant supporting SPD documentation being submitted.

SPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number

SPD 2C.1 Where relevant, bidders are required to provide information relating to consortia and/or sub-contractors with the relevant supporting SPD documentation being

submitted.

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question.

In order to participate, bidders should register, for free, on the Public Contracts Scotland (PCS) website([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)), and record their interest in this contract and download and complete all relevant documentation.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

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=705369](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=705369).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Bidders will be expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency.

The types of Community Benefits that bidders may seek to offer and incorporate to the contract may include, but are not restricted to the areas detailed in the Scope of Requirements.

(SC Ref:705369)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=705369](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=705369)

#### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.