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Tender

Grounds Maintenance Orkney

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-000834

Procurement identifier (OCID): ocds-h6vhtk-0396a0

Published 11 January 2023, 2:46pm

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Email

procurement@hes.scot

Telephone

+44 1316688866

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Tourism, Conservation and Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Grounds Maintenance Orkney

Reference number

HES/C/4144

II.1.2) Main CPV code

- 77314000 - Grounds maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Historic Environment Scotland is looking to appoint a supplier who can provide grounds maintenance work at our sites in Orkney. The general types of grounds maintenance that Historic Scotland shall require is likely to include the following elements:

- the mowing of all lawns, semi-coarse grasslands, slopes, ramparts
- trimming of all lawn edges
- strimming around the bases of walls, trees and signs
- the application of approved herbicides as and when specified
- weed control of all footpaths, car park, road gutters and gravel areas
- gardening duties are to be carried out on landscaped areas and will include the weeding, forking, pruning and the application of fertilisers as specified in the contract documentation
- leaf and branch clearing duties may also be required.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 77314000 - Grounds maintenance services

II.2.3) Place of performance

NUTS codes

- UKM65 - Orkney Islands

II.2.4) Description of the procurement

Historic Environment Scotland is looking to appoint a supplier who can provide grounds maintenance work at our sites in Orkney. The general types of grounds maintenance that Historic Scotland shall require is likely to include the following elements:

- the mowing of all lawns, semi-coarse grasslands, slopes, ramparts
- trimming of all lawn edges
- strimming around the bases of walls, trees and signs
- the application of approved herbicides as and when specified
- weed control of all footpaths, car park, road gutters and gravel areas
- gardening duties are to be carried out on landscaped areas and will include the weeding, forking, pruning and the application of fertilisers as specified in the contract documentation
- leaf and branch clearing duties may also be required.

The contract comprises the provision of all necessary labour, materials, tools, machines, fuel and transport for the provision of a grounds maintenance service at the sites listed below.

Sites must be visited according to HES Schedules, with any non-attendance reported to Works managers

The sites that are included in the contract are listed below, however HES reserves the right to add in additional sights or take some away at any point during the lifetime of the contract.

- Cubbies Row's Castle, Wyre
- Skara Brae
- Wideford Hill Cairn
- Unstan Cairn
- Click Mill Dounby
- Midhowe Chambered Cairn & Broch
- Hackness Battery & Martello Tower
- Standing Stones of Stenness
- Grain Earth House
- Broch of Gurness
- Brough of Birsay
- Rennibister Earth House
- Earls Palace, Birsay
- St. Nicholas Church & Earls Bu Ophir
- Tormiston Mill
- Earls & Bishops Palace, Kirkwall
- Ring of Brogar
- Maeshowe VC Stenness

Outline: The frequencies of each of the tasks listed below are detailed in the various pricing schedules.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

24 April 2023

End date

23 April 2025

This contract is subject to renewal

Yes

Description of renewals

After the initial 2 year contract period, there is an option to extend the contract for a further 4 years to be reviewed annually.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

Employers (compulsory) Liability Insurance - GDP 10 million

Public Liability Insurance - GDP 10 million

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

Date

13 February 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

13 February 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: After the initial 2 year contract period, there is a possible further 4 year extension meaning it would be subject for renewal in 2029.

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

Tenderers must highlight any concerns with the terms and conditions when responding with your submission. Please note HES will not sign up to suppliers terms and conditions and will not negotiate at either point of award or post contract award.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=718820.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

The supplier is encouraged to think about any community benefits they could implement during the lifetime of the contract. This could take the form of apprentices or work

placements.

(SC Ref:718820)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=718820

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

EH1 1LA

Country

United Kingdom