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Tender

Williamsburgh Housing Association - Two Year Contract for Landscape Maintenance Services

Williamsburgh Housing Association

F02: Contract notice

Notice identifier: 2023/S 000-002830

Procurement identifier (OCID): ocids-h6vhtk-03a137

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Section I: Contracting authority

I.1) Name and addresses

Williamsburgh Housing Association

Ralston House, Cyril Street

Paisley

PA1 1RW

Contact

Stephen Duffy

Email

stephend@williamsburghha.co.uk

Telephone

+44 1418476397

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

I.3) Communication

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

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

Additional information can be obtained from another address:

A.D.A Construction Consultants

Pavilion 3, St James Business Park, Linwood Road

Paisley

PA3 3BB

Contact

Alan Shanks

Email

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

<https://www.ada-cc.co.uk>

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.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

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

I.4) Type of the contracting authority

Other type

registered social landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Williamsburgh Housing Association - Two Year Contract for Landscape Maintenance Services

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 and common landscaped areas throughout Paisley, Renfrew and Johnstone, Renfrewshire to the areas detailed within the Landscape Architects tender drawings. The Contract may also include tree maintenance services, tree and stump removal works, and repairs to existing damaged grass areas. The commencement date for the Measured Term Contract is currently estimated to be 1st April 2023 and the completion date is 31st March 2025.

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 2027. Orders for future landscape maintenance services may be placed by Williamsburgh Housing Association during Year Three, Year Four or at any point until expiry of the Measured Term Contract (maximum of four years from the date of entering into the Contract).

II.1.5) Estimated total value

Value excluding VAT: £252,248

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

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Paisley, Renfrew and Johnstone, Renfrewshire

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: £252,248

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

May take up option of twelve month extensions up to a maximum of two further years (2025-2027) at an estimated value 63062 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) v1.2_0 Question 2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

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

Please refer to these statements when completing Section 4A of the SPD Scotland.

4A.1 - 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.

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

Please refer to these statements when completing Section 4B of the SPD (Scotland) v1.2_0.

Question 4B.1.1 - Bidders will be required to have a minimum 'general' yearly turnover of 126124 GBP for the last two years.

Question 4B.1.2 - Bidders will be required to have an average yearly turnover of a minimum of 126124 GBP 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 and 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 will be limited to a maximum of nine 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 Williamsburgh 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

1 March 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

1 March 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: 2024 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. Williamsburgh Housing Association will disregard, and not evaluate the remainder of a Tenderers bid should the Tenderer fail to achieve the minimum score of 3 (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=720773.

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:

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

(SC Ref:720773)

VI.4) Procedures for review

VI.4.1) Review body

Paisley Sheriff Court and Justice of the Peace Court

Paisley

Country

United Kingdom