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Tender

## **WLC & ELC - Supply and Delivery of Glass and Glazing**

West Lothian Council  
East Lothian Council

F02: Contract notice

Notice identifier: 2022/S 000-000656

Procurement identifier (OCID): ocds-h6vhtk-030928

Published 10 January 2022, 3:54pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

West Lothian Council

Howden South Road

Livingston

EH54 6FF

#### **Contact**

Shona Dunsmore

#### **Email**

[shona.dunsmore@westlothian.gov.uk](mailto:shona.dunsmore@westlothian.gov.uk)

#### **Fax**

+44 1506281325

#### **Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<http://www.westlothian.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**I.1) Name and addresses**

East Lothian Council

John Muir House

Haddington, East Lothian

EH41 3HA

**Email**

[procurement@eastlothian.gov.uk](mailto:procurement@eastlothian.gov.uk)

**Telephone**

+44 1620827827

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

<http://www.eastlothian.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00181](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00181)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

WLC & ELC - Supply and Delivery of Glass and Glazing

Reference number

CC11567

### **II.1.2) Main CPV code**

- 44221000 - Windows, doors and related items

### **II.1.3) Type of contract**

Supplies

### **II.1.4) Short description**

West Lothian Council and East Lothian Council wish to source a supplier(s) to supply and delivery Glass and Glazing, Adhesives, Putty and Accessories to West Lothian and East Lothian Regions. The Tender will be split into the following lots:-

Lot 1 - Adhesives, Putty & Accessories

Lot 2 - Glazing

### **II.1.5) Estimated total value**

Value excluding VAT: £280,000

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot 1 Adhesives, Putty & Accessories

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 24911200 - Adhesives
- 44831300 - Putty

### **II.2.3) Place of performance**

NUTS codes

- UKM78 - West Lothian
- UKM73 - East Lothian and Midlothian

Main site or place of performance

Geographical areas of West Lothian Council and East Lothian Council

### **II.2.4) Description of the procurement**

West Lothian Council and East Lothian Council wish to sources a supplier(s) to Supply and Deliver of Adhesives, Putty & Accessories for Glass and Glazing to West Lothian and East Lothian Regions.

### **II.2.5) Award criteria**

Quality criterion - Name: Emergency Delivery - Adhesive, Putty & Accessories / Weighting: 19

Quality criterion - Name: Next Day Delivery - Adhesive, Putty & Accessories / Weighting: 19

Quality criterion - Name: Workforce Matters / Weighting: 2

Price - Weighting: 60

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Allowance for up to 24 months extension.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Lot 2 Glazing

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 45441000 - Glazing work

### **II.2.3) Place of performance**

NUTS codes

- UKM78 - West Lothian
- UKM73 - East Lothian and Midlothian

Main site or place of performance

Geographical areas of West Lothian Council and East Lothian Council

### **II.2.4) Description of the procurement**

West Lothian Council and East Lothian Council wish to source a supplier(s) to supply and deliver Glazing to West Lothian and East Lothian Regions.

### **II.2.5) Award criteria**

Quality criterion - Name: Emergency Delivery - Non Double Glazed Units / Weighting: 10

Quality criterion - Name: Next Day Delivery - Non Glazing Units / Weighting: 6

Quality criterion - Name: Single Glazing - Delivery / Weighting: 6

Quality criterion - Name: Toughened Glass - Delivery / Weighting: 6

Quality criterion - Name: Double Glazing - Delivery / Weighting: 5

Quality criterion - Name: Delivery of Special Glass / Weighting: 5

Quality criterion - Name: Workforce Matters / Weighting: 2

Price - Weighting: 60

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Allowance for up to 24 months extension.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

With reference to SPD question 4A.1; If required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Re SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial

stability of tenderers. Tenderers with a Failure Score of 35 or above on the DBAi system will be deemed to have evidenced satisfactory

financial stability. Please note that 35- (minus) will not be considered as having met this criteria. If a tenderer has a Failure Score of less

than 35, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating,

tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure

that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over

a 3 year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review

tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided,

complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 35) from a recognised credit

referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be

eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

Minimum level(s) of standards possibly required

Re ESPD question 4B.5 West Lothian Council request the following insurances as a minimum

Employer's Liability Insurance = 10M GBP

Public Liability Insurance = 5M GBP

Product Liability Insurance = 5M GBP

Valid Motor Vehicle Insurance

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Re: SPD Q4D Bidders must hold the certificates or comply with the questions noted in SPD 4D attached to

<http://www.westlothian.gov.uk/article/11428/Changes-to-Public-Procurement-Rules>.

The HSE website will be checked for breaches. Should our H&S team not be satisfied with the outcome your tender will be rejected.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Key Performance Indicators:

> Delivery on time

> Others KPIs to be agreed following contract award

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2016/S 193-347148](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

11 February 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

11 February 2022

Local time

12:00pm

Place

Public Contract Scotland-Tender portal

Information about authorised persons and opening procedure

Corporate Procurement Staff via PCS-T

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Re-tender will be 2024 if no extension used, or 2025/26 if extensions utilised.

#### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3) Additional information**

Re: SPD Q2B, complete information for all company directors, using home address.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - All information supplied by the Authority must be treated in

confidence and not disclosed to third parties except

insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the

Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of

Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information.

The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the

Supplement to the Official Journal of the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits proposals will not form part of the award criteria and will not be evaluated but will be contractual obligations. For further procurement information visit the link below. <http://www.westlothian.gov.uk/article/2023/Doing-Business-With-The-Council>.

(SC Ref:678761)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Livingston Sheriff Court

Howden South Road

Livingston

EH54 6FF

Email

[shona.dunsmore@westlothian.gov.uk](mailto:shona.dunsmore@westlothian.gov.uk)

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/livingston-sheriff-court-and-justice-of-the-peace-court>