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Tender

Man-Guarding and Patrol Security - Stirlingshire

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-028949

Procurement identifier (OCID): ocds-h6vhtk-040710

Published 2 October 2023, 12:20pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Email

procurement@hes.scot

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

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

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Conservation, Heritage, Tourism and Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Man-Guarding and Patrol Security - Stirlingshire

Reference number

HES/C/4228

II.1.2) Main CPV code

- 75241000 - Public security services

II.1.3) Type of contract

Services

II.1.4) Short description

Historic Environment Scotland have a requirement for man guarding at Stirling Castle and Security Patrols at various sites within the Stirlingshire area, including keyholding and responding to fire and intruder alarms.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Historic Environment Scotland have a requirement for man guarding at Stirling Castle and Security Patrols at various sites within the Stirlingshire area, including key-holding and responding to fire and intruder alarms.

The current sites are listed below, however HES reserves the right to add or remove sites as required during the contract period.

- Stirling Castle
- Mar's Wark
- Argyll's Lodging
- The Engine Shed
- Skills centre
- Central Stores
- Clan & Craft Shop (Whitehouse)

The following properties must be visited once a night between 7pm and 1am at variable times
–

- Mar's Wark
- Argyll's Lodging
- The Engine Shed
- Central Stores

The successful Service Provider will supply a time logging system at their own expense and the security guard will be required to log every site visit. The positioning of any devices on site will be agreed on site with Historic Environment Scotland.

During these visits the guards will ensure that all doors, windows & gates are locked fast that there are no signs of intruders or that any vandalism has taken place.

Minor items of damage must be reported to Historic Environment Scotland by 9am the following morning followed by an email detailing the damage. Contact details will be provided upon award of the contract.

Serious damage or any intrusion must be reported immediately to the Police and then to the Historic Environment Scotland on Call Officer. A report must be provided to Historic Environment Scotland by email or another electronic format. Contact details will be provided upon award of the contract.

Keys will be provided to allow guards to gain access to storage areas. The successful service provider will be responsible for their safe keeping.

Any cost incurred by having to replace lost keys will be charged back to the Service Provider, where the Service Provider was responsible. Under no circumstances shall there be unauthorised cutting of any keys provided.

As part of existing security measures, and in order to maximise safety within its estate, Historic Environment Scotland require a Manned Guarding Service at Stirling Castle.

The Security Guard hours for Stirling Castle is for 2 guards overnight and to arrive 30 minutes before closing. The requirement is for 365 days a year. 24-hour cover Christmas Day and Boxing Day and until 11am on New Year's Day.

The guards will be required to patrol the Castle every 60 mins throughout the night.

The successful Service Provider will supply a time logging system at their own expense and the security guard will be required to log every visit to specified areas within the Castle. The positioning of any devices on site will be agreed on site with HES.

A detailed monthly report must be provided from the successful Service Provider giving times of all visits carried out for each property and a summary of all reported incidents with photographic attachments. This must be submitted with the monthly invoice. No payment will be made until the report is received, which must be sent in electronic format.

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

24

This contract is subject to renewal

Yes

Description of renewals

Once the initial 2 years are up, there is an option to extend the contract by a further 2 years to be reviewed annually.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers Liability Insurance 10 million GDP

Public Liability Insurance 10 million GDP

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

1 November 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

1 November 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If all extensions are used up, this contract will be up for renewal April 2028.

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

Please note HES will not sign up to supplier's T&Cs. If there are any concerns around HES's T&Cs these should be brought up in your tender response. We cannot negotiate at point of award.

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=746250.

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.

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:

HES encourages suppliers to think about any community benefits that could be brought to the contract. This could be in the form of work placements or apprenticeships.

(SC Ref:746250)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=746250

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom