

BALLYMENA BOROUGH COUNCIL

Expression of Interest

Ballymena Borough Council is inviting experienced, competent suppliers to submit

Expression of Interest for the Maintenance and Repair of Ballymena Borough Council's CCTV System within Ballymena Town Centre and other Council locations

An application pack relating to Expressions may be obtained from Ballymena Borough Council Web site www.ballymena.gov.uk/tenders.asp or the undernoted address.

All Expressions of Interest applications must be completed and received, as detailed within application pack, **not later than Friday 6 January 2012 at 12 noon.**

The purpose of this call for Expressions of Interest is to identify reputable suppliers to invite to tender. Only suppliers who successfully complete and pass the initial stage as detailed within the application pack will be issued with tender documents.

The contract will be for a period of two years with an option to renew on an annual basis for a maximum of up to three further years, subject to an acceptable pricing arrangement being negotiated.

For an application pack please refer to Ballymena Borough Council Web site www.ballymena.gov.uk/tenders.asp or contact Mr Sam Faulkner, Procurement Officer, Ballymena Borough Council, "Ardeevin", 80 Galgorm Road, Ballymena, BT42 1AB. Tel: 028 25660444, email procurement@ballymena.gov.uk



Our Ref : T22 / SF / KL

Date as postmark

Expression of Interest for the Maintenance and Repair of Ballymena Borough Councils CCTV System within Ballymena Town Centre and other Council locations

Dear Sir/Madam

Ballymena Borough Council is inviting experienced, competent suppliers to submit an Expression of Interest for the Maintenance and Repair of Ballymena Borough Councils CCTV System within Ballymena Town Centre and other Council locations.

The purpose of this call for Expressions of Interest is to identify reputable suppliers to invite to tender. Only suppliers who successfully complete and pass the initial stage as detailed within the application pack will be issued with invitation to tender documents.

The contract will be for a period of Two years with an option to renew on an annual basis for a maximum of up to three further years subject to an acceptable pricing arrangement being negotiated.

Full submissions must be completed and received as detailed within application pack.

TO ARRIVE NOT LATER THAN 12 noon on Friday 6 January 2012

Please ensure your submission contains all the information required to address the evaluation criteria detailed within the attached document.

The onus is on you the potential supplier to ensure fully completed submissions are received at the Council Offices before the time specified

Late submissions will not be accepted.

The Council will not accept faxed or emailed submissions.

Yours faithfully

Samuel Faulkner
Procurement Officer

Expression of Interest for the Maintenance and Repair of Ballymena Borough Councils CCTV System within Ballymena Town Centre and other Council locations.

Please ensure your submission addresses all the criteria below

Selection Criteria	Mark
Contractors must be Accredited with NSI NACOSS Gold Approved Evidence provided	PASS/FAIL
Public Liability insurance (minimum £10m)	PASS/FAIL
Employers Liability insurance (minimum £10m)	PASS/FAIL
Confirmation no part of the service to be sub-contracted to other organisation	PASS/FAIL
Satisfactorily completed standard document section as included	PASS/FAIL
For the following criteria a Score (0 – 5) will be awarded and will be converted to % value – please refer to score indicator	
Contractors must provide evidence of experience in the past 3 years of maintenance and repair of town Centre CCTV systems. Contractors should include <ul style="list-style-type: none"> • Name and address of organisation • Contact name and telephone number • Scope of work performed 	25%
Contractors must provide evidence of experience in the past 3 years of repair and maintenance of Synectics CCTV telemetry Contractors should include <ul style="list-style-type: none"> • Name and address of organisation • Contact name and telephone number • Scope of work performed 	25%
Contractors must provide evidence of the following. <ul style="list-style-type: none"> • Contractors are requested to include their company profiles giving full details of the level, experience and training of the personnel employed by the company to undertake maintenance and repair of Town Centre CCTV systems. 	25%
<ul style="list-style-type: none"> • Company Health & Safety policy. • Risk assessments and procedures for the use of a hoist and traffic management within a town centre. 	25%

Suppliers must attain 5 passes and 65% or above within the evaluation criteria above to pass this stage. Only suppliers who successfully complete and pass this stage will be issued with invitation to tender documents.

Score	Indicator
0	Failed to address the questions.
1	An unacceptable response with serious reservations. Limited detail of the methodology to be applied. High risk that the proposed will not be acceptable.
2	A response with reservations. Lacks convincing detail of the methodology to be applied. Medium risk that the proposed approach will not be successful.
3	Meets Requirements. The response generally meets the Client's requirements, but lacks sufficient detail to warrant a higher mark.
4	A good response that meets the Client's requirements with good supporting evidence. Demonstrates good understanding.
5	Excellent response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses.

Returning Submissions

Please ensure you have enclosed all material relevant to the evaluation criteria identified within this document

Submissions shall be submitted strictly in accordance with the methods detailed within this document.

All submissions must be returned in **hard copy format only if documents are issued by hard copy**, in the envelope provided or in another envelope / packet clearly marked **“Expression of Interest for the Maintenance and Repair of Ballymena Borough Councils CCTV System within Ballymena Town Centre and other Council locations.”**

If documents have been made available and downloaded via e sourceni secure portal submissions may be returned by this portal.

All submissions to arrive not later than 12 noon on Friday 6 January 2012.

F.A.O Samuel Faulkner, Procurement Officer, Ballymena Borough Council
 “Ardeevin”, 80 Galgorm Road, Ballymena, BT42 1AB

Returns sent by post should be registered or sent by recorded delivery. An official receipt should be obtained for submissions delivered by hand. Submissions can be delivered by hand Monday – Friday between 9.00am and 5.00pm except the day of closing when they must be delivered before 12 noon.

The onus is on you the supplier to ensure fully completed submissions are received at the Council Offices before the time specified.

Late submissions will not be accepted.

The Council will not accept faxed or emailed submissions.

If submissions are to be submitted online via the secure portal for e-Sourcing NI and if you have any technical questions relating to the portal, please contact the BravoSolution Supplier Helpdesk on 0800 368 4850 (Monday to Friday 9am to 6pm).

If you have any questions relating to the ITT content, please contact Sam Faulkner via the Messages area of the ITT.

After the closing date and time has passed, late submissions will not be accepted via <https://e-sourcingni.bravosolution.co.uk> .

When uploading your response, please be aware that the speed of your Internet connection, your system configuration and general web traffic may impact on the time required to complete the transaction. Uploading of submissions must be completed by the final submission time.

When submitting your response please ensure that:

- You save each attachment once uploaded (a pop-up reminder will appear);
- You have checked that your whole submission has been uploaded correctly, including attachments;
- You have published your submission (click 'submit' then 'confirm') – once your submission is published the response status will change to 'response submitted to the buyer';
- Any single file attachment you are uploading is not larger than 50Mb;
- Where multiple file attachments are to be uploaded, you upload them in batches totalling less than 50Mb at a time.

Ballymena Borough Council cannot accept responsibility for transmission delays.

Applicants must answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the applicant's organisation, this should be indicated and an explanation provided.

All documentation must be completed and submitted in English.

Applicants must be explicit and comprehensive in their responses as it will be the single source of information on which responses shall be scored and ranked. Applicants are advised neither to make any assumptions about their past or current supplier relationships with the Council, nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

All requests for clarification or further information in respect of this invitation of expression, or any questions about the procurement process, should be submitted via the Messages Section of the eSourcing NI Portal.

If the Council considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all applicants who have responded; have expressed an interest.

The Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the contractor's submission.

No alteration to the text of any of the Submission documents will be permitted, and if any are made, the Submission may be rejected. Failure to complete any part of the documents may also incur rejection of the submission.

Suppliers must ensure that all requested documentation is returned with the completed submission.

No name or mark, including any franking machine slogan, is to be placed on the envelope to indicate in any way the identity of the sender.

Suppliers or any representatives thereof will not be permitted to be present when the submissions are opened.

STANDARD SUPPLIER DECLARATIONS

(to be completed for all expressions)

Please note – additional information has been requested throughout this document – ensure all details are submitted.

I / We, as detailed on the contact sheet within this document, being duly authorised to sign for and on behalf the company detailed, hereby agree by signing each individual document within this section to the acceptance of, and conformity to each document.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

Checklist of standard documents to be signed and returned with submission

To be returned Status	Document	Tick
Compulsory	Company, Contact and Authorised Signature details	
Compulsory	Fair Employment and Treatment (Northern Ireland) Order 1998	
Compulsory	Northern Ireland Act 1998 Equality agenda Section 75	
Compulsory	Human Rights Act 1998	
Compulsory	<u>Collusive Tendering Certificate</u>	
Compulsory	Certificate as to Canvassing Declaration of Interest Bribery Legislation	
Compulsory	Eligibility, Professional Conduct & Mandatory Exclusion	
Compulsory	Child Protection and Vulnerable Adults	
Compulsory	Freedom of information Statement	
	Non-Submittal of SubmissionForm	

BALLYMENA BOROUGH COUNCIL

Company, Contact and Authorised Signature details

Should any of the following details change from time of submission until time of contract cessation you must notify the Council immediately and forward all new details to procurement@ballymena.gov.uk

Please print in black ink

Company Name:	
Address:	
Post Code:	
Tel No:	
Fax No:	
E-mail address:	
Main contact for information on this submission: Position in Company:	
Duly authorised signatory: Position in Company:	
Telephone if different from above:	
Email Address:	

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN
CONTRACTORS
AND NOMINATED SUB-CONTRACTORS TENDERING FOR THE
EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES**

**BALLYMENA BOROUGH COUNCIL
FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998**

- 1 Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 (“the Order”) provides inter alia that a public authority shall not accept an offer to execute any work by an unqualified person in response to an invitation by the public authority to submit offers. Article 64 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.

- 2 An unqualified person is either an employer who, having been in default in the circumstances specified in Article 62(1) of the Order, has been served with a notice by the Equality Commission stating that he is not qualified for the purposes of Articles 64 and 66 of the Order, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.

- 3 Mindful of its obligations under the Act, Ballymena Borough Council has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of 64 and 66 of Order.

- 4 Contractors are therefore, asked to complete and return the under noted Declaration/Undertaking, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with Ballymena Borough Council to which Section 64 of the Order applies.

I/We hereby declare that I am/we are not an unqualified person for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with Ballymena Borough Council to which article 64 of the Order applies.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

BALLYMENA BOROUGH COUNCIL

**UNDERTAKING TO BE SIGNED BY ALL CONTRACTORS AND ANY
NOMINATED SUB CONTRACTORS**

**TENDERING FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS
OR SERVICES**

**NORTHERN IRELAND ACT 1998
EQUALITY AGENDA SECTION 75**

1 Section 75 of the Northern Ireland Act 1998 (The Act) requires public authorities in carrying out any function relating to Northern Ireland, to have due regard to the need to promote equality of opportunity –

- (a) between persons of different religious belief, political opinion, racial group, age marital status or sexual orientation;
- (b) between men and women generally;
- (c) between persons with a disability and persons without;
- (d) between persons with dependents and persons without.

A public authority must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

2 Mindful of its obligations under the Act we must take all reasonable action to ensure that anyone contracted to carry out any function, policy or contract on behalf of the Council shows a commitment to comply with Section 75 of the Act.

3 Contractors are therefore asked to complete the under noted declaration, with their submission to confirm their commitment to comply with Section 75 of the Northern Ireland Act and to provide any necessary documentation upon our request which shows such commitment.

I/We hereby declare that I am/we are committed to achieving the aims of Section 75 of the Northern Ireland Act, and will produce any evidence, upon request, to show that we are fulfilling that commitment.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

BALLYMENA BOROUGH COUNCIL

**UNDERTAKING TO BE SIGNED BY ALL CONTRACTORS AND ANY
NOMINATED SUB CONTRACTORS**

**TENDERING FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS
OR SERVICES**

HUMAN RIGHTS ACT 1998

- 1 The Human Rights Act 1998 (The Act) gives further effect in the UK to the fundamental rights and freedoms in the European Convention on Human Right (ECHR).

The Act makes it unlawful for a public authority when carrying out its functions to breach the Convention Rights.

- 2 It is therefore essential to ensure that any person/company contracted to do any Council function/part function carries out that function whilst paying due regard to the need to comply with the Act.
- 3 Contractors are therefore asked to complete the under noted declaration, with their submission to confirm their commitment to comply with the Act when carrying out any Council function/part function.

I/We hereby declare that I am/we are committed to comply with the Human Rights Act when carrying out the contract which may be regarded as a Council function/part function.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

BALLYMENA BOROUGH COUNCIL

Collusive Tendering Certificate

We certify that this is a bona fide submission and that we have not fixed or adjusted the amount of the submission by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this submission, any of the following acts:

1. Communicating to a person other than the person calling for those submissions, the amount or approximate amount of the proposed submission, except where the disclosure, in confidence, of the approximate amount of the submission was necessary to obtain insurance premium quotations required for the preparation of submission.
2. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any submission to be submitted.
3. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration, directly or indirectly to any person for doing or having done or causing or having caused to be done, in relation to any other submission or proposed submission for the said work, any act or thing of the sort described above.

In this certificate the word “person” included any persons and anybody or association, corporation or unincorporated and “any agreement or arrangement” included any such transaction, formal or informal and whether legally binding or not.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

BALLYMENA BOROUGH COUNCIL

CERTIFICATE AS TO CANVASSING

I/We hereby certify that I/we have not and will not canvas or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this submission or award or proposed award of the contract that to the best of my/our knowledge and belief, no person employed by me/us or acting on my/our behalf has done, or will do, such an act.

DECLARATION OF INTEREST

I/We hereby certify that, to the best of my/our knowledge and belief, no person who is a Councillor, Officer, Servant or Agent has any direct or indirect interest, in or connection with, the Organisation.

BRIBERY LEGISLATION

Legislation includes Bribery Act 2010, Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Act 1906 and the Prevention of Corruption Act 1916, or any similar anti-bribery or anti-corruption legislation of any jurisdiction applicable from time to time to the Contractor, the Customer, this Contract and/or its subject matter.

I / We will at all times during the term of this Contract continue have in place, adequate procedures designed to prevent any person associated with the Contractor from committing an offence under any Bribery Legislation and as a minimum such procedures comply, and will at all times during the term of this Contract comply, with the Bribery Act 2010

As at the date of signature of this Contract there is no outstanding investigation of the Contractor under any Bribery Legislation and in the last six years the Contractor has not been convicted of any offence under any Bribery Legislation or reached any settlement in relation to any alleged breach of any Bribery Legislation and has not self-reported any breach or suspected breach of any Bribery Legislation.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

Eligibility, Professional Conduct & Mandatory Exclusion

We will use the information you supply here to assess whether your firm is eligible for carrying out the requirements of the contract in question

- 1 Has the applicant (Organisation/Partnership/Individual) any bankruptcy, insolvency administration or receiving orders against it?

YES NO

- 2 Has either the organisation or any of its directors or partners, associates or the company secretary been convicted of a criminal offence relating to the conduct of their business or professions?

YES NO

- 3 Has either the organisation or any of its directors, partners, associates or the company secretary committed an act of grave misconduct in the course of their business or profession?

YES NO

- 4 Has the Organisation any outstanding obligations relating to the payment of taxes and social security contributions under the law of any part of the United Kingdom or the EU member state in which the organisation is established?

YES NO

5 Does your organisation or any of its senior members have any outstanding debts with any Local Authority e.g. Non Domestic Rates or Trade Refuse Charges?

YES NO

6 Has your organisation or any of its senior members ever been prosecuted, convicted or received any formal notices from HSE for the illegal disposal of controlled waste?

YES NO

If “yes”, please give details below:

The public sector and utilities procurement Directives, as implemented by the Public Contracts Regulations 2006, include a new mandatory requirement for contracting authorities to exclude economic operators (suppliers, contractors and services providers) from public contracts where they have been convicted of certain offences.

7 Please indicate whether your organisation or any of your organisation’s directors/partners or any other senior managers who have powers of representation, decision or control, have any convictions relating to any of the offences listed under Regulation 23 (1) of the Public Contracts Regulations 2006 (including those which are spent within the meaning of the Rehabilitation of Offenders Act 1974). Please list each conviction with details.

Insurance (complete as appropriate)

8 Employer's Liability Insurance

Limit of Cover	Name of Insurer	Renewal date

9 Public Liability Insurance

Limit of Cover	Name of Insurer	Renewal date

Minimum £5m

10 Professional Indemnity Insurance

Limit of Cover	Name of Insurer	Renewal date

Minimum £1m

11 Motor fleet insurance Insurance

Limit of Cover	Name of Insurer	Renewal date

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

BALLYMENA BOROUGH COUNCIL

Child Protection and Vulnerable Adults

All service providers must have a policy in relation to Child Protection and Vulnerable Adults or be willing to adhere to the Council Policy.

Delete the following as appropriate

- I/ We **have** a policy - please attach it to your submission.
- I/WE **do not have** a policy

If you do not have a policy please acknowledge below that the Council Policy will be adhered to:

I/We acknowledge our responsibilities in relation to Child Protection and Vulnerable Adults and in the absence of a Company Policy agree to adhere to the policy adopted by Ballymena Borough Council.

Signed by.....

Duly authorised to sign and certify acceptance of above

Dated

A copy of the Council Policy is available upon request

FREEDOM OF INFORMATION STATEMENT

Please refer to the enclosed Freedom of Information Sheet before completing this form as appropriate.

I/We consider that: -

- i The information in this submission is commercially sensitive*
- ii The information in this submission is not commercially sensitive*

** Please delete as appropriate*

- iii If the information supplied in this submission is considered commercially sensitive, please state which information should not be disclosed and provide reasons

- iv Please state period for which information should remain commercially sensitive.

Signed: _____

Date: _____

Please note: under Clause 24 of the Contract Conditions it shall be at the absolute discretion of the Council to decide whether the information listed above, ie the ‘Commercially Sensitive Information’ is:

- a. exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.
- b. to be disclosed in response to a Request for Information and in no event shall the Contractor respond directly to a Request for Information unless expressly authorized to do so by the Council.

BALLYMENA BOROUGH COUNCIL

FREEDOM OF INFORMATION STATEMENT

“suppliers should be aware that the information provided in the completed submission and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by suppliers will be accepted “in confidence” and Ballymena Borough Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ballymena Borough Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Disclosure decisions will be taken by appropriate individuals in Ballymena Borough Council having due regard to the exemptions available and the Public Interest. Suppliers should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Suppliers are required to highlight information that they include in the submission documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Suppliers are advised against recording unnecessary information. In accordance with the Lord Chancellors Code of Practice on the discharge of public functions¹, Ballymena Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or submission exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ballymena Borough Council

Ballymena Borough Council will consult with suppliers, where it is considered appropriate, in relation to the release of controversial information. Suppliers will be notified by the Council of any disclosure of information relating to them.”

¹ Lord Chancellor’s Code of Practice on the discharge of public authorities functions under Part 1 of the Freedom of Information Act 2000 Issued under Section 45 of the Act.

BALLYMENA BOROUGH COUNCIL

Non-Submittal of Expression of Interest

Please complete and return this form with all documents issued within the submission/ quote pack if you are not submitting a response.

FAO: Sam Faulkner, Procurement Officer, Ballymena Borough Council, Ardeevin, 80 Galgorm Road, Ballymena. BT42 1AB

Submission: _____

Supplier: _____

Our company is unable to return a submissionsubmission for this project for the following reason:

- Unable to submit price in timescale
- Unable to complete work within required schedule
- Other (please specify below)

Signed: _____

For or on Behalf of: _____

Address: _____

Position in Company: _____

Date: _____