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Tender

## **Tender for the Service & Maintenance of Fan Convector & Air Curtains**

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-037446

Procurement identifier (OCID): ocds-h6vhtk-04bd15

Published 20 November 2024, 8:43am

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

#### **Contact**

Ann Conway

#### **Email**

[ann.conway@dundee.city.gov.uk](mailto:ann.conway@dundee.city.gov.uk)

#### **Telephone**

+44 1382433401

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.undeecity.gov.uk](http://www.undeecity.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

[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 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**

Tender for the Service & Maintenance of Fan Convector & Air Curtains

Reference number

DCC/CD/42/24

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

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

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

Services

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

This procurement process is for the Service and Maintenance of Fan Convector and Air Curtains. This is a 3-year contract with the option to extend for 2 years then a further 2 years totalling 7 years if extension option is utilised. This will be from 2025 – 2028 for 3-year initial contract ending in 2032 if extension options are utilised.

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

Value excluding VAT: £118,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 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

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

The works shall comprise the Inspection, Testing, Certification, written reporting and subsequent servicing and maintenance of the Fan Convector and Air Curtains and associated equipment within various Dundee City Council properties, along with minor and urgent repair works which may have not been foreseen (e.g.: arising from discharge or damage).

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

Quality criterion - Name: Compliance with Specification / Weighting: Pass/Fail

Quality criterion - Name: CDM Construction, Design & 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

Quality criterion - Name: Resourcing of Requirements – contract resourcing / Weighting: 15

Quality criterion - Name: Resourcing of Requirements- development / Weighting: 5

Quality criterion - Name: Continuous Improvement – Customer Care / Weighting: 6

Quality criterion - Name: Continuous Improvement – Feedback / Weighting: 3

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 / Weighting: 1.5

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

Price - Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £118,000

**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

2 years, then a further 2 years thereafter

**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

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 – a copy of Company accreditation should be supplied with the returned Tender.

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

List and brief description of selection criteria

Tenderers must confirm they already have or commit to obtain prior to the commencement of the contract, the following levels of insurance:

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

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.

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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

19 December 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: 21 April 2025

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

Date

19 December 2024

Local time

12:00pm

Place

Dundee

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: This will be re-tendered in 7 years if extension options are utilised.

### **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=783748](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=783748).

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:

It is a contract requirement for contractors to deliver the specified number of Community Benefit Outcomes for the duration of this

contract. This will be calculated at a rate of 1 outcome per 100,000 GBP of spend.

Please confirm your commitment to deliver Community Benefit activity and indicate what types of Community Benefit activity you intend

to deliver

If this is to include Community Wishes, please note that a link to the live system is below.

<https://wishes.dundeecity.gov.uk/wishes-requested>

Note that as the system is live those specific wishes may not be available at contract award. If this is the case another wish should be selected.

(SC Ref:783748)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=783748](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=783748)

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

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

Dundee Sheriff

6 West Bell Street

Dundee

DD1 9AD

Telephone

+44 1382229961

Country

United Kingdom

Internet address

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

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

Scottish Courts Service  
Saughton House, Broomhouse Drive  
Edinburgh  
EH11 3XP

Email

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

Telephone

+44 1314443300

Country

United Kingdom