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Tender

## **SBC0225 Provision of Agency Framework**

Stevenage Borough Council

F02: Contract notice

Notice identifier: 2025/S 000-003692

Procurement identifier (OCID): ocds-h6vhtk-04db8c

Published 4 February 2025, 3:33pm

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

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

Stevenage Borough Council

Daneshill House, Danestrete

Stevenage

SG1 1HN

#### **Contact**

Corporate Procurement

#### **Email**

[procurement@stevenage.gov.uk](mailto:procurement@stevenage.gov.uk)

#### **Telephone**

+44 1438242775

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

SBC0225 Provision of Agency Framework

Reference number

CCD01547

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

- 79620000 - Supply services of personnel including temporary staff

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

Services

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

Stevenage Borough Council is seeking a suitably qualified and experienced companies for the Provision of Agency Workers via lotted framework. The framework will be for a period of 4 years. Suppliers are invited to tender for the provision of agency staff within a specific workforce discipline. The contract will be structured as a framework separated into lots for each area of the workforce. The proposed lots are as follows: • Lot 1 - Waste, Recycling, Street Cleansing and Grounds • Lot 2 – Drivers (including HGV Drivers) • Lot 3 – Administration/customer service Lot 1- 2– tiered call off as staff are likely to be required on the day. Lots 3 – mini competition lot.

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

Value excluding VAT: £5,232,000

#### **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**

## Waste, Recycling, Street Cleansing and Grounds

Lot No

1

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Stevenage Borough Council is seeking a suitably qualified and experienced companies for the Provision of Agency Workers via lotted framework. The framework will be for a period of 4 years. Suppliers are invited to tender for the provision of agency staff within a specific workforce discipline. The contract will be structured as a framework separated into lots for each area of the workforce. The proposed lots are as follows: • Lot 1 - Waste, Recycling, Street Cleansing and Grounds This will be a tiered call off as staff are likely to be required on the day. It is envisaged that 3 suppliers will be appointed to each lot, however, the Council reserves the right to appoint a lesser number to each lot if appropriate. Additionally, 2 reserve suppliers will be appointed to each lot, in case any of the initially appointed supplier withdraw from the contract or are removed for any reason.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £3,552,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

Drivers (including HGV Drivers)

Lot No

2

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Stevenage Borough Council is seeking a suitably qualified and experienced companies for the Provision of Agency Workers via lotted framework. The framework will be for a period of 4 years. Suppliers are invited to tender for the provision of agency staff within a specific workforce discipline. The contract will be structured as a framework separated into lots for each area of the workforce. The proposed lots are as follows: • Lot 2 – Drivers (including HGV Drivers) This will be a tiered call off as staff are likely to be required on the day. It is envisaged that 3 suppliers will be appointed to each lot, however, the Council reserves the right to appoint a lesser number to each lot if appropriate. Additionally, 2

reserve suppliers will be appointed to each lot, in case any of the initially appointed supplier withdraw from the contract or are removed for any reason.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £480,000

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

Duration in months

48

This contract is subject to renewal

No

#### **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**

Administration/customer service

Lot No

3

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

- 79620000 - Supply services of personnel including temporary staff

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

NUTS codes

- UKH23 - Hertfordshire

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

Stevenage Borough Council is seeking a suitably qualified and experienced companies for the Provision of Agency Workers via lotted framework. The framework will be for a period of 4 years. Suppliers are invited to tender for the provision of agency staff within a specific workforce discipline. The contract will be structured as a framework separated into lots for each area of the workforce. The proposed lots are as follows: • Lot 3 – Administration/customer service This will be a mini competition lot. It is envisaged that 3 suppliers will be appointed to each lot, however, the Council reserves the right to appoint a lesser number to each lot if appropriate. Additionally, 2 reserve suppliers will be appointed to each lot, in case any of the initially appointed supplier withdraw from the contract or are removed for any reason.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £1,200,000

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

Duration in months

48

This contract is subject to renewal

No

### **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

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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

as detailed in the procurement documents

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

as detailed in the procurement documents



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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 15

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Nil

#### **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 March 2025

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

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

Date

7 March 2025

Local time

12:00pm

Place

Stevenage Borough Council

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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 invoicing will be accepted

#### **VI.3) Additional information**

Stevenage Borough Council reserves the right to cancel the procurement and not to proceed with the long term contracts at any stage of the procurement process. Stevenage Borough Council also reserves the right not to award a contract. Neither Stevenage Borough Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for these contracts. The Council reserves the right to carry out additional financial checks on all companies tendering for this Contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the Contract. Tenderers should note that the provisions of the Transfer of Undertakings (protection of Employment) Regulations 2006 may apply. To access this procurement opportunity please [visit www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. Any clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK Support Desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or telephone +441144070065 for any website /technical questions, Monday to Friday 8:30 - 17:30. The Council undertakes to hold confidential any information provided

in the proposal submitted, subject to the Council's obligations under the law, including the Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

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

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

High Court England & Wales

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Framework is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Framework before a Contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Framework has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Framework has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.