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Tender

## **Security Systems Maintenance and Associated Services**

The University of Edinburgh

F02: Contract notice

Notice identifier: 2021/S 000-027112

Procurement identifier (OCID): ocds-h6vhtk-02bfd8

Published 28 October 2021, 4:55pm

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

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

The University of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Email**

[maria.dick@ed.ac.uk](mailto:maria.dick@ed.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

#### **Internet address(es)**

Main address

<http://www.ed.ac.uk/schools-departments/procurement/supplying>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

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

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Body governed by public law

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

Education

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## **Section II: Object**

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

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

Security Systems Maintenance and Associated Services

Reference number

EC0961

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

- 50610000 - Repair and maintenance services of security equipment

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

Services

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

You are invited to tender for a contract to provide Service & Maintenance, Breakdowns and Emergency Call-outs for the Security Systems & Associated Services Contract to the University of Edinburgh (UoE). This may include major/minor replacements and ad-hoc services for all existing and proposed new security systems including all relevant associated services.

This contract is being tendered on behalf of the UoE and all UoE Subsidiary Companies. Any and all of the UoE Subsidiary Companies may access and utilise this Contract at any time during the relevant Contract period.

The University of Edinburgh Standard Terms and Conditions relating to the Purchase of Goods and Services shall apply.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T. Bidders must refer to the specific requirements listed in the Section III in this Contract Notice when completing the SPD in PCS-T. Bidders should note that these are mandatory pass/fail requirements and that failure to provide adequate evidence on request of how these requirements shall be met will result in automatic exclusion from the Tendering process

Each Bidder passing the Minimum Standards will then be subject to a technical and commercial evaluation.

Bidders will be required to confirm they can meet the required maximum response times on site. Failure to confirm and demonstrate this in their responses to the technical questions will result in the Bidder being automatically excluded.

UoE reserve the right to apply their own judgement based on experience from similar contracts to determine if response is feasible. If bidders knowingly cannot fulfil this, they should discontinue this application.

A technical threshold will apply - bids will be required to achieve a minimum score of 30 percent or more of the overall technical score of 60 percent in order to progress to the commercial stage of evaluation.

Commercial scores shall be allocated on a comparative basis with the lowest overall price receiving full marks and others a percentage of that mark according to the difference between their bid and the lowest offer. Where we consider any of the total price(s) you have submitted to be abnormally low we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

The quality and commercial score will be combined to give each bidder, who has passed the technical threshold, an overall total score. The supplier with the highest total score will be deemed to have provided the most economical advantageous tender (MEAT).

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 35121000 - Security equipment
- 50610000 - Repair and maintenance services of security equipment
- 35120000 - Surveillance and security systems and devices
- 35125300 - Security cameras

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

Provision of Service and Maintenance, Breakdowns and Emergency Call-outs for the Security Systems & Associated Services Contract. This may include major/minor replacements and ad-hoc services for all existing and proposed new security systems including all relevant associated services. This contract is tendered on behalf of the University of Edinburgh (UoE) and all UoE Subsidiary Companies (200 plus properties of varying size and age). Any and all of the UoE Subsidiary Companies may access and utilise this Contract at any time during the relevant Contract period. The contractor shall ensure that his duties under this Contract are carried out by suitably skilled operatives and shall use only good quality plant, equipment and materials, which meet current relevant British Standards and EU Regulations and meet accepted good general engineering and work practice. The UoE Standard Terms and Conditions relating to the Purchase of Goods and Services shall apply.

The UoE at present, have significant security assets, some of which are known and others which have yet to be identified. The contractor shall develop and maintain an accurate asset list; including the omission of redundant services/equipment and addition of newly installed equipment under both development and operational projects. The contractor shall be responsible for surveying all buildings across the UoE Estate to ascertain existing and unidentified assets.

UoE Security manage a number of specialist alarms from End-User equipment, whilst the maintenance of this specialist equipment is not to be included, a response to received alarms shall be. This contract requires the undertaking of planned/reactive maintenance (in compliance with SFG20) and associated services on all systems as noted below, it should be noted, the list provided below is not definitive;

- a) CCTV Systems including camera, recording, network storage and housings, remote monitoring, display screen, structured cabling, bracketry and software programme/management equipment
- b) Intruder alarm systems including detection, keypads, door/window contacts, main panel, interface equipment and remote signalling alarms/connections
- c) Panic alarms including main panel, keypads, wireless devices, remote signalling equipment
- d) Maintaining and updating of a Security Asset List with all relevant data with both unknown, undiscovered or new installed assets under Security, Capital or Minor Works

projects

- e) Ensuring all security equipment software and platforms are compatible and up to date
- f) This contract will permit the direct appointment of specialist to carry out major and minor replacement/upgrade of security system works on the Estate
- g) Associated Services – interface and works to other systems i.e. Access Control systems, fire detection, response to critical alarms from specialist user system equipment, IT, Electrical Installations, life safety systems, project design services, building/Estate survey services, development of single platforms, technical support for UoE teams
- h) Emergency site attendance both in and out of hours
- i) Production of system condition reports after each maintenance visit
- j) Regular liaison with UoE Estates BSG and Security representatives and responding to daily call-outs from UoE BSG, Security or Helpdesk Teams
- k) Preparation and management of an annual planned maintenance schedule to comply with the requirements of SFG20

Security systems are a critical component to the daily operation and securing of the entire UoE Estate including the security and health and safety of UoE staff/students and assets. The University has a responsibility to ensure all security system reactive works have an initial response time of one hour by competent engineering personnel. The Contractor will provide a 24 hour, 365 day, on-call service in line with the required on site response times; within one hour for all Emergency calls and within four hours for all Urgent calls, from fault notification by a suitably qualified operative.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **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

This Contract covers an initial contract period of 3 years with the option to extend for a period of two 1 year periods in total.

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

Variants will be accepted: No

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

Options: Yes

Description of options

Any remedial repairs, system modifications or major/minor upgrades/replacements shall be the subject of separate itemised quotations when requested by the University Estates Department as the need arises inclusive of all plant, tools and access equipment and at the rates submitted as part of the tender. The University Estates Department reserves the right to seek quotes from alternative suppliers, if it is felt a more competitive quote should be sought. In all instances, there is no contractual obligation on the part of the University of Edinburgh to provide the Contractor with a purchase order for any System Modifications or Major/Minor Upgrades/Replacements quoted for, if it is deemed not to provide best value for money by the University of Edinburgh.

#### **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 there 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

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.

SPD ref. 4A Suitability

Bidders must confirm and provide evidence, that they hold NSI NACOSS Gold Scheme, NSI EMS Gold Scheme, UKAS Product Certification 0142 and UKAS Management System 0142 accreditations (or equivalent) at time of tender.

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

List and brief description of selection criteria

SPD ref. 4B Economic and Financial Standing

Bidders will be required to have a minimum "general" yearly turnover of 1,000,000 GBP for the last 3 years (excluding VAT).

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 5 million GBP

Public /Product Liability Insurance 5 million GBP

Professional Indemnity Insurance 5 million GBP

Contract Works Insurance 700 thousand GBP

Excess Liability Insurance 5 million GBP

SPD 4B.3 Statement



Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up/started trading.

#### 4B.6 Statement 1:

Where the bidder is providing a submission on behalf of a subsidiary company, upon request, the bidder must obtain a Parent Company Guarantee prior to commencement of any subsequently awarded contract.

#### 4B.6 Statement 2:

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations.

Bidders must be able to provide upon request, their 3 most recent sets of annual audited accounts, including profit and loss information, and the following ratios:

- Current Ratio
- Quick Ratio
- Debtors Turnover Ratio
- Return on Assets
- Working Capital
- Debt to Equity Ratio
- Gross Profit Ratio

A review of your ratios and audited accounts may be undertaken. In some cases this review may lead to an additional request for further financial information to help clarify any potential issues raised.

This information may be used to assess financial sustainability.

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

List and brief description of selection criteria

#### SPD ref. 4C.1.2 Question

Bidders will be required to provide three examples of works carried out during the past

three years that demonstrate that you have experience to deliver the works described in the Contract Notice which are similar in value and complexity of estate.

#### SPD 4C.10 Statement

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

Minimum level(s) of standards possibly required

#### SPD 4D.1 Statement 1: Quality Management

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

#### SPD 4D.1 Statement 2: Health & Safety

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001/ ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

##### SPD 4D.1.1 Statement 1: Quality Management

If the bidder does not hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), The bidder must have the following:

Equivalent, documented policy and procedures regarding quality management, endorsed by the Chief Executive Officer, or equivalent. These must include the following documented items relevant to the nature and scale of the work to be carried out, which are equivalent to the standards listed above — a policy with set responsibilities, review and improvement procedures, quality management and performance process, workforce training, skills and information process, monitoring arrangements, bidder quality management arrangements, and a process for managing complaints.

##### SPD 4D.1.1 Statement 2: Health & Safety

If the bidder does not hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001/ ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then the bidder must have the following:

Please refer to the ITT tender document in full for full details.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

#### SPD 4D.2 Statement: Environmental Management

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate

##### SPD 4D.2.1 Statement: Environmental Management

If the bidder does not hold UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate, then the bidder must have the following:

Please refer to the ITT tender document in full for full details.

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

#### **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

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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: [2021/S 000-014437](#)

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

Date

1 December 2021

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

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

Date

1 December 2021

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: Within 12 months of contract expiry

### **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**

This procurement includes additional procurement-specific pass/fail minimum requirements which are detailed in the Qualification and Technical Envelope in PCS-T and/or associated attachment.

NOTE: Bidders must complete the SPD (Scotland) to demonstrate adherence to the Exclusion and Selection Criteria for this procurement. If there are named subcontractors/technicians upon which the bidder will rely to meet the selection criteria, these named parties must complete and reattach the SPD Supplier Response Forms (MO Excel document) attached to SPD question 2C.1.1 on PCS-T. These parties must complete the first three sections of the SPD form, as well as any part of the section 4 selection criteria that the main bidder will rely upon the parties to fulfil. The University reserves the right to request this information from relevant parties upon whom the main bidder will not rely to fulfil selection criteria.

Note: Bidders and subcontractors engaged in the delivery of this contract may be excluded if they have not met applicable social, environmental and labour obligations under national, EU, and international law (as indicated in ESPD section 3D). Without prejudice to any additional relevant duties, suppliers should note that this includes obligations for certain organisations under:

-the Modern Slavery Act 2015 (available at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>),

-the ILO conventions and other measures listed in Annex X of Directive 2014/24/EU

(available at <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32014L0024&from=EN>)

-the Equality Act 2010 (available at <https://www.legislation.gov.uk/ukpga/2010/15/contents>)

-the Employment Relations Act 1999 (Blacklists) Regulations 2010 (<http://www.legislation.gov.uk/uksi/2010/493/contents/made>) - this is grounds for mandatory exclusion or termination at any procurement or contract stage

At any stage, bidders and/or relevant subcontractors may be required to provide statements and means of proof demonstrating their compliance with these obligations or the reliability of their self-cleansing measures, including the annual statement as provided for by section 54 of the Modern Slavery Act for organisations with a turnover of 36,000,000 GBP or over.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 41812. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:671633)

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

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

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom