

# **The Royal Borough of Kingston upon Thames Contract for Operation, Planned Maintenance and Responsive Repair of Mechanical, Electrical and Building Services**

The Royal Borough of Kingston upon Thames invites expressions of interest from suitably experienced organisations for the provision of Operation, Planned Maintenance and Responsive Repair of the Mechanical, Electrical & Building Services of the Guildhall Complex, Kingston upon Thames. The Contract is part of the Facilities Management service and provides day-to-day Planned/Preventative and Reactive Maintenance at the Council's offices known as the Guildhall Complex (the core service), which currently comprises of three buildings (approx 20,000 m<sup>2</sup>) of office accommodation and for public services. These buildings vary in age from circa 1930's to 1980's. This contract provides for technical and administrative activities to maintain the occupied buildings ensuring they are fully operational 365 days a year. The number of sites/buildings may increase or decrease over time, as initiatives such as the One Kingston Programme develop.

The duties of the appointed supplier will be to provide/employ operatives to maintain the heating and ventilation plant and all building services to ensure the buildings are operating efficiently and effectively during the operational hours of 5 a.m. to 5 p.m. Monday to Friday. The duties include ensuring staff facilities and surroundings are maintained in good order. The contract will include for the supplier to carry out all duties as instructed by the Employer, which will include but are not limited to:

- Mechanical and Electrical Engineers: preventative and responsive maintenance tasks and assist the multi skilled operative as required
- The Multi-Skilled Operative: painting & decorating, carpentry, fixing shelves, whiteboard installation, replacement of ceiling & carpet tiles, unblocking drains and replacing locks & keys.

During the contract period, the supplier may be required to provide a similar maintenance service agreement to other buildings in the Borough. If selected to tender, the supplier will be asked to price for the provision of mobile operative(s) and van(s).

The contract will commence on 3 September 2012 for a period of one year and seven months with an option to extend for up to a further three years, at the Council's discretion.

Interested organisations will, in the first instance, be required to complete a Pre Qualification Questionnaire (Supplier Questionnaire) and the objective criteria for selecting the limited number of candidates from the questionnaire responses is contained within the questionnaire 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.

The Council will compile a short list of successful applicants who will be invited to submit tenders in late March 2012.

**Further information and to receive a copy of the Supplier Questionnaire please contact:**

**Annette Turner at NPS South East Limited:**

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**Questionnaires must be returned by 3pm on Thursday 9 February 2012.**