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Tender

## **Service and Maintenance of Roller Shutter Doors**

Dundee City Council

F02: Contract notice

Notice identifier: 2025/S 000-059806

Procurement identifier (OCID): ocids-h6vhtk-05a25c

Published 25 September 2025, 3:44pm

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

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

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1NZ

#### **Contact**

Chris Murphy

#### **Email**

[chris.murphy@dundeecity.gov.uk](mailto:chris.murphy@dundeecity.gov.uk)

#### **Telephone**

+44 1382434144

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

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

<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 Roller Shutter Doors

Reference number

DCC/CD/109/25

#### **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**

This procurement process is for the Contract for the Service and Maintenance Roller Shutter Doors. This is a 3-year contract with the option to extend for 1 years then a further 1 year totalling 5 years if extension option is utilised. This will be from 2026 – 2029 for 3-year initial contract ending in 2031 if extension options are utilised.

#### **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
- 50711000 - Repair and maintenance services of electrical 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, Testing, Certification, written reporting and subsequent servicing and maintenance of the Roller Shutter Doors and associated equipment at various Dundee City Council properties, along with minor and urgent repair works which may have not been foreseen. Dundee City Council are not obligated to accept any quotations in relation to repair and/or replacement works and reserve the right to adopt alternative procurement processes. This work shall be carried out to the requirements and recommendations set out in current applicable British Standards, European Standards and all statutory requirements.

The works shall include and take into consideration the following:

The annual routine servicing of electrically and manually operated Roller Shutter Doors together with urgent repair works ordered during the period of the contract.

Visual inspection of cable and check integrity of electrical connections only. Confirm earth continuity to the doors.

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

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

Quality criterion - Name: Fair Tax Declaration / Weighting: PASS/FAIL

Quality criterion - Name: Resourcing of Requirements- Staffing / Weighting: 15

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

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

Quality criterion - Name: Resourcing of Requirements- Documentation and Timescales / Weighting: 5

Quality criterion - Name: Resourcing of Requirements- Disruption / Weighting: 7

Quality criterion - Name: Resourcing of Requirements- Emergency Call out / Weighting: 10

Quality criterion - Name: Resourcing of Requirements- Programme of Works / Weighting: 10

Quality criterion - Name: Community Benefits Q1 / Weighting: 1

Quality criterion - Name: Community Benefits Q2 / Weighting: 0.5

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

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

OPTION OF 2 1 YEAR EXTENSIONS

#### **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

### **II.2.14) Additional information**

Bidders are required to be a member of the Door and Hardware Federation, or an equivalent body approved by Dundee City Council. Failure to have membership with the Door and Hardware Federation of equivalent may lead to exclusion from the procurement process.

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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

Bidders are required to be a member of the Door and Hardware Federation, or an equivalent body approved by Dundee City Council. Failure to have membership with the Door and Hardware Federation of equivalent may lead to exclusion from the procurement process.

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

List and brief description of selection criteria

Equifax Score Check

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 01/07/2025 – 31/06/2028, 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**

Selection criteria as stated in the procurement documents

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

### **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.1.6) Information about electronic auction**

An electronic auction will be used

#### **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 October 2025

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: 27 February 2026

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

Date

28 October 2025

Local time

12:00pm

Place

Dundee City Council

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 5 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**

Bidders are required to be a member of the Door and Hardware Federation, or an equivalent body approved by Dundee City Council. Failure to have membership with the Door and Hardware Federation of equivalent may lead to exclusion from the procurement process.

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

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 5,000,000 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.

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=811004](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=811004).

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:

2 community benefits will be required across the lifetime of the contract. The type of benefit is detailed in the tender documents.

(SC Ref:811004)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=811004](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=811004)

## **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.4.2) Body responsible for mediation procedures**

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