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Tender

## **Planned Preventative Maintenance and Repairs**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2023/S 000-035904

Procurement identifier (OCID): ocds-h6vhtk-040216

Published 6 December 2023, 11:09am

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

#### **NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.hie.co.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**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

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

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

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

Planned Preventative Maintenance and Repairs

Reference number

FTS 033

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

- 50000000 - Repair and maintenance services

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

Services

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

HIE are seeking a suitably qualified and experienced supplier to provide planned preventative maintenance and repairs services for buildings at Inverness Campus, Enterprise Park Forres and certain services at our Lochgilphead office.

It is expected that these services will be required from 1st April 2024 for an initial period of 2 years, with HIE having the option to extend for a period or periods together not exceeding 2 years following the Initial Term (extensions expected to be taken up on a yearly basis i.e. a 2+1+1 year contract).

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

Value excluding VAT: £720,000

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

This contract is divided into lots: No

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

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

- 79993000 - Building and facilities management services

- 79993100 - Facilities management services
- 50324200 - Preventive maintenance services
- 50710000 - Repair and maintenance services of electrical and mechanical building installations
- 45259000 - Repair and maintenance of plant
- 45259300 - Heating-plant repair and maintenance work
- 50531100 - Repair and maintenance services of boilers

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

NUTS codes

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

Main site or place of performance

Inverness Campus, Enterprise Park Forres and Lochgilphead

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

HIE requires a professionally managed, high quality mechanical, electrical and plumbing (MEP) maintenance service which, through a regular and organised scheme, ensures the maintenance and operation of all items of plant and equipment.

These services are currently required in An Lochran, the Life Sciences Innovation Centre, Aurora House, Solasta House, the Inverness Campus, The Apex and Horizon Scotland buildings at Enterprise Park Forres as well as at The Enterprise Centre in Lochgilphead.

The estimated maximum Year 1 budget currently available to deliver the PPM services (Pricing Schedule Part A) is GBP 130,000 (exclusive of VAT). Bidders are required to provide pricing for Year 1 only, with Years 2, 3 and 4 subject to a price increase mechanism.

The total estimated contract value for the maximum contract period (including all optional extension periods) is GBP 720,000 (exclusive of VAT). This includes an estimated allowance for annual price increases, as well as allowances for potential costs relating to reactive repairs and asset replacement. Allowances for potential costs relating to reactive repairs and asset replacement made are not a guarantee of work.

Refer to the Scope of Requirements and Tender Guidance for further details regarding budget and the price increase mechanism.

See Tender documentation for full details regarding the services required.

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

Quality criterion - Name: Cyber Security / Weighting: pass/fail

Quality criterion - Name: Prompt Payment Standard Clause / Weighting: pass/fail

Quality criterion - Name: Payment of the Real Living Wage / Weighting: pass/fail

Quality criterion - Name: Community Benefits and Wealthbuilding - Management & Reporting / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Quality criterion - Name: Sustainability & Net Zero / Weighting: 5%

Quality criterion - Name: Management & Delivery Methodology / Weighting: 15%

Quality criterion - Name: Management & Delivery Team / Weighting: 15%

Quality criterion - Name: Quality Management & Reporting / Weighting: 10%

Price - Weighting: 45%

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

Value excluding VAT: £720,000

### **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 1st April 2024 for an initial period of 2 years, with HIE having the option to extend for a period or periods together not exceeding 2 years following the Initial Term (extensions expected to be taken up on a yearly basis i.e. a 2+1+1 year contract).

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

Variants will be accepted: No

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

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

In accordance with Regulation 72(1)(a) of the Public Contracts (Scotland) Regulations 2015, HIE reserves the right to make changes to the volume, scope or location of the Services to be supplied under the Contract following a review of the Services by HIE, particularly with regard to demand and budgetary availability or where HIE's strategic focus changes as a result of changes in Scottish Government policy or as a result of a direction given to them by the Scottish Government. This may result in amendments to existing requirements under the Contracts.

Contract modifications may include (but are not limited to), regardless of monetary value:

- Changes to mechanical, electrical and plumbing equipment asset registers (such as number of assets increased/reduced; type of assets changed; asset replaced; new assets acquired).
- The number of hours for reactive tasks changed from the estimated hours in the Pricing Schedule (increase and decrease).
- Legislative changes require more or less frequent maintenance of certain assets.
- Addition or removal of buildings within the Inverness Campus, Forres Enterprise Park or HIE Lochgilphead, likely due to lease, ownership or occupancy changes.
- Changes in HIE's approach to preventative vs reactive maintenance of buildings and individual assets (increase or decrease in scope of requirements).
- Changes to the available budget for Year 2,3 and 4.

-CPI and Real Living Wage increases higher/lower than estimated.

-Cost of potential replacement assets if procured via the supplier.

### **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

4A2 Bidders must have an up-to-date Basic Disclosure Scotland Certificate for all personnel used to deliver all routine maintenance and repairs (including sub-contractors) or commit to obtain the required certificates prior to contract start.

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

Minimum level(s) of standards possibly required

4B.5 It is a requirement of this Contract that bidders hold, or can commit to obtain prior to the commence of the contract, the types and levels of insurance indicated below:

Professional Risk Indemnity Insurance = GBP 1M in aggregate

Employer's (Compulsory) Liability Insurance = GBP 5M for each and every claim  
(See <http://www.hse.gov.uk/pubns/hse40.pdf>)

Public Liability Insurance = GBP 5M for each and every claim

4B.6 HMRC IR35(not scored)

HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the Contract please identify these PSC (s) in your response to 4B.6. Further guidance and a link to the HMRC "test employment details for tax" tool can be located at

<https://www.gov.uk/guidance/check-employment-status-for-tax>

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

Minimum level(s) of standards possibly required

4C4 If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Please refer to SPD for full requirements. If bidders do not pay at least 95% of valid invoices on time and are unable to provide a proportionate and timely improvement plan, their organisation will not be selected to participate further in this procurement.

4C10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

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

### **III.2.2) Contract performance conditions**

The Contract will include Key Performance Indicators (KPI's) and Service Levels.

### **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: [2023/S 000-027683](#)

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

Date

22 January 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

22 January 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: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

### **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**

To support the process, an accompanied Site Visit will be available on Monday 18 December 2023. If bidders would like to attend the site visits they are required to confirm by email to ([hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)) by 17:00hrs on Thursday 14 December 2023. Attendance is not required in order to participate in the tendering process. Following the site visit, any questions and answers raised will be made available to all bidders via PCS. See Scope of Requirements and Tender Guidance document for further detail.

Our offices are closed between 18 December 2023 and 2 January 2024. During this period we will not be able to respond to queries.

It is estimated that the total value of the services over the maximum duration of 4 years will be GBP 720k (excluding VAT). This is the figure which has been used in II.1.5 & II.2.6. This includes an estimated allowance for price increases, as well as allowance for costs relating to reactive repairs or asset replacement over the lifetime of the contract incl. any extensions.

SPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number.

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question.

Due to character limits, please see the tender documents for the evaluation of the Award

## Criteria.

In order to participate, bidders should register, for free, on the Public Contracts Scotland (PCS) website, and record their interest in this contract and download and complete all relevant documentation.

Tenders must be submitted via the PCS Postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Question & Answer facility which allows queries to be submitted (anonymously), and answers published and shared with all potential bidders.

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=745387](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=745387).

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.

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:

Bidders will be expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency.

See tender documentation for full details.

(SC Ref:745387)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=745387](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=745387)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

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

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.