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**UK-London: hotel services
2011/S 195-318213**

Contract notice

Services

Section I: Contracting authority

I.1) **Name, addresses and contact point(s)**

Department for Communities and Local Government

Eland House, Bressenden Place

Contact point(s): Procurement Department

For the attention of: Mrs H Craig

SW1E 5DU London

UNITED KINGDOM

Telephone: +44 1608650831

E-mail: ifmtender@fireservicecollege.ac.uk

Internet address(es)

General address of the contracting authority <http://www.communities.gov.uk>

Address of the buyer profile <http://www.fireservicecollege.ac.uk>

Further information can be obtained from:

The Fire Service College

London Road

Contact point(s): Procurement Team

For the attention of: Mrs H Craig

GL56 0RH Moreton in Marsh

UNITED KINGDOM

Telephone: +44 1608650831

E-mail: ifmtender@fireservicecollege.ac.uk

Fax: +44 1608812790

Internet address: <http://www.fireservicecollege.ac.uk>

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

The Fire Service College

London Road

Contact point(s): Procurement team

For the attention of: Mrs H Craig

GL56 0RH Moreton in Marsh

UNITED KINGDOM

Telephone: +44 1608650831

E-mail: ifmtender@fireservicecollege.ac.uk

Fax: +44 1608812790

Internet address: <http://www.fireservicecollege.ac.uk>

Tenders or requests to participate must be sent to:

The Fire Service College
London Road
Contact point(s): Procurement team
For the attention of: Mrs H Craig
GL56 0RH Moreton in Marsh
UNITED KINGDOM
Telephone: +44 1608650831
E-mail: ifmtender@fireservicecollege.ac.uk
Internet address: <http://www.fireservicecollege.ac.uk>

I.2) **Type of the contracting authority**

Body governed by public law

I.3) **Main activity**

Education

I.4) **Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) **Description**

II.1.1) **Title attributed to the contract by the contracting authority:**

Provision of hotel services and waste management; reception and portering services; manned security services and landscaping maintenance services.

II.1.2) **Type of contract and location of works, place of delivery or of performance**

Services

Service category No 17: Hotel and restaurant services

NUTS code UKK13

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

Hotel services. Catering services. Accommodation, building and window cleaning services. Security services. Grounds maintenance services. Refuse and waste related services. Reception services. Portering services.

— Lot 1: provision of hotel services (catering, cleaning, housekeeping & waste management),

— Lot 2: provision of reception, portering and post room services,

— Lot 3: provision of manned security services,

— Lot 4: provision of landscaping maintenance services.

These services to take place at the Fire Service College, located at Moreton in Marsh, Gloucestershire. They will be tendered as 4 different lots, companies are invited to express interest in as many lots as they wish.

Please read the lot information for further details.

II.1.6) **Common procurement vocabulary (CPV)**

55100000, 55520000, 90911000, 79710000, 77314000, 90500000, 79992000, 98341120

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: yes
Tenders may be submitted for one or more lots

II.1.9) **Information about variants**

Variants will be accepted: yes

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope**

- Lot 1: provision of hotel services, including catering, housekeeping, cleaning and waste management,
- Lot 2: provision of reception, portage and post room services,
- Lot 3: provision of manned security services,
- Lot 4: provision of landscaping maintenance services.

All of these services to be carried out at the Fire Service College located at Moreton in Marsh.

II.2.2) **Information about options**

II.2.3) **Information about renewals**

II.3) **Duration of the contract or time limit for completion**

Starting 1.4.2012. Completion 31.3.2017

Information about lots

Lot No: 1

Lot title: Provision of hotel services

1) **Short description**

Services to include: catering (restaurants, bar services and hospitality), housekeeping (preparation of residential accommodation and laundry services), cleaning (office, teaching rooms, other periodic cleaning and window cleaning), and waste management (controlled, special and hazardous waste).

2) **Common procurement vocabulary (CPV)**

55000000, 55100000, 55320000, 55321000, 55322000, 55521200, 55300000, 55330000, 55400000, 55500000, 55510000, 55511000, 55512000, 55410000, 55520000, 55523000, 55110000, 90911000, 90911100, 98340000, 98341000, 98341100, 90900000, 90910000, 90911200, 90911300, 90916000, 90918000, 90919100, 90919000, 90919200, 90919300, 90920000, 34928480, 44613800, 90500000, 90513000, 90520000, 90524000, 90524300, 18935000, 39291000, 98311000, 98311100, 98311200

3) **Quantity or scope**

All of these services to be carried out at the Fire Service College, located at Moreton in Marsh, Gloucestershire.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 5 300 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2012. Completion 31.3.2017

5) **Additional information about lots**

Lot 1 reference number: FSC/11/05.

You may express an interest in one, 2, 3 or all lots.

Lot No: 2

Lot title: Provision of reception, portage and post room services

1) **Short description**

Provision of reception (24/7 & 365), portage/goods in and post room services.

2) **Common procurement vocabulary (CPV)**

79992000, 98341120, 64122000

3) **Quantity or scope**

These services will take place at the Fire Service College located in Moreton in Marsh, Gloucestershire.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 625 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2012. Completion 31.3.2017

5) **Additional information about lots**

Lot 2 reference: FSC/11/07.

You may express an interest in one, 2, 3 or all of the lots.

Lot No: 3

Lot title: Provision of manned security services

1) **Short description**

Services to include (but not limited to) control of vehicles and pedestrian access; mobile patrols; reviewing as required CCTV and intruder alarms; security, key management and key holding services; building open and lockup; managing staff safety tag system and flag flying.

2) **Common procurement vocabulary (CPV)**

79710000, 35120000, 79711000, 79713000, 35125300

3) **Quantity or scope**

Provision of services to be undertaken at the Fire Service College site, located at Moreton in Marsh, Gloucestershire, on a 24/7 365 basis.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 1 000 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2012. Completion 31.3.2017

5) **Additional information about lots**

Lot 3 reference: FSC/11/08.

You may express an interest in one, 2, 3 or all of the lots.

Lot No: 4

Lot title: Provision of landscaping maintenance services

1) **Short description**

Service to include (but not limited to) soft landscaping maintenance; snow and ice clearance; gritting services; ponds, water features and reservoir maintenance; safety signage maintenance and arboreal works/woodland management.

2) **Common procurement vocabulary (CPV)**

77314000, 71421000, 45112700, 45112720

3) **Quantity or scope**

Services will take place at the Fire Service College located at Moreton in Marsh, Gloucestershire.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 1 and 350 000 GBP

4) **Indication about different date for duration of contract or starting/completion**

Starting 1.4.2012. Completion 31.3.2017

5) **Additional information about lots**

Lot 4 reference FSC/11/09.

You may express an interest in one, 2, 3 or all of the lots.

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

III.1.4) **Other particular conditions**

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: (a) Is bankrupt or is being wound up, where his affairs are being administered by the Court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the Court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) Has been convicted by a judgement which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) Has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

(e) Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(f) Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(g) Is guilty of serious misrepresentation in supplying the information required under this section or has not supplied such information;

(h) Has been the subject of a conviction for participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA;

(i) Has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26.5.1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;

(j) Has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

(k) Has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.

Manned security services - registration with appropriate professional body.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: (a) Appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;

- (b) The presentation of balance-sheets or extracts from the balance-sheets, where publication of the balance-sheet is required under the law of the country in which the economic operator is established;
- (c) A statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

- (a) A list of the works carried out over the past 5 years, accompanied by certificates of satisfactory execution for the most important works. These certificates shall indicate the value, date and site of the works and shall specify whether they were carried out according to the rules of the trade and properly completed. Where appropriate, the competent authority shall submit these certificates to the contracting authority direct;
- (b) A list of the principal deliveries effected or the main services provided in the past 3 years, with the sums, dates and recipients, whether public or private, involved. Evidence of delivery and services provided shall be given:
 - where the recipient was a contracting authority, in the form of certificates issued or countersigned by the competent authority,
 - where the recipient was a private purchaser, by the purchaser's certification or, failing this, simply by a declaration by the economic operator.
- (c) An indication of the technicians or technical bodies involved, whether or not belonging directly to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work;
- (d) A description of the technical facilities and measures used by the supplier or service provider for ensuring quality and the undertaking's study and research facilities;
- (e) Where the products or services to be supplied are complex or, exceptionally, are required for a special purpose, a check carried out by the contracting authorities or on their behalf by a competent official body of the country in which the supplier or service provider is established, subject to that body's agreement, on the production capacities of the supplier or the technical capacity of the service provider and, if necessary, on the means of study and research which are available to it and the quality control measures it will operate
- (f) The educational and professional qualifications of the service provider or contractor and/or those of the undertaking's managerial staff and, in particular, those of the person or persons responsible for providing the services or managing the work;
- (g) For public works contracts and public services contracts, and only in appropriate cases, an indication of the environmental management measures that the economic operator will be able to apply when performing the contract;
- (h) A statement of the average annual manpower of the service provider or contractor and the number of managerial staff for the last 3 years;
- (i) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract;
- (j) An indication of the proportion of the contract which the services provider intends possibly to subcontract;
- (k) With regard to the products to be supplied:
 - (i) samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests;
 - (ii) certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards.

Minimum level(s) of standards possibly required

Cleaning services - British Institute of Science standards.

Catering services legislation - Foods Standards Act 1999.

All hotel related services - adherence to the Greening Government commitments.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: yes

Reference to the relevant law, regulation or administrative provision: Manned security services - registration with British Security Industry Association or successor body. Legislation - The Private Security Industry Act 2001.

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Restricted

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

Envisaged minimum number 3

Objective criteria for choosing the limited number of candidates: It is envisaged that a minimum of 3 will be invited to tender for each lot.

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

Each lot has an individual reference number. Please refer to each lot entry for the appropriate number

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

7.11.2011 - 16:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

IV.3.8) **Conditions for opening tenders**

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

The Fire Service College will be using NEC3 term service contract and additional identified clauses for its terms and conditions. The additional clauses will be included with the PQQ documentation.

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

GO reference: GO-2011106-PRO-2686735.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

UNITED KINGDOM

VI.4.2) **Lodging of appeals**

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**

6.10.2011