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Tender

## **Maintenance and Repairs to CCTV, Fire Alarm and Intruder Alarm Systems at West College Scotland**

West College Scotland

F02: Contract notice

Notice identifier: 2024/S 000-029890

Procurement identifier (OCID): ocds-h6vhtk-049bf8

Published 18 September 2024, 4:02pm

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

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

West College Scotland

Renfrew Road

Paisley

PA3 4DR

#### **Contact**

Claire Earnshaw

#### **Email**

[procurement@wcs.ac.uk](mailto:procurement@wcs.ac.uk)

#### **Telephone**

+44 3006006060

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.westcollegescotland.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00465](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465)

**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>

**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**

Maintenance and Repairs to CCTV, Fire Alarm and Intruder Alarm Systems at West College Scotland

Reference number

WCS 20/137

#### **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**

West College Scotland requires a single contractor to provide CCTV, Security Alarm and Fire System Maintenance for existing systems at each of its campuses at Paisley, Clydebank and Greenock.

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

Value excluding VAT: £240,000

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

This contract is divided into lots: No

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

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

- 31625200 - Fire-alarm systems
- 31625300 - Burglar-alarm systems
- 35121700 - Alarm systems

- 79711000 - Alarm-monitoring services
- 92222000 - Closed circuit television services
- 35125300 - Security cameras

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

West College campuses at Paisley, Clydebank and Greenock.

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

This requirement is for maintenance and repairs to CCTV, Fire Alarm and Intruder Alarm Systems at West College Scotland, and the campuses at Paisley, Clydebank and Greenock.

A 365-day service, 24-hour reactive maintenance/repair service is required for all Systems detailed within the specification and tender documents. The maintenance plan will consist of Planned and Reactive Maintenance.

Planned Preventative Maintenance (PPM)

A contractor is required to carry out all statutory/mandatory testing and inspections of all relevant assets, as detailed in the Asset Registers (and all relevant updates). The contractor must be aware of and adhere to industry standard guidelines and legal requirements of compliance for each of the elements within the PPM aspect of the contract.

Reactive Maintenance

A reactive maintenance service will see contractors called out by the Estates team for critical and non-critical reactive requirements.

The Clydebank College campus has a ADT managed protocol system. The Paisley Campus has a Honeywell GENT managed protocol system. Contractors MUST be able to service and repair all managed protocol systems.

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

Quality criterion - Name: As detailed in the ITT document / Weighting: 40

Price - Weighting: 60

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

Value excluding VAT: £240,000

#### **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

It is expected that these services will be required from 13th January 2025 for an initial period of 2 years, with West College Scotland having the option to extend twice, for up to 12 months each time.

Extensions will be at the sole discretion of West College Scotland, subject to satisfactory performance and budget.

The contract will be renewed upon expiry.

#### **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**

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

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 membership.

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

List and brief description of selection criteria

Bidders will be required to have a minimum yearly "general" turnover of (120,000) GBP for the last 3 years in the business area covered by the contract.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

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:

Professional Risk Indemnity: GBP 5 Million

Employer's (Compulsory) Liability: GBP 10 Million

Public Liability: GBP 10 Million

3rd Party Motor Vehicle Insurance

A valid motor vehicle certificate must be held in the company name or (where there is no fleet but rather the company permits its employees to use their personal vehicles for business purposes), a letter signed by a person of appropriate authority - confirming that the company has ongoing arrangements in place to ensure their employees' vehicles are appropriately insured and maintained.

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

#### List and brief description of selection criteria

Bidders are required to provide 2 examples of services carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services described in the Contract Notice. The services must be of a similar value, size and scope - minimum of 75% of the annual contract value (GBP 45,000). Unsatisfactory experience will result in exclusion from the tender process.

Bidders who intend to use a supply chain to deliver the requirements detailed in the Contract Notice, must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively.

This will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

- a) their standard payment terms.
- b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

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

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2D.1.2 of the qualification envelope.

Bidders will be required to confirm that they and/or the service provider have the following relevant educational and professional qualifications:

NSI Silver or Gold Certification - or approved equivalent

Please provide details of the environmental management measures which the bidder will be able to use when performing the contracts:

Bidders will be required to provide assurance that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions.

Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

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

Date

21 October 2024

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

21 October 2024

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: Estimated timing for further notices to be published:

September 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**

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN

ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with BS

OHSAS 18001 (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.

OR,

4a The bidder must have a regularly reviewed and documented policy for Health and

Safety (H&S) management, endorsed by the Chief

Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S

management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your

company's responsibilities of health and safety management and compliance with legislation.

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

4b. A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing

incidents, occupational ill-health and accidents. This must provide details of the arrangements for H&S management that are relevant to the nature and scales of the requirement.

#### Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN

ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy

regarding environmental management, see attachment at SPD question 4D.2.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 56386. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

Please see the following examples of acceptable Community Benefits:

Training opportunities for students or apprenticeships

Investment in a college project

Donation to the college's community benefit fund

(SC Ref:777540)

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

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

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

##### **VI.4.2) Body responsible for mediation procedures**

Glasgow Sheriff Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom