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Tender

## **Grounds Maintenance at Holryood Palace and Park**

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2023/S 000-004451

Procurement identifier (OCID): ocds-h6vhtk-03a569

Published 14 February 2023, 10:16am

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

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

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

#### **Contact**

Fiona Fretwell

#### **Email**

[procurement@hes.scot](mailto:procurement@hes.scot)

#### **Telephone**

+44 1316688866

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://historicenvironment.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00164](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164)

**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**

National or federal Agency/Office

**I.5) Main activity**

Other activity

Built Environment, Heritage and Tourism

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## **Section II: Object**

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

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

Grounds Maintenance at Holryood Palace and Park

Reference number

HES/C/4191

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

- 77314000 - Grounds maintenance services

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

Services

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

2.1 Historic Environment Scotland are seeking a Supplier to provide grounds maintenance services for Holyrood Palace and Park during the months of April to October. Work outside these months may also be required. The general types of grounds maintenance that HES shall require is likely to include the following elements:

the mowing of all lawns, semi-coarse grasslands, slopes, ramparts

trimming of all lawn edges

strimming around the bases of walls, trees and signs

the application of approved herbicides as and when specified

weed control of all footpaths, car park, road gutters and gravel areas

gardening duties are to be carried out on landscaped areas and will include the weeding, forking, pruning and the application of fertilisers as specified in the contract documentation. Leave and branch clearing duties may also be required.

#### **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

- UKM75 - Edinburgh, City of

Main site or place of performance

Holyrood Park and Palace

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

Historic Environment Scotland are seeking a Supplier to provide grounds maintenance services for Holyrood Park during the months of April to October. Work outside these months may also be required. The general types of grounds maintenance that HES shall require is likely to include the following elements:

the mowing of all lawns, semi-coarse grasslands, slopes, ramparts

trimming of all lawn edges

strimming around the bases of walls, trees and signs

the application of approved herbicides as and when specified

weed control of all footpaths, car park, road gutters and gravel areas

gardening duties are to be carried out on landscaped areas and will include the weeding, forking, pruning and the application of fertilisers as specified in the contract documentation

leave and branch clearing duties may also be required.

The contract comprises the provision of all necessary labour, materials, tools, machines, fuel and transport for the provision of a grounds maintenance service at the sites listed above.

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

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

documents

**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

The contract will have an option to extend for another 48 months reviewed annually.

**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.1.2) Economic and financial standing**

List and brief description of selection criteria

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above

Minimum level(s) of standards possibly required

Employers (compulsory) Liability Insurance - GDP 5 million

Public Liability Insurance - GDP 5 million

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

Date

20 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

20 March 2023

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: If all extensions are used then this will be relet in 2029

### **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**

Suppliers are asked to ensure their response is submitted before the closing date and time as HES will not accept late tenders. You should also highlight any issues with the terms and conditions in your response as HES will not sign up to supplier's terms or negotiate at point of award or post contract award.

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=722558](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=722558).

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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

Suppliers are expected to offer community benefits as part of the service provision, this can be in form of work placements, engaging with SME's, local employment opportunities

or other social value engagements.

(SC Ref:722558)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=722558](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=722558)

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

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

Edinburgh Sheriff Court and Justice of Peace Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom