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Tender

## **West of Scotland Housing Association - Landscaping Maintenance Contract 2021-2024**

West of Scotland Housing Association

F02: Contract notice

Notice identifier: 2021/S 000-001105

Procurement identifier (OCID): ocds-h6vhtk-028ba7

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

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

West of Scotland Housing Association

Camlachie House, 40 Barrowfield Drive, Camlachie

Glasgow

G40 3QH

#### **Contact**

Robert Campbell

#### **Email**

[Robert.campbell@westscot.co.uk](mailto:Robert.campbell@westscot.co.uk)

#### **Telephone**

+44 1415505600

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.westscot.co.uk>

**I.3) Communication**

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

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

Additional information can be obtained from another address:

A.D.A Construction Consultants Ltd

Pavilion 3, St James Business Park, Linwood Road

Paisley

PA3 3BB

**Contact**

Alan Shanks

**Email**

[alan.shanks@ada-cc.co.uk](mailto:alan.shanks@ada-cc.co.uk)

**Telephone**

+44 1418160184

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

Other type

Registered Social Landlord

**I.5) Main activity**

Housing and community amenities

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**Section II: Object**

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

**II.1.1) Title**

West of Scotland Housing Association - Landscaping Maintenance Contract 2021-2024

**II.1.2) Main CPV code**

- 71421000 - Landscape gardening services

**II.1.3) Type of contract**

## Services

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

The Contract will principally comprise litter picking, grass cutting and leaf collection landscape maintenance services to existing properties, play areas and common landscaped areas throughout Glasgow (Lot 1), Ayrshire (Lot 2) and Lanarkshire (Lot 3) to the areas detailed within the Landscape Architects tender drawings. The Contract may also include tree maintenance services, tree and stump removal works, winter maintenance and repairs to existing damaged grass areas.

The commencement date for the Measured Term Contract is currently estimated to be 1st April 2021 and the completion date is 31st March 2024.

Subject to satisfactory performance of the Contractor, which will be assessed through measurement of the Key Performance Indicator's (Refer Tender Document F), it is intended that the Contract will be extended on an annual basis by a maximum of two further years until 2026. Orders for future landscape maintenance services may be placed by West of Scotland Housing Association during Years Four and Five, or at any point until expiry of the Measured Term Contract (maximum of five years from the date of entering into the Contract).

Interested parties are advised that a 'Meet the Buyer' event shall be held by Zoom video conferencing at 16.00GMT on Monday 1st February 2021. The event is free of charge and shall provide further information through an overview of West of Scotland Housing Association's requirements and how to complete the Tender Documentation. To record your interest, please email the names of your organisations delegates to [alan.shanks@ada-cc.co.uk](mailto:alan.shanks@ada-cc.co.uk) no later than 17.00GMT on Friday 29th January 2021.

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

Value excluding VAT: £1,797,756.19

### **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 - Glasgow (Glasgow City Council area)

Lot No

1

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

- 77314000 - Grounds maintenance services

**II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow, Scotland

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

The procurement is being undertaken in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £538,441.96

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of two further years

(2024-2026) at an estimated value of 107688.39 GBP (excluding VAT) per annum.

### **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.2.14) Additional information**

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

SPD (Scotland) Version 1 Question2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

## **II.2) Description**

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

Lot 2 - Ayrshire (East, North and South Ayrshire Council area)

Lot No

2

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire

Main site or place of performance

East Ayrshire, North Ayrshire and South Ayrshire, Scotland

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

The procurement is being undertaken in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £399,273.50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of two further years (2024-2026) at an estimated value of 79854.70 GBP (excluding VAT) per annum.

#### **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.2.14) Additional information**

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

SPD (Scotland) Version 1 Question2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

## **II.2) Description**

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

Lot 3 - Lanarkshire (North and South Lanarkshire Council area's)

Lot No

3

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM95 - South Lanarkshire
- UKM84 - North Lanarkshire

Main site or place of performance

North Lanarkshire and South Lanarkshire, Scotland

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

The procurement is being undertaken in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £860,040.73

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of two further years (2024-2026) at an estimated value of 172008.15 GBP (excluding VAT) per annum.

### **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.2.14) Additional information**

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

SPD (Scotland) Version 1 Question2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

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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

4A.2 - Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

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

List and brief description of selection criteria

Question 4B.1.1 - Bidders will be required to have a minimum 'general' yearly turnover of 187284.16 GBP (Lot 1), 138877.74 GBP (Lot 2) and 299144.60 GBP (Lot 3) for the last two years.

Question 4B.1.2 - Bidders will be required to have an average yearly turnover of a minimum of 187284.16 GBP (Lot 1), 138877.74 GBP (Lot 2) and 299144.60 GBP (Lot 3) for the last two years.

Question 4B.3 - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

4B.5.1 and 4B.5.2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurances indicated below:

Employer's (Compulsory) Liability Insurance - 5,000,000 GBP Public Liability Insurance - 5,000,000 GBP

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

List and brief description of selection criteria

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 - Bidders will be required to confirm their current managerial staff and also the number of managerial staff for the last three years.

4C.9 - Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. Minimum level(s) of standards required:

SPD (Scotland), Part C Technical and Professional Ability - Bidders responses to Part C of the SPD (Scotland) will be limited to a maximum of fifteen A4 single sided pages, excluding any certification that a Bidder submits in support of their response, which must be completed in English using Arial 11 font

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

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

The performance of the successful Bidder will be monitored through the Key Performance Indicators described within Tender Document F

Key Performance Indicators attached to this Contract Notice.

Where performance falls below the minimum acceptable level during the Contract, the successful Bidder will be required to produce a Remedial Plan for the approval of West of Scotland Housing Association.

Failure to produce a Remedial Plan or implement an approved Remedial Plan will be deemed to be a breach of the Contract, which may lead to the termination of the successful Bidder's Contract.

### **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

## **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

18 February 2021

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**

Tender must be valid until: 13 August 2021

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

Date

18 February 2021

Local time

12:00pm

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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: 2023 at the earliest if the optional 12 month extensions are not applied

### **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**

Part IV Section C 'Technical and Professional Ability' will be scored on a pass or fail basis using the following scoring methodology;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A Tenderer which scores '0 – Unacceptable' against any question may be disqualified.

1 - Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 – Very Good - Response is largely relevant and very good. The response demonstrates a very good understanding of the requirements and provides adequate details on how the requirements will be fulfilled.

5 - Excellent - Response is completely relevant and excellent overall. The response is

comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

A Tenderer will be required to achieve a minimum score of 2 against each Question within Part C, i.e. a score of 2 or greater shall represent a Pass whereas a score of 1 or lower will represent a Fail. West of Scotland Housing Association will disregard, and not evaluate the remainder of a Tenderers bid should the Tenderer fail to achieve the minimum score of 2 (a Pass) against any of the Questions included with Part C. Part D - Quality Assurance Schemes and Environmental Management Standards. Please refer to Tender Document E 'Standardised Statements' when completing Part IV Section D 'Quality assurance schemes and environmental management standards'

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=641390](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=641390).

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](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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

A summary of the expected community benefits has been provided within Tender Document J attached to the Contract Notice.

(SC Ref:641390)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

Glasgow

Country

United Kingdom

