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Tender

## **Provision of Cleaning Services for Homeless and Void Properties**

West Dunbartonshire Council

F02: Contract notice

Notice identifier: 2021/S 000-001325

Procurement identifier (OCID): ocids-h6vhtk-028c83

Published 22 January 2021, 12:24pm

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

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

West Dunbartonshire Council

16 Church Street

Dumbarton

G82 1QL

#### **Email**

[patrick.gahagan@west-dunbarton.gov.uk](mailto:patrick.gahagan@west-dunbarton.gov.uk)

#### **Telephone**

+44 1389737000

#### **Country**

United Kingdom

#### **NUTS code**

UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

**Internet address(es)**

Main address

<https://www.west-dunbarton.gov.uk/business/suppliers/procurement/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00153](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00153)

**I.3) Communication**

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

Provision of Cleaning Services for Homeless and Void Properties

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

- 90910000 - Cleaning services

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

Services

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

West Dunbartonshire Council requires to appoint a suitable provider(s) to provide Cleaning Services for Homeless and Void Properties.

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

Value excluding VAT: £1,200,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The two lots may be combined

### **II.2) Description**

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

Homeless Properties

Lot No

1

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

Properties within the West Dunbartonshire Area.

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

Further information can be found within the tender documentation held within the opportunity on Public Contracts Scotland Tender (PCS-T).

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

Quality criterion - Name: Cost / Weighting: 4

Quality criterion - Name: Quality / Weighting: 20

Quality criterion - Name: Service / Weighting: 12

Quality criterion - Name: Social Benefits / Weighting: 4

Price - Weighting: 60

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

Value excluding VAT: £600,000

### **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

Option to extend for a further 2x12 month periods

#### **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**

Void Properties

Lot No

2

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

- 90911100 - Accommodation cleaning services

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

NUTS codes

- UKM81 - East Dunbartonshire, West Dunbartonshire and Helensburgh & Lomond

Main site or place of performance

Properties within the West Dunbartonshire area.

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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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 8 and 9 of the Procurement (Scotland) Regulations 2016.

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

SPD Question 4B.1.1 and 2.1 – The bidder should provide its yearly annual turnover for the number of financial years specified in this contract notice.

SPD Question 4B.3 – In case the information concerning turnover is not available for the entire period required, please state the date on which the bidder was set up or started trading.

SPD Question 4B.4 - the bidder confirms the name, value and/or range of the financial ratios specified in the relevant contract notice.

SPD Questions 4B.5.1 and 4B.5.2 – The bidder confirms they already have or can obtain, prior to the commencement of the contract, the levels of insurance cover indicated in this contract notice.

Minimum level(s) of standards possibly required

With reference to SPD questions:

4B.1,& 4B.2 Turnover - Per Lot, Bidders must demonstrate an annual turnover for each of the two previous years of greater than two times the annual value of contract on offer est. 150000 GBP, therefore a turnover of minimum 300000 GBP is required

4B.4 Ratios - a Pass in any two of the three ratios as an overall Pass for Economic and Financial standing .

- (Ratio 1) Acid Test – (Current Assets-stock)/Current Liabilities. To pass the Acid Test Ratio question the bidder must have a score of greater than 1.
- (Ratio 2) Return on Capital Employed %– Profit/Capital employed. To pass this question the Council require the bidder to score a positive figure/Percentage.
- (Ratio 3) Current Ratio – Current Assets/Liabilities. To pass this question the Council require the bidder to achieve a score of greater than 1.

WDC will use template WD09 - WDC Financial Vetting Questionnaire, it is recommended that candidates review their own ratio scores in advance of submitting their tender. 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 WD04 - Parent Company Guarantee refers. Should after review of the financial evaluation of bidder fail, then the tender submission may be rejected.

#### Insurance

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Q4B.5.1-Employers Liability Insurance - minimum 10 million GBP

Q4B.5.2-Public Liability Insurance - minimum 10 million GBP

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

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

Minimum level(s) of standards possibly required

#### Discretionary Scored Questions – Shortlisting Qualification Envelope Questions

These question will be scored in line with “Evaluation Methodology” as detailed in WD01 however a minimum “pass” threshold of 2 acceptable(50%) must be achieved or the tenderer will have failed to meet the Councils requirements and therefore will not progress to stage 2 “award criteria (Technical & Commercial envelopes)

Tenders received will be subject to assessment, clarification and ranking by means of a structured process in accordance with this Council’s Standing Orders Relating to



Contracts, in order to determine the Tender that is the Most Economically Advantageous to the Council

Technical Envelope:

Within this section Tenderers are required to confirm compliance with the Terms and Conditions of Contract, failure to comply with these may result in the Tender Submission not being considered further.

Within this section Tenderers are required to confirm compliance with the Specification/ Scope, failure to comply with these may result in the Tender Submission not being considered further.

The Technical Envelope contains several elements that will be required to be completed by Tenderers in order to be scored. The associated weighting for this overall section is 40%

With reference to SPD question 4C.1, bidders will be required to provide a minimum of 3 examples that demonstrate that they have experience in carrying out the works as set out in the tender, or work of a very similar nature. This should be recorded on the instructional attachment within the question and re-uploaded to the question.

The Council reserves the right to contact any or all of the companies provided in previous works examples to ascertain performance and visit their premises, candidates should ensure that companies listed would be willing to discuss the candidates performance with the Council.

Bidders will be required to confirm whether they intend to subcontract and, if so, what proportion of the contract.

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

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

A set of Key Performance Indicators (KPI's) will be used to manage the contract and monitor performance. These are detailed below as a minimum. Additional KPI's may be agreed at pre-contract start meeting or at any time during the contract period:

- Invoice Accuracy
- Revisits/rework
- Complaints handling

- Management information
- Social Benefits

This list is not exhaustive and is subject to change.

Further instructions regarding the Contract and Supplier Management process can be found in document WD17, found in the general attachments area of this PCS-T opportunity.

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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

24 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**

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

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

Date

24 February 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

It is requirement of this Contract to to meet the specification as outlined in the attachment area of PCS-T in addition to the terms and conditions of Contract uploaded to the attachment area of PCS-T.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 13929. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Social Benefits are a key component in maximising social, economic, and environmental benefits. The key principles of including social benefits within contracts are to ensure they are proportionate, deliverable and relevant to that contract. This Contract will set a minimum number of points to receive maximum marks during the social benefits response evaluation.

Please refer to the attachment WD19 Social Benefits in Procurement Questionnaire for Community Benefit requirements regarding this contract.

(SC Ref:641081)

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

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

Dumbarton Sheriff Court and Justice of the Peace Court

Dumbarton

Country

United Kingdom