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Tender

## **SERVICE AND MAINTENANCE OF LOCAL EXHAUST VENTILATION SYSTEMS AND FORGES**

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-032813

Procurement identifier (OCID): ocds-h6vhtk-04a821

Published 11 October 2024, 1:52pm

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

#### **Contact**

Wendy Hall

#### **Email**

[wendy.hall@dundeecity.gov.uk](mailto:wendy.hall@dundeecity.gov.uk)

#### **Telephone**

+44 1382433745

**Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**I.3) Communication**

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

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

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

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

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

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

SERVICE AND MAINTENANCE OF LOCAL EXHAUST VENTILATION SYSTEMS AND FORGES

Reference number

DCC/CD/03/24

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

- 50700000 - Repair and maintenance services of building installations

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

Services

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

The works shall comprise the inspection, maintenance, servicing and cleaning, testing, certification and all necessary reporting procedures to the Local Exhaust Ventilation Installations and Gas Forges, associated equipment within various Dundee City Council properties

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

Value excluding VAT: £80,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 50712000 - Repair and maintenance services of mechanical building installations

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

The works shall comprise the inspection, maintenance, servicing and cleaning, testing, certification and all necessary reporting procedures to the Local Exhaust Ventilation Installations and Gas Forges, associated equipment within various Dundee City Council properties

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

Quality criterion - Name: Resources – Contract Resourcing / Weighting: 15%

Quality criterion - Name: Resources – Development / Weighting: 5%

Quality criterion - Name: Continuous Improvement – Customer Care / Weighting: 5%

Quality criterion - Name: Continuous Improvement – Feedback / Weighting: 4%

Quality criterion - Name: Resourcing of Requirements - timescales / Weighting: 8%

Quality criterion - Name: Resourcing of Requirements - disruption / Weighting: 5%

Quality criterion - Name: Resourcing of Requirements – emergency call out / Weighting: 10%

Quality criterion - Name: Resourcing of Requirements- Programme of works / Weighting: 5%

Quality criterion - Name: Community Benefits (question 1) / Weighting: 1%

Quality criterion - Name: Community Benefits (Question 2) / Weighting: 0.5%

Quality criterion - Name: Fair Work First / Weighting: 1.5%

Quality criterion - Name: Compliance with Specification of Requirements / Weighting:  
PASS/FAIL

Quality criterion - Name: CDM Construction, Design and Management Regulations 2015 /

Weighting: PASS/FAIL

Quality criterion - Name: Duty of Care, Health and Safety & Risk Management / Weighting: PASS/FAIL

Quality criterion - Name: Site Specific Risk Assessment and Method Statement / Weighting: PASS/FAIL

Quality criterion - Name: Health and Safety / Weighting: PASS/FAIL

Quality criterion - Name: Resourcing / Weighting: PASS/FAIL

Quality criterion - Name: Environment / Weighting: PASS/FAIL

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There are 2, 2 year extension options

### **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

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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

The successful Contractor must demonstrate that all employees assigned to this Contract currently hold basic industry standard certification such as the “Thorough Examination and testing of LEV systems.”

- BOHS accredited P601 Thorough Examination and Testing of Local Exhaust Ventilation Systems.
- GAS Safe Register.

In addition, the Contractor will be expected to carry out repairs and remedial tasks which may involve works such as re-design of extraction hoods, duct works etc and subsequent recommissioning of systems. As such the Contractor must demonstrate that all relevant staff currently hold qualification such as:

- BOHS accredited P602 Basic Design Principle of LEV Systems
- BOHS accredited P604 Performance Evaluation and Management of LEV Systems
- BOHS accredited W201 Basic Principle of Occupational Hygiene

Any Contractor bidding for the works must currently hold as a minimum, affiliate membership of a body such as the British Occupational Hygiene Society, or equivalent as approved by Dundee City Council.

All electrical work shall be carried out by a Contractor within an approved body such as National Inspection Council for Electrical Installation Contracting (NICEIC) and/or the Trade Association or equivalent.

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

List and brief description of selection criteria

## Equifax Score Check of 35 or above

1a. Professional Risk Indemnity Insurance covering the failure of the bidder to use the skill and care normally used by professionals providing the services described in this tender to the level of 2,000,000 GBP in respect of each and every claim.

1b. 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 10,000,000 GBP in respect of each claim, and

2. 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 5,000,000 GBP in respect of each claim

## Minimum level(s) of standards possibly required

The Council will utilise Equifax Score check to assess the Economic and financial standing of organisations bidding for contracts. Tenderers (including all participants in a group) are required to have a Score check Score of 35 or above in order to demonstrate their financial strength and stability.

It is recommended that Tenderers review their own Score check score in advance of submitting a Tender Submission. Where the Tenderer does not have a Score check score, or where the Tenderer does not consider that the Score check score reflects their current financial status; the Tenderer may give an explanation within the Tender Submission, together with any relevant supporting alternative evidence which demonstrates its financial strength/stability.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a Score check score, they must provide their audited financial accounts for the previous 2 years as part of their SPD Submission in order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract of this size.

As an alternative to the above requirement but only for bidders who started trading less than 3 years prior to the return date for the Tender response set out below, those bidders must demonstrate adequate financial capacity for the Contract by the following evidence:

A business plan for a minimum 3-year trading period setting out projected annual average turnover;

audited or unaudited (if the company has no legal audit requirement) accounts for any years trading to date, and

letter of support for the bidder's bank setting out the level of financial support available to the business from the bank and for how long that is available.

A bank letter of support should explain the amount and duration of financial support made available to the business by the bank and what information, such as a business plan for the period 01/07/2024 – 31/06/2027, was considered by the bank in deciding to make that support available. These are matters of fact not opinion so should be able to be given by any bank on the authority of their customer. It must be understood, however, that the sufficiency or otherwise of the bank letter can only be judged after submission and assessment of all Questionnaire responses so the provision of as much information as possible is encouraged.

All of this information must be in terms entirely satisfactory to the Purchasing Authority. We reserve the right (but are not obliged) to seek additional clarification and/or supporting information from or about the bidder to satisfy us in this regard, for example, a bank reference.

Where a Tenderer does not meet the minimum financial requirements in its own right and wishes to rely on the financial standing of a parent company, Tenderers should provide a statement that they commit to obtaining a parent company guarantee in the form attached in the Standard Documents Parent Company Guarantee.

Where a consortium bid is received, the Score check score of each consortium member shall be assessed and each must achieve a Score check score of 35 or above.

Where a sub-contractor material to the performance of the Contract or where the Tenderer intends to sub-contract more than 25% of any contract value to a single sub-contractor, the Tenderer may be required to confirm that the sub-contractor(s) has a Score check score of 35 or above. The Council reserves the right to request one copy of all sub-contractor last 3 financial years' audited accounts and details of significant changes since the last financial year end.

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

List and brief description of selection criteria

The successful Contractor must demonstrate that all employees assigned to this Contract currently hold basic industry standard certification such as the "Thorough Examination and testing of LEV systems."

- BOHS accredited P601 Thorough Examination and Testing of Local Exhaust Ventilation Systems.
- GAS Safe Register.



In addition, the Contractor will be expected to carry out repairs and remedial tasks which may involve works such as re-design of extraction hoods, duct works etc and subsequent recommissioning of systems. As such the Contractor must demonstrate that all relevant staff currently hold qualification such as:

- BOHS accredited P602 Basic Design Principle of LEV Systems
- BOHS accredited P604 Performance Evaluation and Management of LEV Systems
- BOHS accredited W201 Basic Principle of Occupational Hygiene

Any Contractor bidding for the works must currently hold as a minimum, affiliate membership of a body such as the British Occupational Hygiene Society, or equivalent as approved by Dundee City Council.

All electrical work shall be carried out by a Contractor within an approved body such as National Inspection Council for Electrical Installation Contracting (NICEIC) and/or the Trade Association or equivalent.

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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

11 November 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**

Tender must be valid until: 11 March 2025

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

Date

11 November 2024

Local time

12:00pm

Place

Dundee City

Information about authorised persons and opening procedure

Procurement Category Officer

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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: yes, this will be retendered 6 month prior to expiration of contract

#### **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**

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=780418](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=780418).

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](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.

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:

Bidding Organisation to deliver 1 Community Benefit activity for the duration of this contract.  
Bidder to provide details of proposed activities to be undertaken.

(SC Ref:780418)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=780418](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=780418)

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

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

Dundee Sheriff Court & Justice of the Peace Court

6 West Bell Street

Dundee

DD19AD

Email

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

Telephone

+44 1382229961

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Scottish Courts Service

Saughton House, Broomhouse Drive

Edinburgh

EH113XP

Email

[enquiries@scotscourts.gov.uk](mailto:enquiries@scotscourts.gov.uk)

Telephone

+44 1314443300

Country

United Kingdom