



TENDER FOR SECURITY & KEY HOLDING SERVICES FOR CORBY INNOVATION HUB

TENDER – DOCUMENT ONE

INFORMATION AND INSTRUCTIONS

Thank you for expressing interest in this procurement for Security & Key Holding Services for Corby Innovation Hub.

Please ensure that you register your interest with the procurement contact named in this Document in order to receive updates, question responses, etc.

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

- Document One – Information and instructions (including the timetable) (this document)
- Document Two – Specification
- Document Three – General Terms and Conditions
- Document Four – Tender Response Document

When completed, please return **two hard copies and a copy electronically saved on a CD** of the response document (Document Four).

Please mark envelopes/packages with only **“TENDER RESPONSE: SECURITY & KEY HOLDING SERVICES FOR CORBY INNOVATION HUB (Private and Confidential) Deadline NOON Monday 11th December 2017”** and **with no company markings or anything else which might identify your organisation e.g. personalised franking**, and return to:

Democratic Services Manager
Corby Borough Council
Democratic Services Department
Corby Cube
Parklands Gateway
George Street
Corby, Northamptonshire
NN17 1QG

**To be received not later than NOON Monday 11th December 2017.
Late submissions will be disregarded.**

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1. INTRODUCTION

1.1 How this tender is structured

This tender is arranged in four sections:

Document One, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides Bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Four).

Document Two contains the detailed Specification for the goods or services required.

Document Three contains the General Terms and Conditions which apply to this tender and to the ensuing contract.

Document Four is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

1.2 The commissioning background

1. This contract is issued by Corby Borough Council (the Council).
2. In compliance with the Public Contract Regulations 2015 for public contract opportunities that are advertised and in compliance with Corby Contract Procedure Rules for contracts with a value between £50,000 and £164,176, a single stage tender process is being followed.
3. This means that the tender response document combines a standard Selection Questionnaire (SQ), a set of Tender Evaluation Questions/Pricing Schedule and a Form of Tender, a Collusive Tendering Certificate and a Confidential and Commercially Sensitive Information form.
4. The Council, as the contract holder, requires that the process of awarding this contract is to involve the circulation of the tender documentation to locally known suppliers who may have the right experience, and advertising on Contracts Finder www.contractsfinder.gov.uk
5. The eventual contract between the successful tenderer and the Council will consist of the following documents:
 - a. Documents 1 to 3 of this tender developed by the Council.
 - b. Document 4 of this tender – the response document completed by the Bidder.
 - c. Letter of Acceptance – confirming the conditions of acceptance of the tender.

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6. The current service provides security services for Corby Innovation Hub including manned guarding evenings over-night, weekends and Bank Holidays and key holding services for the site which operates a multi-occupancy facility for businesses. The provider offers a professional and reliable level of security which complies with legislative requirements.
7. The existing arrangements for these services are currently on a rolling month by month contract.
8. The new services will be different. The requirement will be for all year round, 24/7 responsive services and key-holding, such as responding to alarm calls. On-site guarding (one guard) will still be required but only on alternate Saturday mornings between 06:30 and 13:00.

1.3 Procurement Timetable

1.3.1 The procurement is intended to follow the time-line below:

1	Tender Documents published	Tues 28 th Nov
2	Deadline for Clarification questions	Wed 6 th Dec
3	Deadline for Submission of Tenders	Noon Mon 11 th Dec
4	Evaluation completed	Fri 15 th Dec
5	Clarification Meetings completed (if required)	Fri 22 nd Dec
6	Contract Awarded	Fri 5 th Jan 2018
7	Contract Start	Mon 5 th Feb

1.3.2 The Council reserves the right to amend this timetable and the dates of steps 4, 5, 6, 7 are indicative only.

1.3.3 Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgment, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

1.4 Instructions on responding to this tender

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed as necessary for the purpose of obtaining quotations or Insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.

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3. The Form of Tender and the Collusive Tendering Certificate in the tender document must be signed by the Bidder. The whole document (Document Four) should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, Collusive Tendering Certificate or to any other component of the tender document.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self contained. The Bidder should not rely on the Council's past experience as tender evaluations will be based only on the information contained within the submission.
9. Where the Council has imposed word limits, these are intended to be indicative only. Bidders are strongly requested to adhere as closely to these as possible, but there will be no penalty for responses which exceed these.
10. The Council asks that you do not use acronyms in your responses, or where these are necessary, that an explanation of the acronym be provided for consideration.
11. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
12. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
13. These tender documents can be downloaded from websites, and so the Council may not be aware of your interest in this procurement. **Therefore, please e-mail the Council's contact (Section 7) now with your contact details so that we can get in touch with you if necessary.** This does not commit you to submit a tender.
14. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council's contact (Section 7) as soon as possible in writing (e-mail is recommended) and in any case by later than the timetabled deadline for questions appearing in this document.

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15. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the Bidder.
16. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.
17. Tenders should arrive at the reception of the Corby Cube not later than the date and time stated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered, even if received before the date indicated.
18. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking.
19. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
20. The Council does not bind itself to accept the lowest or any tender.

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2. PROCUREMENT APPROACH

1. This is a single stage tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The standard Selection Questionnaire will be assessed first, as Bidders who do not meet the Council's expectations may be excluded. Suppliers who self certify that they meet the requirements for insurance, economic and financial standing, and technical and professional ability may be required to provide evidence of this if they are successful at contract award stage.
4. The responses to the evaluation questions will then be scored and weighted as explained in Sections 3, 4 and 5 below. Bidders may be invited to a meeting in order to clarify their proposals.
5. This procurement is evaluated in two distinct stages: the standard Selection Questionnaire and then, if Bidders pass this, the Tender submission. The Evaluation Panel will not consider details provided in the standard Selection Questionnaire (e.g. relevant experience and contract examples), during their evaluation of the Tender submission unless specifically referred to by the Bidder. Likewise, the answer to one question will not be considered as an extension to the answer of another question unless this is specifically referenced.
6. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring Bidders. No new criteria will be introduced at these meetings, rather on the basis of these clarification meetings, the Council may choose to revise a Bidder's score for each response to an evaluation question, either up or down to reach a final score.
7. The Council will then make its award decision, if appropriate.
8. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
9. The process is subject to the completion of formal contract documents.

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3. SCORING

3.1 Non-Price Scoring

Each written tender will be scrutinised by a small panel of Council officers and each scoring criteria (Sections 4 and 5 below) will be awarded points out of 10 according to the following scale and descriptors (the ‘Criteria for awarding score’ below):

Score	Criteria for awarding score
0	No response is provided.
1	Response fails to answer the question asked and is inconsistent or in conflict with other responses provided.
2	Response answers some elements of the question, providing no detail and may be inconsistent or in conflict with other responses provided.
3	Response answers the majority of the question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
4	Response answers the whole question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
5	Response answers the whole question, providing a suitable level of detail.
6	Response answers the whole question, providing a suitable level of detail, taking account of some additional elements which may enhance the service being tendered.
7	Response answers the whole question, providing a considerable level of detail, taking account of some additional elements which may enhance the service being tendered.
8	Response answers the whole question, providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
9	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
10	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail. The response also takes account of additional factors, (economic or demographic, for example) and identifies price and / or quality initiatives, which may affect or enhance the service being tendered, demonstrating innovation and creativity.

The weighting available for a score of 10 points is shown below in section 5, and a pro rata weighting will be applied to the score.

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3.2 Price Scoring

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by Bidder's price multiplied by 100%

For example, if the Bidder's price is £100, and this is also the lowest price, the calculation is $100 / 100 \times 100\% = 100\%$ of the available weighting.

A bid of £200 would be calculated as $100 / 200 \times 100\% = 50\%$ of the available weighting.

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4. CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE

The Public Contract Regulations 2015 came into force on 26 February 2015. Since this date, short-listing has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the EU Threshold for Goods and Services (currently £164,176).

For contracts that are advertised between these two values, instead of a Pre-Qualification Questionnaire, Local Authorities must assess a Bidder's suitability to deliver the requirements as stated in the Specification / Contract. Those Bidders who satisfy the suitability assessment will have their tenders evaluated. Those who do not will be excluded from the process. The selection process is based on a template document issued by Central Government. Many of the suitability questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the standard Selection Questionnaire.

Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1. Potential Supplier Information 1.1 (a) Full name (b) i Registered Office (b) ii Registered Web Address (c) Trading Status (d) Company / Charity Registration Number (e) SME (f) Contact Details	0%	0%
2. Grounds for Mandatory Exclusion 2.1 (a) i Regulations 57(1) and (2): (a) ii Criminal Organisation (a) iii Corruption (a) iv Fraud (a) v Terrorist Offences (a) vi Money Laundering (a) vii Child Labour / Human Trafficking (a) viii Breach of Environmental Obligations (a) ix Breach of Social Obligations (a) x Breach of Labour Obligations (a) xi Bankrupt / Insolvency or Winding-up Proceedings (a) xii Grave Professional Misconduct (a) xiii Agreements with other economic operators to distort competition (a) xiv Conflict of Interest (a) xv Preparation of Procurement Procedure (a) xvi Early Termination of Contract / Damages / Comparable Sanctions	Pass / Fail	Pass / Fail

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Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
(a) xvii In Breach of Obligations re: Tax / Social Security Contributions 2.1 (b) i Measures Taken		
3 3.1 Economic and Financial Standing Audited Accounts or alternative means of demonstrating financial status 3.2 Minimal Financial Threshold 3.3 Parent Company Accounts 3.4 Parent Company Guarantee 3.5 Bank Guarantee	Pass / Fail	Pass / Fail
4 4.1 Technical and Professional Ability Details of up to three contracts. Evidence of healthy supply chains maintained with sub-contractors	Pass / Fail	Pass / Fail
5 5.1 Requirements under Modern Slavery Act 2015 Relevant commercial organisation 5.2 Compliant with annual reporting requirements	Pass / Fail	Pass / Fail
6 Additional Questions:		
6.1 Insurance	Pass / Fail	Pass / Fail
6.2 Health and Safety (a) Formal health and safety policy / statement (b) Accredited health and safety system (c) Responsible person for health and safety policy (d) Health and safety professional / consultant (e) Health and safety training (staff/sub-contractors)? (f) Accident Records (g) Staff Consultation on Health & Safety Matters (h) Risk Assessments (i) Investigated / Prosecuted for Health and Safety Offence (j) Civil Action for Health and Safety Offence (k) Prohibition / Improvement Notices for Breaches of Health and Safety Legislation	Pass/Fail	Pass/Fail
6.3 Environmental Management	Pass/Fail	Pass/Fail
(a) Policy re: Safe Management of the Environment		
6.4 Equal Opportunities (a) Compliant Policy	Pass/Fail	Pass/Fail
(b) Findings of Unlawful Discrimination / Harassment		

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Section Headings and Sub-Headings		Maximum Available Section Score	Weighting Within Sub-Heading
(c) (d) (e)	Investigated by the Equality and Human Rights Commission Complaints Procedure Equality Awards		
6.5	Quality Assurance	Pass/Fail	Pass/Fail
(a)	Quality Assurance accreditation		

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5. CRITERIA FOR ASSESSING TENDER RESPONSES

Only those Bidders who pass the Standard Selection Questionnaire (SQ), will have their tenders evaluated, using this scheme:

Section Headings and Sub-Headings	Weighting Within Sub- Heading	Weighting Within Total
QUALITY QUESTIONS (40%)		
8.1. A description of how you would provide the services described in the specification	37.50%	15.00%
8.2. Workforce and management skills, experience and qualifications	25.00%	10.00%
8.3. Workforce and management training	25.00%	10.00%
8.4. Workforce safety	12.50%	5.00%
PRICING (60%)		
9.1 Total Cost	100.00%	60.00%
Grand Total		100.00%

* Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price.

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6. INVITATION TO TENDER

When completed, please return **two hard copies and a copy electronically saved on a CD** of the response document (Document Four) to:

Democratic Services Manager
Corby Borough Council
Democratic Services Department
Corby Cube
Parklands Gateway
George Street
Corby, Northamptonshire
NN17 1QG

To arrive by **no later than the date and time stated** .

Please note that no other identifying mark should appear on the envelope. Failure to observe this will mean the tender will be disqualified.

7. CONTACTS

In the event of any queries or requests for further information arising from this tender, please contact:

David Allen
Corby Innovation Hub
Corby Borough Council
Bangrave Road
Corby
Northants
NN17 1NN

david.allen@corby.gov.uk
01536 464031

Note that the Council cannot accept the return of completed tender responses by e-mail.

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.