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Tender

## **Landscaping Services - Lot 4 Caithness and Sutherland**

Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2021/S 000-002951

Procurement identifier (OCID): ocds-h6vhtk-0292ee

Published 12 February 2021, 4:16pm

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

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

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

#### **Email**

[hieprocurement@hient.co.uk](mailto:hieprocurement@hient.co.uk)

#### **Telephone**

+44 1463245245

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**National registration number**

313

**Internet address(es)**

Main address

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

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00313](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313)

**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.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Regional or local Agency/Office

**I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

#### **II.1.1) Title**

Landscaping Services - Lot 4 Caithness and Sutherland

Reference number

FTS003

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

- 77314000 - Grounds maintenance services

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

Services

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

HIE requires a suitable qualified and experienced supplier to provide the following services: repair, maintenance and general upkeep of hard and

soft landscaped areas incl. grass cutting and a preventative winter schedule for HIE's commercial and HIE occupied property portfolio.

It is expected that these services will be required from 1 July 2021 for an initial period of 2.75 years (until 31 March 2024), with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

The initial 2.75-year budget currently available to deliver this service for this particular lot is between

GBP 68,750 and GBP 93,500 (excluding VAT).

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

Value excluding VAT: £127,500

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

This contract is divided into lots: No

## **II.2) Description**

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

- 71421000 - Landscape gardening services
- 45112700 - Landscaping work
- 77300000 - Horticultural services
- 90620000 - Snow-clearing services
- 77342000 - Hedge trimming

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

NUTS codes

- UKM6 - Highlands and Islands

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

HIE's current requirements are divided into 8 Lots:

1 Moray

2 Inner Moray Firth

3 Argyll and the Islands

4 Caithness and Sutherland

5 Lochaber

6 Skye and Wester Ross

7 Innse Gall (Western Isles)

8 Orkney

As the values for Lot 5 and 6 meet all of the following criteria it is exempt from both The

Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014:

- below the small lot threshold and
- does not exceed 20% of the estimated aggregated value of all the combined Lots and
- does not exceed GBP 50k

Consequently, and as this requirement covers the whole of the HIE geographic area, HIE is procuring Lot 5 and 6 via a selective competitive process.

Bidders who are interested in bidding for any of the other contracts can do so by locating the respective Public Contract Scotland (PCS)/Find a Tender Service (FTS) notices, which were all published on the same date with 'Landscaping Services' in the contract description.

Please refer to the "Restriction on Number on Lots Awarded" section in the Scope of Requirements document.

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

Quality criterion - Name: Management & Delivery Methodology / Weighting: 30%

Quality criterion - Name: Management & Delivery Team / Weighting: 25%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Risks & Challenges / Weighting: 10%

Price - Weighting: 30%

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

Value excluding VAT: £127,500

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

Duration in months

45

This contract is subject to renewal

Yes

#### Description of renewals

The Contract will be awarded for an initial period of 2.75 years with HIE having the option to extend for a period or periods together not exceeding 1 calendar year following the Initial Term.

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

Variants will be accepted: No

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

Options: Yes

#### Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services or specifying the order in which the Services are to be performed or the locations where the Services are to be provided). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

The contract might be modified in the future – some examples, including but not limited to:

- sale of any sites/properties, therefore (some of) the services will no longer be required
- addition of any new sites e.g. new build/purchase/takeover – (some) additional landscaping services required
- property / site becoming vacant: services still will be required / HIE takes over the responsibility until re-let
- property will be let out: services will no longer be required
- re-designation of areas associated with maintenance activities
- change to HIE area office location
- weather conditions requiring more/less frequent services

-extraordinary forestry work which do not require regular attention

-repair tasks required

-disruptions / cancellation of services caused by pandemics

### **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.

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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.2A: Is it a requirement in the bidder's country of establishment to hold a particular authorisation or membership of a particular organisation needed in order to be able to perform the service in question:

The bidder confirms they already have or can commit to obtain prior to the commencement of the Contract a valid Waste Carriers Licence.

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

Minimum level(s) of standards possibly required

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:

4B5B Employer's (Compulsory) Liability Insurance - GBP 5M for each and every claim

<http://www.hse.gov.uk/pubns/hse40.pdf>

4B5C Public Liability Insurance - GBP 5M for each and every claim

4B.6 (not scored)

HIE as a public body must comply with HMRC IR35 provisions. Therefore, where you are bidding as a personal service company (PSC) or will be using a personal service company to provide services under the framework please identify these PSC (s) in your response to 4B6.

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

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

Contracting authorities may lay down special conditions relating to the performance of a contract, provided that they are linked to the subject-matter of the contract.

Those conditions may include economic, innovation-related, environmental, social or employment-related considerations.

The contract will include Key Performance Indicators (KPI's) which can be found within the Tender documentation.

### **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



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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

7 April 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

7 April 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: HIE reserves the right to re-tender for these services upon termination of the contract or at the end of the contract period, including any extension period.

### **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 estimated that the total value of the services for ALL of the lots over the maximum duration of 3.75 years will be between GBP 735k and GBP 934k (excluding VAT).

The figures used in II.1.5 & II.2.6 express the maximum value of this particular lot over the maximum duration of 3.75 years.

Where bidders are participating with others (SPD 2A.17) and/or relying on the capacity of other entities in order to meet selection criteria (SPD 2C.1) they are required to provide information relating to these entities with the relevant supporting SPD documentation being submitted.

SPD 2A.3 (not scored) Where relevant, bidders are required to insert details of their Companies House (or equivalent) registration number.

SPD 2C.1 & 2D.1 Where relevant, bidders are required to provide information relating to consortia and/or sub-contractors.

SPD 3D.12 Bidders should refer to the "Conflict of Interest" Section within the Scope of Requirements when completing this question.

The Award criteria will be marked according to the following criteria:

0 - Unacceptable - Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 - Poor - Response is partially relevant but generally poor. It 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. It 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. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 - Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

In order to participate, bidders should register, for free, on the Public Contracts Scotland (PCS) website([www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)), and record their interest in this contract and download and complete all relevant documentation.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Question & Answer facility which allows queries to be submitted (anonymously), and answers published and shared with all potential bidders.

This Contract will be non-exclusive i.e. HIE reserves the right, in certain circumstances, to procure out with the Contract as and when required.

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=643195](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=643195).

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:

Community Benefits will not be evaluated as part of the tender process but bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:643195)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=643195](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=643195)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>

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

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.