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Tender

Provision of a Fuel Management System and Fleet Fuel System Maintenance

Glasgow City Council

F02: Contract notice

Notice identifier: 2021/S 000-001730

Procurement identifier (OCID): ocds-h6vhtk-028e18

Published 28 January 2021, 12:08pm

The closing date and time has been changed to:

15 March 2021, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

Email

Lesley.Thomson2@glasgow.gov.uk

Telephone

+44 1412878637

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

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

www.publictendersscotland.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of a Fuel Management System and Fleet Fuel System Maintenance

Reference number

GCC005191CPU

II.1.2) Main CPV code

- 51611100 - Hardware installation services

II.1.3) Type of contract

Services

II.1.4) Short description

The council is inviting suitably qualified and experienced Bidders to submit bids for the supply, installation and maintenance of a new Fuel Management System (FMS).

In addition to the above the successful Bidder will be required to carry out a scheduled maintenance programme and any adhoc repairs, as needs arise, on the existing fuel supply hardware and ancillary equipment to ensure ongoing supply of fuel to the fleet.

The contract is expected to run for 2 years, commencing approximate April 2021 and ending March 2023. The council will have an option to extend the contract for two periods of up to 12 months each.

II.1.5) Estimated total value

Value excluding VAT: £185,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 42122180 - Fuel pumps
- 42124211 - Parts of fuel pumps
- 72263000 - Software implementation services
- 48514000 - Remote access software package
- 50511000 - Repair and maintenance services of pumps
- 09100000 - Fuels

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

UK, Glasgow

II.2.4) Description of the procurement

The council is inviting suitably qualified and experienced Bidders to submit bids for the supply, installation and maintenance of a new Fuel Management System (FMS).

In addition to the above the successful Bidder will be required to carry out a scheduled maintenance programme and any adhoc repairs, as needs arise, on the existing fuel supply hardware and ancillary equipment to ensure ongoing supply of fuel to the fleet.

The contract is expected to run for 2 years, commencing approximately April 2021 and ending March 2023. The council will have an option to extend the contract for two periods of up to 12 months each.

The council has eighteen bunkered fuel sites which dispense circa. 5.5 million litres of fuel per year to 2,500 authorised vehicles and drivers 24 hours per day, 365 days per year.

The council currently has two suppliers that provide a modem based fuel management system that monitors fuel levels, deliveries and details transactions of Diesel, Gasoil and Adblue. The current systems are time expired, in need of upgrade and do not currently encompass all fuel locations.

The council requires these systems to be replaced with a single modern, 3 or 4G FMS, which will encompass the entire fuel estate. Thus allowing the monitoring of all fuel activity, including all current fuel types and with the ability to monitor alternative fuels such

as Compressed Gas Hydrogen and Electricity.

Currently, identification fobs are used to allow access to the fuel system. The new system must offer similar or improved secure access systems, such as Automatic Number Plate Recognition (ANPR) or Can BUS readers, to identify vehicles and authorised users prior to fuel dispensation and allow for smart fleet data capture in identifying vehicles, drivers and collecting vehicle odometer data.

The council requires to appoint one supplier to provide all element of this contract to include supply, installation and maintenance of new fuel management system and existing fuel infrastructure maintenance for the council's eighteen fuel sites. As these requirements may come from two specialist areas, the council will allow organisations to working in partnership, with one organisation taking the lead.

II.2.5) Award criteria

Quality criterion - Name: Key Personnel / Weighting: 10

Quality criterion - Name: Data Protection / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

Quality criterion - Name: Fair Work Practices / Weighting: 5

Quality criterion - Name: Methodology of Approach to the Requirement / Weighting: 35

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £185,500

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Option for up to 2 x 12 month extensions

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.

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

Financial Requirements:-

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, balance sheet strength and current liquidity

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

Trading Performance

An overall positive outcome on pre-tax profits over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities.

Bidders who have been trading for less than the 3 years noted above

must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

The council also requires assurance regarding current liquidity of the bidding company.

The bidder may provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

The council would also be prepared to consider other documentation that provided evidence that the bidder had adequate financial resources to undertake the contract.

The council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Where the applicant is a group of economic operators (such as a consortium), the Lead Party of that group must comply with minimum financial requirements.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

The council's Insurance Requirements are:

Employer's Liability

The organisation shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (10,000,000GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability

The organisation shall take out and maintain throughout the period of their services Public Liability Insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000GBP) in respect of any one claim and unlimited in the period including Pollution and Contamination cover (sudden and unforeseen) and in the aggregate.

Products Insurance

The organisation shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least TEN MILLION (10,000,000GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

Professional Indemnity

The organisation shall take out and maintain throughout the period of their services and for a further 6 years on completion of their service, Professional Indemnity insurance to the value of a minimum FIVE MILLION (5,000,000GBP) POUNDS STERLING in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Single Procurement Document (SPD) Question 4C.1.2

For public supply and public service contracts only, please provide 2 relevant examples of supplies and/or services carried out during the last three years, from either the public or private sector, as specified in the Contract Notice which should include the customer contact name, value of contract and contract start and end dates.

SPD Statement

Relevant examples should demonstrate the supply, installation and maintenance of a Fuel

Management System which has monitored and securely supplied a variety of fuels to a variety of heavy, light goods and passenger vehicles. In addition examples should demonstrate the provision of service, maintenance and emergency repair service for the existing fuel supply hardware and ancillary equipment to ensure ongoing supply of fuel to the fleet.

Minimum level(s) of standards possibly required

The weighting will be out of 100% with 50% attributed to each example.

Bidders must score a minimum threshold of 60 out of 100 overall for question 4C.1.2 over the two examples. Any Bidder who fails to achieve the minimum score for this question will be disqualified and shall not continue to the next stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

KPI's for the Provision of a Fuel Management System and Fleet Fuel System Maintenance will be listed under Section 4.16 within the ITT document (found within the Buyers Attachment area within PCS-T) but may be amended dependant on the specific requirements of the contract throughout the term of the 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

Originally published as:

Date

1 March 2021

Local time

12:00pm

Changed to:

Date

15 March 2021

Local time

12:00pm

See the [change notice](#).

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

1 March 2021

Local time

12:00pm

Place

UK, Glasgow

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2025

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Re SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety and Environmental Management Standards or comply with all the questions noted in SPD Section 4D. Please refer to the 'SPD Statements' doc within the Invitation to Tender document.

Health & Safety – applicants must complete and return the H&S questionnaire found within the Buyers Attachment area within PCS-T.

Freedom of Information Act - Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI Certificate found in the Technical Envelope within PCS-T. (NB the council does not bind itself to withhold this information).

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate found in the Technical Envelope within PCS-T.

Prompt Payment - The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its subcontractors in respect of payments due to any sub-sub-contractors, if any.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Technical Envelope within PCS-T.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the Buyers Attachments area of the tender portal.

Request for Documentation: Once the Evaluation of Price and Quality has been completed, the recommended Bidder will be expected to provide all documentation as specified in the SPD. When the Request for Documentation is made, Bidders must supply the relevant information within 5 working days. Failure to provide this information within the specified time may result in your bid being rejected and the Council proceeding with the procurement exercise to the next appropriate bidder.

Additional information pertaining to this contract notice is contained within the Invitation To Tender and the SPD Statements document. Applicants must ensure they read these in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17052. For more information see:

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

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:

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

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

Mandatory (Non Evaluated) Community Benefits are required under this tender process. Community Benefits proposals will be offered by the bidder but will not be assessed as part of the tender evaluation. Community Benefits offered and accepted by the council will however form part of the successful bidder's contractual obligations to deliver.

(SC Ref:641481)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court

PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Telephone

+44 1414298888

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent

legal advice when they consider appropriate to do so.