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Tender

## **Proc-25-3124 - Water Management Risk Assessments**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2025/S 000-073535

Procurement identifier (OCID): ocds-h6vhtk-05e06d

Published 13 November 2025, 1:31pm

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

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

Scottish Police Authority

2 French Street, Dalmarnock

Glasgow

G40 4EH

#### **Email**

[matt.alexander@scotland.police.uk](mailto:matt.alexander@scotland.police.uk)

#### **Telephone**

+44 1786895668

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

**I.3) Communication**

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

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

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

Body governed by public law

**I.5) Main activity**

Public order and safety

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## **Section II: Object**

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

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

Proc-25-3124 - Water Management Risk Assessments

Reference number

Proc-25-3124

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

- 90711100 - Risk or hazard assessment other than for construction

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

Services

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

The Scottish Police Authority (known as the “the Authority”) requires a Contract in place for water management risk assessments to be carried out. The Authority is tendering this opportunity to appoint a suitably experienced and competent Contractor.

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

This contract is divided into lots: No

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

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

- 90711100 - Risk or hazard assessment other than for construction

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

NUTS codes

- UKM - Scotland

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

The Scottish Police Authority (known as the “the Authority”) requires a Contract in place for water management risk assessments to be carried out. The Authority is tendering this

opportunity to appoint a suitably experienced and competent Contractor.

Under the Health & Safety at Work Regulations (1974), The Management of Health and Safety at Work Regulations (1999), and the Control of Substances Hazardous to Health Regulations 2002 (COSHH), concerning risk from exposure to Legionella bacteria, the Authority has a duty of care towards their users (e.g. staff, officers, members of the public) to protect them from contracting Legionella and other microbial infections through providing a safe water supply system fit for human consumption and culinary purposes throughout their premises and estates. This duty of care also extends to the susceptibility of the local population to the risk of exposure to the Legionella bacteria.

The Authority currently has a requirement for circa 330 Buildings across Police Scotland's Estate covering the whole of Scotland including island locations. This list will be updated during the Contract period and is not a fixed site list, or amount of properties and can be increased or reduced during the Contract term.

The Contractor shall carry out ACoP L8 legionella Water risk assessment services and Written Schemes for controlling risk, in line with HSE ACoP L8 and BS 8680:2020 Water quality – Water safety plans – Code of Practice, referred to in this document as BS 8680:2020, or any superseding codes of practice. The requirement may include but not limited to:

The identification of systems of risk

The review of existing risk assessments

Production of up to date Schematics of the water system

Appraisal of system condition including accessible equipment

Management of Log Books

Water Management review

Provision of a Legionella Risk Assessment

Production of Written Scheme

Analysis of Drinking Water systems

Supply on-going technical advice on compliance with current legislation and codes of practice including definition of responsibilities and duties of Responsible Person.

An Online/web-based portal provided by the organisation will be used by Contractor to

upload and store the Control Manuals, Log Books with WRA reports and any associated files to allow to have a login access to Organisation account with a file download functionality

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

Quality criterion - Name: Technical / Weighting: 60

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

2 x 12 month extensions available

#### **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

List and brief description of conditions:

##### **SPD Question 4A.1 Trade Registers**

It is a requirement of this tender that if the Tenderer is UK based, they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House, they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

##### **SPD Question 4A.2 Authorisation/Membership**

Where it is required, within a Tenderer's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Tenderers must confirm if they hold the following authorisation or memberships.

Membership of the Legionella Control Association and UKAS accredited  
ISO/IEC 17020:2012

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

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

Minimum level(s) of standards possibly required

##### **SPD Question 4B5 Insurances**

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims.

Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims (public liability)

Please provide a copy of your current Public & Product Liability Insurance certificate or a summary of cover which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Professional Risk Indemnity: 1 million GBP in respect of each occurrence and in the annual aggregate, maintained for a minimum of six years after completion of the service. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Motor Vehicle Insurance = Minimum Third-Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Tenderers may be required to provide a copy of their current Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

#### SPD Question 4B6 Financial Standing:

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company

number within the SPD to allow the Authority to access a Credit Safe Report. Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further. If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date. For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on Credit Safe e.g. charitable organisations or new start companies/ Sole Traders with less

than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

**IMPORTANT NOTE:** This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

Tenderers will be required to provide evidence of having the necessary capacity and capability to deliver the requirements stated within the tender documents.

Minimum level(s) of standards possibly required

#### **SPD Question 4D.1 Quality Assurance/Health and Safety Requirements**

Tenderers will be required to provide the following for Quality Assurance/Health and Safety Requirements:

**EITHER:**

Option A) If a Tenderers organisation holds a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with ISO 45001 (or equivalent), or if a Tenderers organisation have, within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum, then a copy of the certificate may be requested.

**OR,**

Option B) If a Tenderers organisation has a policy for health and safety (H&S) management, then a copy of the policy may be requested.

**Guidance**

Organisations with less than five employees are not required by law to have a documented policy statement. The need to reduce documentary requirements on micro businesses in particular will be taken into account by buyers and the evaluation panel.

Your policy should provide evidence that your organisation has an H&S policy that is endorsed by the chief executive officer and that it is regularly reviewed. The policy should be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within your organisation. Your policy should be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

#### SPD Question 4C.12 Quality Control Requirements

Tenderers will be required to provide the following for Quality Control requirements:

EITHER:

Option A) If a Tenderers organisation holds a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with

BS EN ISO 9001 (or equivalent) a copy of the certificate may be requested.

OR

Option B) If a Tenderers organisation has a documented policy regarding quality management, a copy of the policy may be requested.

#### Guidance

The policy should set out your organisation's responsibilities for quality management. Demonstrating that your organisation has and continues to implement a quality management policy that is authorised by the Chief Executive or equivalent and is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

#### SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the services undertaken by the Tenderer in the last 3 years and must be similar value to the contract being procured.

Tenderer`s will be required to provide evidence of having the necessary capacity and capability to deliver the requirements for the Water Risk Assessments.

Two (2) examples of the provision of similar services may be requested and must be from within the last 3 years for services.

If Tenderers are unable to provide two (2) examples the tenderer may be required to explain why examples cannot be provided.

If available, copies of completion certificates or customers' written declaration which validates the examples you have provided.

#### Guidance

If you cannot provide certificates or customer declarations the Authority may choose to contact customers cited directly in order to validate the experience examples you have provided without any further reference to you.

#### SPD question 4C.6 & 4C.6.1 Qualifications

With reference to the nature and details of the services that are the subject matter of this tender, staff assigned to this contract must hold the relevant City and Guilds Certificate(s) or equivalent.

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract.

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

During the period of the Contract Agreement, the Contractor shall monitor and measure their performance and will be required to attend contract and supplier management meetings if requested.

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

Date

15 December 2025

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

15 December 2025

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: At expiry points of the contract if not extended. e.g. 6 months prior to the end of year 3, year 4 or if all extensions are taken, then retender within year 5 to align with expiry.

### **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**

Living Wage

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering purposes only.

Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime for The buyer is using PCS-Tender to conduct this ITT exercise.

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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.

Data Protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

### Assessment of Employment Status

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful tenderer's detailed employment status. For further information on determining employment status the Government has published guidance on this IR35 Legislation.

### Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to complete this section as part of the SPD.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 30508. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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 has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
- SME and social enterprise development
- Community engagement

As part of the Technical Criteria, Tenders are required to provide an outline of all Community Benefits that can be offered in relation to the Contract

(SC Ref:815382)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom