

UK-Enfield: information technology services

2009/S 231-331529

CONTRACT NOTICE

Supplies

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Lee Valley Regional Park Authority, Myddelton House, Bulls Cross, Contact: Corporate Performance and Information Management, Attn: Procurement, UK-Enfield EN2 9HG . Tel. +44 1992717711. E-mail: procurement@leevalleypark.org.uk. Fax +44 1992719937.

Internet address(es):

General address of the contracting authority: www.leevalleypark.org.uk.

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA0125.

Further information can be obtained at: Lee Valley Regional Park Authority, Myddelton House, Bulls Cross, Contact: Corporate Performance and Information Management, Attn: Procurement, UK-Enfield EN2 9HG . Tel. +44 1992717711. E-mail: procurement@leevalleypark.org.uk. Fax +44 1992719937. URL: www.leevalleypark.org.uk.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: Lee Valley Regional Park Authority, Myddelton House, Bulls Cross, Contact: Corporate and Performance Information Management, Attn: Procurement, UK-Enfield EN2 9HG . Tel. +44 1992717711. E-mail: procurement@leevalleypark.org.uk. Fax +44 1992719937. URL: www.leevalleypark.org.uk.

Tenders or requests to participate must be sent to: Lee Valley Regional Park Authority, Myddelton House, Bulls Cross, Contact: Procurement, Attn: Matthew Jones, UK-Enfield EN2 9HG . Tel. +44 1992717711. Fax +44 1992719937. URL: www.leevalleypark.org.uk.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Regional or local authority.

Recreation, culture and religion.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Corporate electronic leisure management system.

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

Supplies.

Purchase.

Main place of delivery: Various sites across: Hertfordshire, Essex and London.

NUTS code: UK.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

The Authority intends to let its provision for a Corporate Electronic Leisure Management System (ELMS). The system is to be installed into the following facilities in a phased approach:

- Broxbourne White Water Canoe and Rafting Centre (New Olympic venue and legacy facility currently under construction. Due to open October 2010),
- Velopark (New Olympic venue and legacy facility currently under construction. (Due to be handed over to the Authority late 2012),
- Eton Manor Hockey, Tennis and 5-a-side centre (New Para-Olympic venue and legacy facility currently under construction (Due to be handed over to the Authority late 2012)),
- Lee Valley Ice Centre,
- Lee Valley Riding Centre,
- Lee Valley Athletics Centre,
- Sewardstone Campsite,
- Picketts Lock Campsite,
- Picketts Lock Golf Course,
- Lee Valley Waterworks Golf and Nature Reserve,
- Hayes Hill Visitor Farm,
- Springfield Marina,
- Stanstead Marina,
- Youth & Schools Service,
- Information Service,
- Point of sale (POS) Functionality to include multiple till screens & price levels linked to access control systems, ease of switching between users (bar environment), zero sales tracking, full reconciliation, discount & voucher options, cashless environment,
- Online Functionality to include real time on-line bookings module for both members and non members, events registration, membership sign up, payments, merchandising and be easy to use and customizable,
- Bookings System to include multiple resource allocation, forced taking of bookee details, over night and longer bookings (Campsites and Marinas), capacity monitoring, density booking sheets, course & class type bookings, forced adherence to booking policy, customer details retention, postcode lookup, customer booking confirmation (text, email etc), display, recognise and record agreement to booking terms and conditions,
- Box Office Functionality to include seat selection and allocation,
- Customer Account Management to include recognition of status, usage history, event log and loyalty scheme,
- Automated synchronization with corporate systems such as finance system (COA solutions EFIN) and Microsoft CRM,
- Business Trend Analysis and Reporting Functionality to include reporting by product time band, user group, dept, cost centre, period etc, easy to read comparison with historical data and provide full audit trails, with the ability to create bespoke reports,
- Compatibility with other software such as Microsoft and Performance Software (SPSS),
- Stock Control Function for both whole and part units, and to include accounting for stock holding, automatic notification when minimum stock holdings reached,
- Continual Development of system to ensure future proofing and incorporating client development requests,
- Support: on going training and system support to incorporate 7 day and evening support.

The successful supplier will be required to provide project management, consultancy and implementation of the System as well as the design, installation and training of staff.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=63100.

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

72222300, 72223000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

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

Estimated value excluding VAT:

Range: between 150 000 and 400 000 GBP.

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 60 (from the award of the contract).

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 regulating them:**

GBP.

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

In the event of a consortia bid being accepted it is anticipated that all members of the consortium will be jointly and severally liable for all obligations imposed by contract terms and conditions.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

1. A Certificate, declaration under oath, or solemn declaration providing proof that the bidder has professional risk indemnity insurance to a value of 2 000 000 GBP is required.

2. The Tenders will be opened in accordance with the Authorities Financial Regulations. Tenders will be opened in the Authority's Offices at Myddleton House, Bulls Cross Enfield EN2 9HG, UNITED KINGDOM, Monday 15.3.2010.

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 requirements are met: 1. A certificate, declaration under oath, or solemn declaration providing proof that the bidder is enrolled on the professional or trade registers of his country of establishment, or where no such register exists a declaration under oath or solemn declaration that he exercises the particular profession or trade.

2. A certificate issued by the competent authority in the Member State concerned, or a declaration on oath or by a solemn declaration made before a competent authority, a notary or a competent professional or trade

body, to the effect that the bidder has fulfilled its obligations relating to the payment of taxes and social security contributions in accordance with the legal provisions of the country in which the bidder is established.

3a. Statement to say bidder is not bankrupt or being wound up, its affairs are not being administered by the court, it has not entered into an arrangement with creditors, it has not suspended business activities or is not in any analogous situation arising from a similar procedure under national laws and regulations.

3b. Is not the subject of proceedings for a declaration of bankruptcy, or for and order for compulsory winding up or administration by the court or for and arrangement with creditors or of any other similar proceedings under national laws and regulations

4. Proof the tenderer has not been convicted of an offence concerning his professional conduct by judgement which has the force of *res judicata* (i.e. a matter which has already been conclusively decided by a court).

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

(5) Presentation of the bidders 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 bidder is established for the preceding 3 years.

(6) A statement of the bidders overall turnover related to similar activities covered by this contract, for the three previous years.

(7) A statement of the bidders overall turnover

Minimum level(s) of standards possibly required: Value of annual turnover 3 000 000 GBP.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(5) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.

(6) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(7) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

(8) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

(9) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(10) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

(11) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

(12) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

References from other clients.

Minimum level(s) of standards possibly required:

3 years experience of managing similar contracts.

3 satisfactory references.

III.2.4) **Reserved contracts:**

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

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: 5. Maximum number: 10.

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 below:

1. Value For Money. Weighting: 50 %.

2. The degree to which the proposed approach satisfies the Authority's requirements as determined by the Suppliers response to the ITT. Weighting: 15 %.

3. The quality and availability of specialist staff. Weighting: 10 %.

4. A proven track record in delivering and implementing Leisure management systems. Weighting: 25 %.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

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

LVRPA171S1001.

- IV.3.2) **Previous publication(s) concerning the same contract:**
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
14.1.2010 - 12:00.
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
29.1.2010.
- 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) **THIS IS A RECURRENT PROCUREMENT:**

Yes.

Estimated timing for further notices to be published: The contract will be let for a period of 3 years, plus an option to extend for a further 2 years. (To commence on 1.5.2010).

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

VI.3) **ADDITIONAL INFORMATION:**

To obtain our Pre Qualification Questionnaire to express your interest please use the link below.

http://www.leevalleypark.org.uk/en/content/cms/about_us/procurement/tenders_and_contract/tenders_and_contract.aspx

(MT Ref:63100).

VI.4) **PROCEDURES FOR APPEAL**

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

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: Lee Valley Regional Park Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the contact details provided in section 1.1 of this notice. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages.

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

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

27.11.2009.