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Tender

## **BP1018 - Supply and Management of Park Attendant Services**

Broxtowe Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-001033

Procurement identifier (OCID): ocids-h6vhtk-039717

Published 13 January 2023, 8:07am

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

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

Broxtowe Borough Council

Beeston

NOTTINGHAM

NG91AB

#### **Email**

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

#### **Telephone**

+44 1159177777

#### **Country**

United Kingdom

#### **Region code**

UKF16 - South Nottinghamshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

[www.derby.gov.uk](http://www.derby.gov.uk)

**I.3) Communication**

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

<https://www.eastmidstenders.org>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org>

**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**

BP1018 - Supply and Management of Park Attendant Services

Reference number

BP1018

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

- 79710000 - Security services

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

Services

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

THIS CONTRACT IS NOT FOR EMPLOYMENT AGENCIES TO SUPPLY STAFF DIRECT TO THE COUNCIL.

Broxtowe Borough Council requires one Service Provider to Supply and manage personnel to perform the role of Park Attendants for the Council.

This is a key contract, as the end user (the public), expect to be provided with clean and safe park and sports facilities, that in some cases they have paid in advance for. Reliability of supply of personnel is essential in this contract and failure to provide this will lead to a breach of contract. Efficient and effective performance of the contract requirements is paramount and non-performance will be actively managed.

The Service Provider will work effectively with the Council's other providers who provide services such Public Open Space Surveillance operators, relevant departments and parks maintenance operations.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 18000000 - Clothing, footwear, luggage articles and accessories

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

NUTS codes

- UKF15 - North Nottinghamshire
- UKF16 - South Nottinghamshire

Main site or place of performance

Borough of Broxtowe

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

THIS CONTRACT IS NOT FOR EMPLOYMENT AGENCIES TO SUPPLY STAFF DIRECT TO THE COUNCIL.

Broxtowe Borough Council requires one Service Provider to Supply and manage personnel to perform the role of Park Attendants for the Council.

This is a key contract, as the end user (the public), expect to be provided with clean and safe park and sports facilities, that in some cases they have paid in advance for. Reliability of supply of personnel is essential in this contract and failure to provide this will lead to a breach of contract. Efficient and effective performance of the contract requirements is paramount and non-performance will be actively managed.

The Service Provider will work effectively with the Council's other providers who provide services such Public Open Space Surveillance operators, relevant departments and parks maintenance operations.

The three roles comprise of:

##### **Summer Attendants**

The Service Provider is required to provide high profile fixed attendants (role 1) at two Council managed parks and recreation grounds (one attendant at each park/recreation ground).

The Service Provider is required to provide a high profile mobile attendant (role 2) and vehicle, to cover the parks and recreation grounds as detailed and to supervise as necessary, the two fixed sites.

##### **Football Attendant**

The Service Provider is required to provide high profile football attendants (role 3) at up to eight Council run parks and recreation grounds. The football season runs from the third Saturday in August until the first Sunday in May, unless otherwise agreed.

##### **Additional Summer Attendant**

In addition, it may sometimes be necessary to employ an additional attendant on the mobile route to cover a fixture..

The Council requires the supply of the correct personnel, at the correct location at the correct time.

The current provider has stated they believe TUPE applies. Bidders wishing to access the TUPE information provided to the Council will need to download and sign the agreement and return it to the Council via the messaging function on the e-procurement system

Please visit the Council's e-tendering system <https://www.eastmidstenders.org> where you can express interest and obtain the documents, (please note we will only accept expressions of interest through the e-tendering system). Please search for BP1018.

#### **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**

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

For period or periods up to 36 months. Maximum contract term of 60 months.

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

Variants will be accepted: No

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

Options: Yes

Description of options

For period or periods up to 36 months. Maximum contract term of 60 months.

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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

As per tender documents

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

Date

17 February 2023

Local time

10:00am

#### **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

17 February 2023

Local time

11:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Broxtowe Borough Council

Council Office, Foster Avenue, Beeston

Nottingham

NG9 1AB

Email

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

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authority will incorporate a minimum 10 calendar day standstill period following electronic notification (minimum of 15 calendar days for any other means of communication) to bidders of the award decision. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) 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. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.