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Tender

## **Maintenance of Air Conditioning & Air Handling Units**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2022/S 000-026523

Procurement identifier (OCID): ocds-h6vhtk-035779

Published 22 September 2022, 12:09pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Email**

[irene.peacock@southlanarkshire.gov.uk](mailto:irene.peacock@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

## **Internet address(es)**

Main address

<http://www.southlanarkshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

## **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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

Regional or local Agency/Office

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

Housing and community amenities

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## **Section II: Object**

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

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

Maintenance of Air Conditioning & Air Handling Units

Reference number

SLC/PS/HTR/22/172

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

- 50800000 - Miscellaneous repair and maintenance services

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

Services

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

The Council has a legislative requirement to service and maintain the Air Conditioning (AC) and Air Handling Unit (AHU) installations in their properties to ensure:

Optimum performance of the equipment is achieved and maintained

Provision of thermal comfort levels for occupying staff are maintained

Maintain equipment as per manufacturers recommendations

Currently SLC have approximately 231 properties that Housing and Technical Resources are responsible for maintaining (includes various education establishments, roads depots, social work establishments, leisure centres, etc) with Air Conditioning (AC), Air Handling Unit (AHU) installations, common ventilation and heat reclaim installations, which form this contract. However, properties maybe added or removed during the contract period.

The contract consists of:

Service and Maintenance visits.

Pre-maintenance inspections, as and when required – prior to any new properties being added.

Remedials - identified during a service visit.

Call outs – 24 hour, 365 days per year.

All works and services requires to be carried out in accordance with F-Gas Regulations 2007; REFCOM F-Gas Company Certificate 2009 and Supplementary information, good working practices, AC and AHU equipment manufacturer's recommendations.

In addition, there are 8 continuous air quality monitoring stations within South Lanarkshire area which require to be maintained to ensure optimum efficiency of the equipment within the cabinets.

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKM95 - South Lanarkshire

Main site or place of performance

South Lanarkshire Council

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

Procurement will be conducted via the Open Tendering procedure and the ITT will be published in Public Contracts Scotland Tender (PCST).

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

Contract has an optional extension of up to 36 months subject to satisfactory performance, financial standing and available funding.

The contract will be renewed prior to the end of the contract period of the new contract.

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

Variants will be accepted: No

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

Options: No

#### **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**

Quality Award Criteria is listed below:

Qualifications & Accreditations of Operatives

Fictitious Initial Service Visit

Service Delivery

Resources

Community Benefits -- minimum number of points required - 150

Fair Work First

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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

SPD Question 2.C.1 Reliance on the capacities of other entities

Bidders are required to complete a full SPD for each of the entities whose capacity they rely upon.

SPD Question 2.D.1 Subcontractors on whose capacity the bidder does not rely

Bidders are required to complete a shortened version of the SPD for each Subcontractor on whose capacity the bidder does not rely on.

SPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

SPD Question 4A.2 Authorisation/Membership

Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

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

List and brief description of selection criteria

#### SPD Question 4B.4 Economic and Financial Standing

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts and may use financial verification systems to validate the information provided.

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

List and brief description of selection criteria

#### SPD Question 4C.1.2 Technical and Professional Ability

It is a requirement of this tender that the Bidder can demonstrate in their response to question 4.C1.2 that they have held contracts of a similar nature, size and value as detailed in the Specifications (Attachment 3) within the last FIVE years. Bidders should provide details of their experience of organising and co-ordinating large scale projects. A minimum of 3 examples and a maximum of 5 should be provided.

The Council reserves the right to verify any information supplied with the relevant Company / Authority.

#### SPD Question 4C.6 Technical and Professional Ability (Qualifications)

It is a requirement of this tender that the bidder holds F-Gas Regulations 2007 and REFCOM F-Gas Company Certificate 2009.

#### SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)



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

#### SPD Question 4D.1 Quality Assurance Schemes

It is a mandatory requirement of this tender that bidders holds the ISO 90001:2015 Quality Management System accreditation or equivalent (as shown on the attachment within the ITT).

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

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

Please refer to ITT document Performance Appraisal.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-020819](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

28 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: 2030

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

Electronic ordering will be used

Electronic invoicing will be accepted

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

Exclusion Criteria

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.

SPD Questions 3A – 3C have been identified as mandatory exclusion grounds and SPD

Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. .For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self-cleansing measures undertaken.

## Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1 Prompt Payment Certificate

SPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

SPD Question 3A.6 Modern Slavery Act 2015 Declaration

SPD Question 3C.1 Blacklisting in the Construction Industry Declaration

Declaration Section Form of Offer to Tender

SPD Question 3D.11 Non-Collusion Certificate

SPD Question 4B.4 Copies of Audited Accounts for Previous 2 Years

SPD Question 4B.5.1 Insurance Certificates

SPD Question 4C.6 Accreditations / Training certificates for Operatives

SPD Question 4D.1 Quality Assurance Accreditation

Attachment Area Health and Safety Questionnaire

Attachment Area Serious & Organised Crime Information Sharing

Protocol with Police Scotland Form

\*The 'Form of Offer to Tender' must be completed and uploaded within the relevant question

in the Commercial Envelope.

In the case of an open tender, the other Declarations listed above will not be required to be uploaded and submitted with the bid, but will instead be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the SPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22148. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Under this agreement bidders will be required to actively participate in the achievement of Community Benefits. A summary of the

expected Community Benefits has been provided within the General Attachment Area/Technical Envelope and bidders will be asked to

provide details of the Community Benefits they can offer as part of their bid. The Council has calculated that the minimum total of 150

community benefit points which must be delivered under this project.

(SC Ref:707529)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street,

Hamilton

ML3 0BT

Email

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

Telephone

+44 1698282957

Country

United Kingdom

Internet address

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

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

Precise information on deadline(s) for review procedures

Please note, the alternative review body to the local Sheriff Court detailed in VI.4.1 is:

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)