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Tender

Facilities Management Services

Forth Valley College

F02: Contract notice

Notice identifier: 2023/S 000-031886

Procurement identifier (OCID): ocds-h6vhtk-040fe5

Published 27 October 2023, 4:32pm

Section I: Contracting authority

I.1) Name and addresses

Forth Valley College

Grangemouth Road

Falkirk

FK2 9AD

Contact

Angela Van Gelder

Email

avangelder@apuc-scot.ac.uk

Country

United Kingdom

NUTS code

UKM76 - Falkirk

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00451

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained 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/go/81439875018B60C075FF>

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/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Facilities Management Services

Reference number

EST-2022-04

II.1.2) Main CPV code

- 79993100 - Facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contractor will be required to provide (or manage the provision of via sub-contractors) the range of FM services including:

Facilities Management Helpdesk; including the maintenance of the asset records

Asset Information Model

Building Information Modelling (support and maintenance)

Building Management System - manage and maintain (the College uses Trend iQ Vision BMS system)

Lighting Management System - manage and maintain (Falkirk Campus – Zumtobel)

Planned & Reactive Building Fabric & Building Services Maintenance, Planned Preventative Maintenance Schedule , and Statutory Maintenance

Grounds Maintenance (Hard and Soft)

Pest Control

Energy & Utilities Monitoring

Cleaning

Waste Management

Other related services as required

II.1.5) Estimated total value

Value excluding VAT: £13,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48421000 - Facilities management software package
- 50711000 - Repair and maintenance services of electrical building installations
- 50712000 - Repair and maintenance services of mechanical building installations
- 50720000 - Repair and maintenance services of central heating
- 50750000 - Lift-maintenance services
- 98514000 - Domestic services
- 90620000 - Snow-clearing services
- 90630000 - Ice-clearing services
- 90690000 - Graffiti removal services
- 77314000 - Grounds maintenance services
- 90922000 - Pest-control services
- 71314200 - Energy-management services
- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

- UKM76 - Falkirk
- UKM77 - Perth & Kinross and Stirling

Main site or place of performance

Falkirk, Alloa and Stirling

II.2.4) Description of the procurement

The College is seeking to appoint a single Facilities Management Contractor to provide Facilities Management (FM) services at the College's campuses in Falkirk, Stirling and Alloa.

The College's existing portfolio is as follows:

Falkirk Campus, January 2020, 21,703 sq.m, Single Building comprises ground & first floor, Total Hours of operation per annum is 3300, Energy Saving Features are Rainwater harvesting system, solar panels, mix of natural ventilation, mechanical ventilation and naturally ventilated, energy piles, gas heating, underfloor heating, LED lighting, chill beams, BREEAM "Very Good" rating, EPC Rating B (as at December 2019). Operational Hours are 6.30am to 5.30 pm (Mon, Wed, Fri), 6am to 9pm (Tues Thurs, during term times)

Alloa Campus, Opened in August 2011, 5,786 sq.m, Single Building comprises Lower Ground (Floor 0), Ground (Floor 1) and First Floor (Floor 2), Total hours of operation per annum – 2750, Energy Saving Features include Rainwater harvesting system, solar thermal water heating, predominately naturally ventilated, gas heating, underfloor heating. BREEAM "Excellent" rating. EPC Rating B (at July 2011). Operational Hours are 7am to 6.00 pm (Mon - Fri during Term Time)

Stirling Campus, Opened March 2012, 7,989 sq.m, Single Building comprises Ground Floor and First Floor, Total Hours of operation per annum are 3050. Energy Saving Features include Rainwater harvesting system, solar Thermal water heating, predominately naturally ventilated, gas heating, underfloor heating. BREEAM "Excellent" rating. EPC Rating C (at April 2022). Operational Hours are 7am to 6.00 pm (Mon, Wed, Fri), 7am to 9pm (Tues Thurs, all year)

The Contractor will be required to provide (or manage the provision of via sub-contractors) the range of FM services including:

Facilities Management Helpdesk; including the maintenance of the asset records

Asset Information Model

Building Information Modelling (support and maintenance)

Building Management System - manage and maintain (the College uses Trend iQ Vision BMS system)

Lighting Management System - manage and maintain (Falkirk Campus – Zumtobel)

Planned & Reactive Building Fabric & Building Services Maintenance, PPMS, and Statutory Maintenance

Grounds Maintenance (Hard and Soft)

Pest Control

Energy & Utilities Monitoring

Cleaning

Waste Management

Other related services as required

It is the College's view that Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) shall relate to this Contract.

The College recognises the values of, and supports actions to, enable a well-motivated and dedicated workforce both in its own organisation and in those of its clients and suppliers. The College supports the implementation of Fair Work First. The College is an accredited employer under the Scottish Living Wage scheme <https://scottishlivingwage.org/> and that requires all staff employed on their premises to receive remuneration payments that at least conform with the current Real Living Wage of 12.00GBP per hour. Please refer to the Instruction to Bidders Document for more information.

Furthermore, the College wishes to ensure that its key suppliers and contractors are committed to equality and diversity within their workforce and supply chain. This includes non-discriminatory behaviour and compliance with the Modern Slavery Act 2015.

The College expects that the Contractor shall ensure that payment of sub-contractors and all supply chain partners is made promptly, in accordance with relevant legislation.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement

documents

II.2.6) Estimated value

Value excluding VAT: £13,500,000

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

The Contract will run for an initial 5-year period, commencing on 1 July 2024 until 30 June 2029. The College has included 2 x 24-month options to extend the contract, up to a maximum end date of 30 June 2033. Any of these extension periods can be exercised at the College's discretion subject to satisfactory performance of the Contractor and continuing College requirements.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3

Objective criteria for choosing the limited number of candidates:

This procurement process will be conducted through the use of the Competitive with Negotiation Procedure.

It is critical that bidders read all sections of this Contract Notice, the links to the relevant Sections and Parts of the SPD (Scotland) and the Instructions to Bidders Document to understand the requirements of this Contract.

SPD submissions shall be evaluated in the following way:

Relevant questions, within Part III (all sections) and Part IV (Sections A,B,C and D) as stated in the Instruction to Bidders Document are minimum standards and will be evaluated on a pass/fail basis.

Question 4C.1.2 within Part IV Section C (Technical and Professional Ability) as stated within the Instruction to Bidders Document has been allocated a weighting and sub-divided to each example as follows:

100% weighting (Example 1 - 40%; Example 2 - 40%; Example 3 - 20%)

Each of the scored examples will be objectively evaluated using the following criteria:

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion and/or contains insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature to those required.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to those required.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to those required.

Q4C.10 - This is mandatory, for information only and will not be scored.

II.2.10) Information about variants

Variants will be accepted: Yes

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

The College requires shortlisted Bidders to submit a mandatory, variant bid. Further information will be provided in the ITT documents.

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.

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

Question 4A.2.1 and 4A2.2 of the SPD

As a minimum, the College has identified the following relevant professional or trade register or membership which is relevant to this Contract:

Gas Safe Register

Approved Electrical Contractor Scheme such as NICEIC, ECA or equivalent.

Bidders must confirm if they hold the authorisation or membership as above.

Please confirm on PCS-T that you can meet this requirement and evidence shall be provided when requested.

Pass = The Bidder has confirmed they hold the authorisation or membership and provided evidence.

Fail = The Bidder does not hold the relevant authorisation or membership or has stated they hold the authorisation or membership but has not provided evidence.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Question 4B.2.1 of the SPD

Bidders will be required to have a minimum annual turnover of 3,000,000 GBP for the last 2 years in the business area covered by the Contract.

Question 4B.3 of the SPD

Where turnover information is not available for the entire period required, please state the date on which the bidder was set up or started trading.

Question 4B.5 of the SPD

It is a requirement of this contract that Bidders hold, or can commit to obtain prior to proceeding to stage 2 of the procurement process, the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance = 10million GBP

Public Liability Insurance = 10million GBP

Professional Indemnity Insurance = 5million GBP

A copy of the Insurance Certificate or Brokers Letter must be provided prior to proceeding

to stage 2 of the procurement process to demonstrate that the Insurance requirements can be met.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Question 4B.6

Please complete the questions on financial accounts and supporting information on the SPD. The Successful Bidders will be required to provide two years of audited accounts or equivalent prior to proceeding to stage 2 of the procurement process. If you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Contract.

The College shall assess the financial accounts or banker's letter submitted. It may seek further clarity if necessary and use all financial information submitted to ensure that the Bidder has satisfactory economic and financial standing to meet the contract requirements. If analysis of a Bidder's financial position determines that additional measures are necessary in order to provide adequate assurance of the Bidder's financial strength to the College, that Bidder may or may not be required to provide additional guarantees. If such additional measures are not suitable or cannot be provided by the Bidder, then the College reserves the right to disqualify the Bidder.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Minimum level(s) of standards possibly required

Question 4B.2.1 of the SPD

Pass = The Bidder has confirmed they meet the minimum annual turnover or the Bidder meets Question 4B.3

Fail = The Bidder does not meet the minimum annual turnover.

Question 4B.3 of the SPD

Pass = The Bidder has confirmed the set up or trading start date.

Fail = The Bidder has not confirmed the set up or trading start date.

Question 4B.5 of the SPD

Pass = The Bidder has the relevant Insurance in place with evidence of an Insurance Certificate or the Tenderer has committed to obtaining the required insurance with evidence of a broker's letter.

Fail = The Bidder does not have the relevant insurance requirements in place and cannot commit to obtaining the relevant insurance OR the Tenderer has stated they have the relevant insurance in place or can obtain it but has not provided evidence to demonstrate this.

Question 4B.6 of the SPD

Pass = The Bidder has provided all financial accounts or banker's letter and/or supporting information requirements as requested by the College and has demonstrated satisfactory economic and financial standing.

Fail = The Bidder has not provided the required financial accounts or banker's letter and/or supporting information as requested by the College or has provided the information but has not demonstrated satisfactory economic and financial standing.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Question 4C.4 of the SPD

Please provide a statement of the relevant supply chain management and/or tracking systems use as requested below:

Bidders must confirm prior to proceeding to stage 2 of the procurement process that 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 systems in place to pay contractors through the supply chain promptly and effectively and provide evidence when requested of:

a) their standard payment terms

b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If the Bidder is unable to confirm (b) they must provide an improvement plan signed by their director which improves payment performance.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Question 4C4.7

Bidders will be required to confirm that they will employ environmental management measures as follows:

Bidders will be required to provide evidence 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. This does not need to contain calculated carbon emissions.

Question 4C.10: Technical and Professional Ability

Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract.

This is mandatory, for information only, and will not be scored.

Scored Question

Question 4C.1.2: Technical and Professional Ability (100% weighting)

Weighting Split (Example 1 - 40%, Example 2 - 40%, Example - 20%)

Bidders will be required to provide 3 examples carried out in the last 3 years that demonstrate that they have the relevant experience to deliver the services as described in the Contract Notice. Examples from both public and/or private sector customers and clients may be provided. Please refer to the Instructions to Bidders Document for the specific requirements of this question.

Minimum level(s) of standards possibly required

Question 4C.4 of the SPD

Pass = Bidder has confirmed that they have access to the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain and will be in a position to provide evidence when requested of a) their standard payment terms and b) > or equal to 95% of all supply chain invoices being paid on time (in accordance with the terms of the contract) in the last financial year.

If unable to confirm, an improvement plan signed by their director which improves payment performance is provided.

Fail = Bidder has been unable to confirm a) above and has not provided b) above, when requested.

Q4C.7 of the SPD

Pass = The Bidder has provided a completed copy of their Bidder Climate Change Plan (or equivalent), when requested.

Fail = The Bidder has not provided a completed copy of their Climate Chain Action Plan (or equivalent), when requested.

Scored Question

Question 4C.1.2

Bidders shall be scored on the scoring methodology (0-4). Please refer to section II.2.9 of this Contract Notice and the Instructions to Bidders Document for the detailed scoring methodology that will be used.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The contract will be subject to a performance management system with KPIs linked to a payment mechanism.

The contract will also include regular contract management meetings between the College and Contractor, at one of the College Campuses.

Further detail relating to the Contract Performance Conditions will be provided to the shortlisted Bidders at ITT stage.

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

Competitive procedure with negotiation

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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

28 November 2023

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

10 January 2024

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)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Subject to the College's discretion as to whether or not to exercise one or both extension periods as noted, this contract may be re-procured at the following times:

2029

2031

The latest date for re-procuring this contract will be 2033

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

The following information relates to SPD (Scotland) Section IV Part D (Quality Assurance Schemes and Environmental Management Standards):

Question 4D.1

Quality Assurance Schemes

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 if not, the Bidder must have the aspects as listed in the Instruction to Bidders Document.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Pass = The Bidder has confirmed they hold the appropriate accreditation or other aspects listed and provided evidence.

Fail = The Bidder does not hold the appropriate accreditation or other aspects listed or has stated it does but has not provided evidence.

Health and Safety Procedures

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN 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 or if not, the Bidder must have the aspects as listed in the Instruction to Bidders Document.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Pass = The Bidder has confirmed they hold the appropriate accreditation or other aspects listed and provided evidence.

Fail = The Bidder does not hold the appropriate accreditation or other aspects listed or has stated it does but has not provided evidence.

Environment Management Standards

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 or if not, the Bidder must have the aspects as listed in the Instruction to Bidders Document.

Please confirm on PCS-T that you can meet this requirement and this information shall be provided when requested.

Pass = The Bidder has confirmed they hold the appropriate accreditation or other aspects listed and provided evidence.

Fail = The Bidder does not hold the appropriate accreditation or other aspects listed or has stated it does but has not provided evidence.

Appendix B - Freedom of Information

Please complete Appendix B – Freedom of Information if applicable in the Technical Questionnaire in PCS-Tender. This is for information only and will not be scored

Appendices A, C, D, E, F and G have been provided for information at this stage and shall require signed at the ITT stage. Please refer to the Instructions to Bidders. By submitting

an SPD, Bidders agree that they have understood the requirement to submit the appendices above at ITT stage.

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 25437. 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:

The Contractor will work with the Authority to consider what community benefits can be delivered through this Agreement.

Community Benefits will be included and assessed as part of the ITT Technical Evaluation.

(SC Ref:748328)

VI.4) Procedures for review

VI.4.1) Review body

Camelon Sheriff Court

Main Street

Camelon, Falkirk

FK14AR

Country

United Kingdom