



Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSrátha Báin
Derry Citty & Strabane
Districk Council

Ref: FOI / 5671

13th May 2025

Email:

Dear

Freedom of Information Act 2000 Request - Facilities Management / Estate Management / Commercial Building Maintenance Tenders

I refer to your FOI request and respond as follows:

I am writing to make a request regarding facilities management, estate management and/or commercial building maintenance tenders undertaken by your organisation.

Specifically, I would like to request the following information:

1. Tender Process

- a. Anticipated return to market dates for any relevant tender notices or advertisements and the expected platforms to be used.**

Please see the requested attached.

- b. Any minimum requirements (financial, professional, or otherwise) that bidders had to meet.**

Please note that additional, trade-specific documentation will be required for certain works. This may include, but is not limited to:

- NICEIC Certification
- Gas Safe Registration
- CSR Cards
- Employee Trade Certificates

Derry
C/o Council Offices
98 Strand Road
Derry
BT48 7NN

Strabane
C/o Council Offices
47 Derry Road
Strabane
BT82 8DY

+353 (0) 2871 253 253
info@derrystrabane.com
www.derrystrabane.com

f Derry City & Strabane District Council
@dcscouncil

- Training Records for machinery operation
- LOLER certification for relevant machinery

2. Contract Award Details

- a. The name of the successful contractor(s), along with the total contract value and duration.**
- b. The contract commencement date and potential extensions, if included.**
- c. A summary of the services included in the contract.**
- d. A record of any significant changes or variations to the scope of works, contract value, or timeframe since contract award.**

Please see the requested attached.

3. Documentation

- a. Copies of the tender return documents for the current service provider that are not exempt from FOI requests.**

Please note that we cannot provide the information requested under section 43:

Section 43: Trade secrets and prejudice to commercial interests:

when complying with the request, would prejudice or would be likely to prejudice someone's commercial interests.

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN

Tel: 028 71253253 or email: john.kelpie@derrystabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

CHESHIRE SK9 5AF

Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely



Conor Canning

Head of Environment & Building Control



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSratha Báin**

Derry Citty & Strabane
Destrict Council

To be completed by responsible officer	
<u>Cost Centre</u>	
<u>Anticipated Value</u>	
<u>CPV Code / high level description of requirement</u>	
<u>Anticipated Contract Award Date</u>	

Tender Title...??
T23-????

Invitation Document

Derry City & Strabane District Council
Council Offices
98 Strand Road
Derry
BT48 7NN

Email: tenders@derrystrabane.com
Web: www.derrystrabane.com

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Introduction & Specification of Requirement

1. Introduction

(Any acronyms used in the tender document must be referenced in brackets when used in the first instance.)

2. Specification

Evaluation / Award Criteria

A two stage process will be used to assess tenders.

Stage 1 of the assessment process will be an examination of the experience of each submitting party

Selection Criteria	Mark
<p>Technical Capacity</p> <ul style="list-style-type: none"> The Tenderer shall effect and maintain insurance necessary to cover their liabilities under this Contract. This will include Public Liability (£5 million) and Employer's Liability Insurance (£10 million) and Professional Indemnity Insurance where applicable. Copies of all valid insurances should be provided. Failure to provide these documents may/will lead to a fail mark. Tenderers must agree to meet the general conditions of contract and the specification. Please complete and return Etenders Terms and Conditions document. <p style="text-align: center;">  Etenders Terms and Conditions.docx </p>	<p>Pass/Fail</p> <p>Pass/Fail</p>
<p>Company Experience</p> <p>The Tenderer shall supply a list of three similar contracts, carried out within the past five years.</p> <p><i>You should consider what you mean by "similar contracts" so that the tenderer will understand the requirement better and the evaluators will be able to stand over a 'pass or fail' in debriefs, or in the event of a challenge. This may be particularly helpful when your tender is for a specialist requirement e.g. riverfront regeneration, culture events etc.</i></p> <p>Please complete and return Similar Contracts document. Failure to return this document may/will lead to a fail mark.</p> <p style="text-align: center;">  Similar Contracts.docx </p>	<p>Pass/Fail</p>

Tenders who provide the Council with the relevant information requested will receive a pass mark and move on to stage two and their submission will then be evaluated against the following criteria.

A pass in this assessment is where the tenderer has fully demonstrated an ability to meet all of the minimum standards of the criteria.

A fail in this assessment is where the tenderer has failed to fully demonstrate an ability to meet all of the minimum standards of criteria. These tenderers will be excluded from the competition at the point of failure.

Where tenderers indicate that they will provide the required insurance cover if they are the successful bidder, they can move to Stage 2 of the evaluation process and if successful will only be awarded the contract on provision of the stated insurance requirements.

Mandatory Requirements (Delete as Appropriate)

Tenderers must respond to each mandatory criterion by providing either:

- Confirmation of compliance or
- A detailed response to each of the mandatory requirements as indicated in the mandatory requirement document.

Where confirmation of compliance with the mandatory requirement(s) applies, a statement of compliance in the area indicated on the document is adequate.

Where a detailed response is required, the response must demonstrate compliance with the mandatory requirement(s)

Failure to meet mandatory requirements will result in elimination from the evaluation process.

Stage 2 – Award Criteria

All tenderers will be assessed against the Quality and Cost evaluation criteria listed within this section. Tenderers must address each criterion fully.

Whilst every endeavour has been made to provide tenderers with an accurate description of the requirements, tenderers should form their own conclusions about the methods and resources needed to meet those requirements. DCSDC cannot accept responsibility for tenderers' interpretation of the requirement.

Tenderers must complete the Pricing Schedule. Tenderers **must only** provide pricing information on the Pricing Schedule and pricing information **must not** be contained in their qualitative/technical proposal.

Criteria	Weighting
<p>Methodology</p> <p>Please note that every tender is different and therefore the 'template' questions below should be tailored to meet and fit with the needs of each individual tender.</p> <p>You should consider developing what you require from the tenderer in their proposal on methodology and approach to the assignment. This could assist the quality of proposals tendered and help evaluators provide a rationale for their scores that would stand up in debriefs or in the event of a challenge</p> <p>Q1. Tenderers should provide details of the proposed methodology and approach to assignment. This should include (but is not limited to):</p> <ul style="list-style-type: none"> • Details of how your proposal meets the DCSDC requirements • Details of how you will deliver your proposal to ensure it meets all of the DCSDC requirements • Details of any aspects of your proposal that exceeds the DCSDC specified requirements, and which adds value to your bid • Details of any other relevant information that supports your proposal <p>Q2. This section should also include a project plan detailing the activities to be progressed and anticipated timescales for completion of each, including proposed, earliest start date and expected time frame for delivery of the assignment.</p> <p>Q3. A resource schedule should be included, which includes the names of each team member, competence, the number of hours that will be dedicated by each member to the assignment and the number of labour hours allocated per activity identified within the project plan. Other resources should also be identified.</p> <p>Q4. Details of quality systems and controls that will be used in the delivery of the project, including proposals for keeping the Council's ?? Officer updated.</p> <p>Cost</p> <p>A breakdown of costs should be provided. Costs should be exclusive of VAT. Anticipated expenses should be identified</p> <p>Hourly cost per project team member, cost to the assignment per team member and any other costs should also be identified.</p>	<p></p> <p>%</p> <p>%</p> <p>%</p> <p>%</p> <p>%</p>

Contract award will be based on most economically advantageous tender (MEAT) to Derry City & Strabane District Council.

Tenderers **must not** make assumptions that DCSDC has prior knowledge of their organisation or their service provision. Tenderers will **only** be evaluated on the information provided in their tender proposal.

Award Criteria Scoring

- Methodology Q1 weighting of ?
- Methodology Q2 weighting of ?
- Methodology Q3 weighting of ?
- Methodology Q4 weighting of ?
- Etc.

Methodology will be scored based on the below table. Total score will be determined by multiplying score provided (from 0 – 5) by the weighting as detailed above

Band	Comments
5	Fully detailed evidence provided, very minor concerns on detail, relevance or complexity
4	Detailed evidence provided, some concerns on detail, relevance or complexity
3	Reasonable evidence provided, lacking in detail, relevance or complexity
2	Limited evidence provided, significant concerns on detail, relevance or complexity
1	Little or no evidence provided, very significant concerns on detail, relevance or complexity
0	Failed to submit details or to address question

Threshold Score (Delete as Appropriate)

(Delete as appropriate) If a tenderer scores 0, 1 or 2 in the following qualitative criteria, (insert appropriate criteria or all criteria as applicable), then it shall be deemed that they have failed to meet the specification and their tender will be eliminated from the competition at the point of failure.

Cost Evaluation

For those tenders that pass the qualitative assessment, the following formula will be used to evaluate Cost:

1. Lowest cost tendered will be awarded the maximum score available (*insert the appropriate weighting*) and
2. To calculate the score for the costs submitted by the remaining tenderers, the following formula will be applied – the lowest tendered cost divided by the tenderer's price, multiplied by the cost weighting (*insert the appropriate weighting*)

Tenderers should note that DCSDC is not obliged to accept the lowest cost or any tender.

Final Score – combination of Quality and Cost

The tenderer with the highest overall final score (Quality and Cost) will become the preferred supplier.

In the event of a **tied** score between the first and second placed bids, the contract will be awarded to the tenderer with the highest (*insert Quality or Cost based on which of those evaluation elements has the highest weighting*)

Abnormally Low Tenders

Where the overall tendered amount appears to be abnormally low, the tenderer will be required to provide further written details of the constituent elements of the overall tendered amount or the tendered rates or any other information considered to be relevant.

Any failure to provide such information, where requested, may exclude the tender from further consideration. If, having considered the information provided, DCSDC is of the view that either the tendered total of the prices is abnormally low or any tendered amounts are abnormally low, the tender may be rejected in accordance with Public Contracts Regulation 2015, 69 (4) – (6)

Form of Tender

"T23-?? Tender title????"

To: Derry City & Strabane District Council, Council Offices, 98 Strand Road, Derry BT48 7NN

Members:

Having examined all documentation bound in this Invitation Document as listed in the Table of Contents. I/we undertake to provide the above-mentioned services in conformity with this tender for the following prices: -

Item	Cost	Back up Information
Detail what you expect tenderers to provide costs against		
Total		

Please also provide the following:
Add more here if required

I/we agree that all prices will be fixed for the term of this contract.

I/we understand that you are not bound to accept any tender.

Signed:

For or on Behalf of:

Address:

Position in Company: Date:

Appendix

Contract Title	Description	Contractor	Value (Annual estimated)	Renewal date
T23-059ENV Panel of Maintenance Contractors	<p>General Building Maintenance Services</p> <p>Groundworks Services</p> <p>MUGA Repair Services</p> <p>Electrical Maintenance</p> <p>Fencing Services</p>	<p>General Building Maintenance</p> <ul style="list-style-type: none"> • Danny Wade Plant Hire • Foyleview Builders • McKelvey Construction • Seasonal Outdoor Services • W Doherty Construction <p>Ground Works Services</p> <ul style="list-style-type: none"> • Danny Wade Plant Hire • Foyleview Builders • Hawthorn Heights • McKelvey Construction • Rogers Fencing • Seasonal Outdoor Services • W Doherty Construction <p>Sports/ MUGA Repair Services</p> <ul style="list-style-type: none"> • Hawthorn Heights • Rogers Fencing • Synthetic Sports Solutions • W Doherty Construction <p>Electrical Services</p> <ul style="list-style-type: none"> • GR White & Son LTD • Galaxy Facilities Management • John Mc Naught Electrical • KS Electrical • PMcColgan & Sons Ltd <p>Fencing Services</p> <ul style="list-style-type: none"> • Foyleview Builders • Hawthorn Heights • Rogers Fencing 	<p>£360,203.65</p> <p>£56,392.41</p> <p>£25,000</p> <p>£228,137.46</p> <p>£23,000</p>	<p>November 2026</p>

Contract Title	Description	Contractor	Value (Annual estimated)	Renewal date
		<ul style="list-style-type: none"> Seasonal Outdoor Services W Doherty Construction 		
T25-012ENV Panel of Maintenance Contractors	Painting/ Decorating Services Mechanical/ Plumbing Services	Pending award	£28,967.78p.a £299,638.32p.a	Award Pending
T24-172ENV Hire of Plant and Equipment	Hire of Generators and associated supplies, Lighting Towers, Portable Toilets, Fencing, Telehandler.	Baloo Hire Parkes Hire	£25,000.00	February 2027
T25-056ENV Festive Lighting Installation and Removal	Installation, Switch ON, and Removal of Festive Lighting	Pending award	£115,000 p.a	Award Pending
T24-177ENV Window Cleaning	Window Cleaning	City Contract Cleaners Monroe Facilities Ltd	£64,342.80	April 2028
ROSPA Playpark and MUGA Inspection	Biannual Inspections of Playpark and MUGAS	Play Services Ireland	£4000.00	March 2026
T22-142ENV Legionella Risk Assessments and Control Procedures along with written schemes and remedial works	Legionella Control	Graham Compliance Services	£329,468.33 (3 yrs)	May 2026
T23-055ENV Provision to Supply Gas Servicing and Inspection Services	Gas Boiler Servicing	Irwin's M&E	£24,350 p.a	Dissolved Jan 25
T23-045ENV Electrical Testing and Inspection	Emergency Light Servicing and Testing	GR White & Sons Ltd	£33,240.00	February 2027

Contract Title	Description	Contractor	Value (Annual estimated)	Renewal date
Services - Lot A: Emergency Lighting installations in accordance with Section 7 Servicing and Testing.				
T23-045ENV Electrical Testing and Inspection Services - Lot B: Portable Appliance Testing.	PAT Testing	GR White & Sons Ltd	£26,716.00	February 2027
T23-045ENV Electrical Testing & Inspection Services - Lot C: Electrical Installation Condition and Report in accordance with BS7671:2018	EICR Reports	GR White & Sons Ltd	£74,448.00	February 2027
T23-045ENV Electrical Testing & Inspection Services - Lot D: Lightning Conductor Installations in accordance with BS EN 62305:2012. D	Lightning Conductor Test and Inspect	GR White & Sons Ltd	£16,119.00	February 2027
T23-044ENV Testing & Inspection of Fire Alarm Systems across various properties of Derry City & Strabane District Council	Test and Inspect of Fire Alarm Systems	Dalkia	£3776.13	March 2026
T24-175ENV Testing, Inspection and repair of Fire Extinguishing Installations and Equipment	Fire Extinguishing Installations/ Equipment and FRA	Gladeon Safety Solutions	£10,066.00	April 2028

Contract Title	Description	Contractor	Value (Annual estimated)	Renewal date
T25-005ENV Servicing and Maintenance of Automatic Doors in Council Buildings.	Automatic Doors	KCC Doors	£711.00	April 2028
T25-011ENV Servicing and Maintenance of Roller Shutters in Council Buildings	Roller Shutters	Limavady Roller Doors	£10,320.00	March 2028