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Tender

## **The Provision of Vehicle Breakdown Recovery Services**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-003822

Procurement identifier (OCID): ocds-h6vhtk-028a5e

Published 25 February 2021, 3:48pm

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

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

South Lanarkshire Council

Council Headquarters, Almada Street

Hamilton

ML3 0AA

#### **Contact**

Peter Cannon

#### **Email**

[peter.cannon@southlanarkshire.gov.uk](mailto:peter.cannon@southlanarkshire.gov.uk)

#### **Telephone**

+44 1698454184

#### **Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

<http://www.southlanarkshire.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictenderscotland.publiccontractsscotland.gov.uk](http://www.publictenderscotland.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**

The Provision of Vehicle Breakdown Recovery Services

Reference number

SLC/PS/COMENT/20/002

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

- 50118100 - Breakdown and recovery services for cars

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

Services

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

South Lanarkshire Council invites offers from suitably qualified contractors for the provision of recovery services to the Council for its fleet of vehicles and plant both light vehicles up to 3.5 tonnes and heavy vehicles in excess of 3.5 tonnes, managed by Fleet Services. The Council is seeking a single contractor to provide the service.

The contract will cover the provision of recovery services to a wide range of vehicles and mobile plant items, mainly within but, where necessary, out with the boundaries of South Lanarkshire. All services delivered shall be carried out to a standard recognised as acceptable to the industry trade bodies and in full compliance with any relevant legislation and/or code of practice associated with vehicle repair, recovery or uplift.

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

Value excluding VAT: £325,000

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

This contract is divided into lots: No

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

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

- 50118100 - Breakdown and recovery services for cars
- 50118200 - Breakdown and recovery services for commercial vehicles
- 50118300 - Breakdown and recovery services for buses
- 50118400 - Breakdown and recovery services for motor vehicles
- 50118110 - Vehicle towing-away services

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

NUTS codes

- UKM95 - South Lanarkshire

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

South Lanarkshire Council invites offers from suitably qualified contractors for the provision of recovery services to the Council for its fleet of vehicles and plant both light vehicles up to 3.5 tonnes and heavy vehicles in excess of 3.5 tonnes, managed by Fleet Services. The Council is seeking a single contractor to provide the service.

The Procurement Route is open Procedure.

The Price/Quality weighting (percent) is as follows:

Quality - 30

Price - 70

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Value excluding VAT: £325,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The Contract is for a period of three (3) years with the option to extend for a further period of up to 24 months.

#### **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

There are a number of questions/statements that have been included in the Contract Notice and within the Qualification Envelope which detail the minimum requirements that Bidders must be able to evidence for participation in this tender and ultimately will be required to evidence prior to any award being made. There are in addition further statements made that simply provide relevant information relating to the tender itself.

These questions and statements form an integral part of the Single Procurement Document (the SPD) which the Council has decided to implement for all tenders in excess of 50K in value.

##### **SPD Question 2.C.1 Reliance on the capacities of other entities**

Bidders are required to complete a full SPD for each of the entities whose capacity they

rely upon

SPD Question 2.D.1 Subcontractors on whose capacity the bidder does not rely

Bidders are required to complete a shortened version of the SPD for each Subcontractor on whose capacity the bidder does not rely on

Exclusion Criteria

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 Questions 3A – 3C have been identified as mandatory exclusion grounds and SPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

SPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

SPD Question 4B.4 Economic and Financial Standing

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by

current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and

may use financial verification systems to validate the information provided.

#### SPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

List and brief description of selection criteria

#### SPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 3 years. Bidders should provide details of your relevant experience within the last three years in undertaking services to the requirements of this contract, including achievements in delivering such contracts within the required timescales and budget. Information should be provided in respect of as many aspects of the contract as possible.

#### SPD Question 4C.6 Technical and Professional Ability (Qualifications)

It is a mandatory requirement of this tender that the bidder recommended for award holds a membership of recognized trade organizations such as: AVRO, RRRA, PAS 43

#### SPD Question 4C.9 Technical and Professional Ability (Equipment)

It is a mandatory requirement of the tender and subsequent contract that the successful bidder must have the required equipment available to carry out the services as detailed in the tender documents at the commencement of the contract.

Tenderers should provide details of the extent of their fleet of recovery vehicles, their base location and the capacity and capability of each vehicle bearing in mind the profile of the

Council's fleet and its expectation that the successful contractor may be required to cope with multiple service requests simultaneously.

#### SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)

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

#### SPD Question 4D.1 Quality Assurance Schemes

A Health & Safety Questionnaire must be completed and submitted when requested to do so by the Council, prior to any award being made. The Health and Safety Questionnaire is included in the attachment area for information only at this stage and does not require to be submitted within the Qualification Envelope.

Bidders should confirm that they agree to complete the Health & Safety Questionnaire and any other associated supporting documents when requested to do so by the Council.

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

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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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-000778](#)

#### IV.2.2) Time limit for receipt of tenders or requests to participate

Date

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

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

Date

29 March 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**

SPD Questions 3A.1 to 3A.8 Serious and Organised Crime – Information Sharing Protocol

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It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Serious and Organised Crime – Information Sharing Protocol form for evaluation prior to any award being made.

Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1 Prompt Payment Certificate

SPD Question 3D.3 Human Rights Act Declaration

Declaration Section Form of Offer to Tender

SPD Question 3D.11 Non-Collusion Certificate

SPD Question 4D.1 Health and Safety Questionnaire

SPD Question 4B.5.1 Insurance Certificates

SPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

SPD Questions 3A1 to 3A.8 Serious and Organised Crime – Information Sharing Protocol with Police Scotland Form

SPD Question 4C.6 Goods Vehicle Operator's Licence

\*The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope.

In the case of an open tender, the other Declarations listed above will not be required to be uploaded and submitted with the bid, but will instead be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender.

Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the SPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17712. 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:

As detailed in the tender documents

(SC Ref:645567)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street,

Hamilton

ML3 0BT

Email

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

Telephone

+44 1698282957

Country

United Kingdom

Internet address

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

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

Precise information on deadline(s) for review procedures

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)