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Tender

## **Security/Guarding Services**

Bath College

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-048235

Procurement identifier (OCID): ocds-h6vhtk-058298

Published 13 August 2025, 9:05am

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## **Scope**

### **Description**

The provision of physical guarding within an Education establishment as follows:

4.1 Security Contractor shall:

4.1.1 Provide an onsite manager (this can be one contact who is available on either Campus);

4.1.2 Ensure that Safer Recruitment processes are followed, in line with the College's recruitment procedures;

4.1.3 Use the College logo on all marketing and promotional material relating to work at the College;

4.1.4 Work with the College to identify areas of concern, incidents and improvements that could be considered;

4.1.5 Provide detailed information on incidents, developments and other information as

requested by the College's Authorised Officer;

4.1.6 Work with the College to monitor students who may be at risk and inform Welfare immediately of any concerns;

4.1.7 Work with the Authorised Officer and the College's Designated Safeguarding Lead to support with tutorials and/or campaigns to raise awareness of 'keeping safe';

4.1.8 Work with the College to provide Security for marketing events and activities, including but not limited to College Open Days;

4.1.9 Work with the College to provide innovative approaches to the management of Security utilising any new technologies and equipment;

4.1.10 Take responsibility for monitoring the CCTV cameras on both Campuses, working with the College's ICT Department to ensure there are no breaches of Security and that the Security Contractor meet the requirements of Cyber Security as required by the College;

4.1.11 Respond to Subject Access Requests for CCTV images, following the College's Policy on 'CCTV and BWV' and working with the College's Authorised Officer;

4.1.12 Use body worn video cameras in line with the College's Policy on 'CCTV and BWV' and cameras must only be used for the purposes of reduction and prevention of incidents and crime;

4.1.13 BWV must not be used at any other time other than that stated in 4.1.7 and in line with the College's Policy;

4.1.14 Check ID badges and carry out random checks of ID badges;

4.1.15 Carry out stop and search working within the College's Search and Confiscation Policy as instructed by the Authorised Officer or as and when requested by a member of College staff;

4.1.16 Deal proactively with any anti social behaviour on Campus at all times, linking with Student Welfare where appropriate;

4.1.17 Assist the College with safe evacuation and invacuation as outlined in the College's Policy 'Emergency Procedures';

4.1.18 Provide accurate and timely information to the Authorised Officer on any incidents, including protecting the scene and liaison with the Emergency Services and Estates Team during emergency response;

4.1.19 Provide lock up to campuses on a routine basis and ad hoc times as requested by the Authorised Officer;

4.1.20 Provide an out of hours call out to alarm notifications to both main Campuses, ensuring the Authorised Officer is regularly informed of activations;

4.1.21 Provide ad hoc security cover as and when required by the Authorised Officer;

4.1.22 Requirements for Security on site at each campus are supplied in the table below;

Campus

On Site Security Staff Rota

Requirement

Bath City Centre

0800 - 1500

1400 - 1900 (M/T/F) 2130 (W/T)

Regular Patrol of Campus

Somer Valley

0800 - 1500

1400 - 1900 (M/T/F) 2130 (W/T)

Regular Patrol of Campus

Twerton

1200 - 1230

1330 - 1400 Patrol both campuses and check with Tutors for any issues during Spring and Summer term only

This rota is based upon 42 weeks, covering the main term time weeks of 38 and any requirements outside of terms will be negotiated with the Authorised Officer in advance, giving 1 month notice. Within the Autumn term there will be a requirement for the following;

Campus

On Site Security Staff Rota

Requirement

Bath City Centre

0800 - 1500

0830 - 1900 (M/T/F) 2130 (W/T)

Regular Patrol of Campus

Somer Valley

0800 - 1330

0830 - 1900 (M/T/F) 2130 (W/T)

Regular Patrol of Campus

Note: A review of provision of the above will be made prior to the end of the Autumn term.

### **Total value (estimated)**

- £240,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 29 September 2025 to 29 September 2026
- Possible extension to 29 September 2028
- 3 years, 1 day

Description of possible extension:

an option to extend for a further 12 months, plus a further 12 months at the end of this period.

## **Main procurement category**

Services

## **CPV classifications**

- 79710000 - Security services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

## **Technical ability conditions of participation**

Membership of the Security Industry Association

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

20 August 2025, 11:59pm

### **Tender submission deadline**

29 August 2025, 11:00pm

### **Submission address and any special instructions**

email to

[laura.king@bathcollege.ac.uk](mailto:laura.king@bathcollege.ac.uk)

### **Tenders may be submitted electronically**

No

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

19 September 2025

## **Recurring procurement**

Publication date of next tender notice (estimated): 6 August 2026

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Quality	12 quality ratings must be satisfied and scoring will be made against these quality ratings. The tender can be completed in any format, however, it must provide evidence of how the contract will be delivered, including any evidence that the quality ratings can be met. Evidence must be provided if scoring is to be accurate. Lack of evidence against the quality ratings and contract will result in either no scores, or low scores. Any added value above and beyond that laid out in the contract can be submitted as additional information. The College would prefer the current staff to remain with the College under negotiation due to the recruitment processes and retained knowledge.	Quality	60%
Price	pricing must be completed within the pricing schedule attached to the notice	Price	40%

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## **Other information**

### **Description of risks to contract performance**

Living Wage Employer

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Reduced tendering period**

Yes

State of urgency - minimum 10 days

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## **Documents**

### **Associated tender documents**

[Security contract scoring document.pdf](#)

[Security Contract 2025.docx](#)

[tender pricing schedule.docx](#)

[Clarification on scoring.pdf](#)

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## **Contracting authority**

### **Bath College**

- UK Register of Learning Providers (UKPRN number): 10001465
- Public Procurement Organisation Number: PVHZ-7995-LJXV

Avon Street

BATH

BA1 1UP

United Kingdom

Email: [laura.king@bathcollege.ac.uk](mailto:laura.king@bathcollege.ac.uk)

Website: <http://www.bathcollege.ac.uk>

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government