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Tender

Removal, Storage, Redistribution and Disposal Services

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-004542

Procurement identifier (OCID): ocds-h6vhtk-02992f

Published 8 March 2021, 9:16am

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Contact

Euan Walker

Email

walkereuan@northlan.gov.uk

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Removal, Storage, Redistribution and Disposal Services

Reference number

NLC-CPT-21-006

II.1.2) Main CPV code

- 98392000 - Relocation services

II.1.3) Type of contract

Services

II.1.4) Short description

North Lanarkshire Council (the Council) require a single external provider to perform a variety of removal, storage, redistribution and disposal services with sufficient skill and care whilst doing so in a safe and compliant manner.

II.1.5) Estimated total value

Value excluding VAT: £480,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 60183000 - Hire of vans with driver
- 63120000 - Storage and warehousing services
- 63121100 - Storage services
- 98392000 - Relocation services
- 60100000 - Road transport services
- 63122000 - Warehousing services
- 98340000 - Accommodation and office services
- 98342000 - Work environment services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

All North Lanarkshire Council geographic area

II.2.4) Description of the procurement

The Council require a single external provider to perform a variety of removal, storage, redistribution and disposal services with sufficient skill and care whilst doing so in a safe and compliant manner.

Services required are generally required within the Council's geographical boundary only and are to be performed:

- within the same Council building;
- between different Council and external properties;
- between different non-Council properties;
- to include a mix of redistribution points;
- be uplift to an existing storage facility; and / or
- redistribution from storage to a Council, non-Council or public property.

During a requirement for services, the Council may require:

- disposal services, in full compliance with legislative and environmental requirements;
- any associated materials (such as packing boxes, packing tape, protective wrap); and / or
- general labour for packing, disassembly & reassembly, and transport.

II.2.5) Award criteria

Quality criterion - Name: Methodology and Approach / Weighting: 15

Quality criterion - Name: Communication / Weighting: 5

Quality criterion - Name: Complaints / Weighting: 4

Quality criterion - Name: Contingency Planning / Weighting: 4

Quality criterion - Name: Waste Disposal and Recycling Processes / Weighting: 4

Quality criterion - Name: Added Value / Weighting: 2

Quality criterion - Name: Fair Working Practices / Weighting: 3

Quality criterion - Name: Community Benefit Methodology / Weighting: 1

Quality criterion - Name: Community Benefit Offering / Weighting: 2

Price - Weighting: 60

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

36

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will be awarded for a total of three years (2 plus 1). Following expiry of the Framework Agreement, the Councils may elect to re-tender requirements.

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

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

SPD (Scotland) 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 - British Association of Removers (or an equivalent body).

Within the Qualification Envelope, bidder's should confirm whether or not they are members of the British Association of Removers (or an equivalent body). Bidder's who believe they are not required to be members of the British Association of Removers or any other equivalent body should detail why they believe they are exempt.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD (Scotland) 4B.1.1 - Bidders will be required to have a general yearly turnover of a minimum of one and a half times the estimated annual value of the Framework Agreement i.e. 270,000 GBP over their previous two (2) financial years.

SPD (Scotland) 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.

SPD (Scotland) 4B.5 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded Framework Agreement, the types and levels of insurance indicated below:

- Employer's (Compulsory) Liability Insurance - 10m GBP (TEN MILLION POUNDS STERLING)

- Public Liability – minimum 10m GBP (TEN MILLION POUNDS STERLING)
- Goods in Transit Insurance – minimum 100k GBP (ONE HUNDRED THOUSAND POUNDS STERLING)

Minimum level(s) of standards possibly required

SPD (Scotland) 4B.1.1 - Within the Qualification Envelope, the bidder should state their general yearly turnover as per their two (2) most recent sets of audited accounts.

Bidders who fail to provide a response to this question within their Tender may be assessed as a FAIL and be excluded from the Procurement.

Bidders who fail to meet the general yearly turnover required will be assessed as a FAIL and will be excluded from the Procurement.

SPD (Scotland) 4B.3 - Within the Qualification Envelope and where applicable, the bidder is required to provide a brief statement detailing why required information is not available for SPD (Scotland) 4B.1.1 and confirm the date in which their organisation were set up / registered and / or started trading.

Bidders who fail to provide a relevant response to SPD (SCOTLAND) question 4.B.1.1 and fail to provide sufficient justification within SPD (SCOTLAND) Part 4B.3 may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4B.5 - Within the Qualification Envelope, bidder's should confirm whether or not they:

- have the required minimum levels of insurance,
- do not have the required minimum levels of insurance but commit to obtaining required levels of insurance if successful in being appointed to the Framework Agreement,
- do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance, or
- are exempt from requiring the minimum levels of insurance required by the Council.

Bidders that do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance will be assessed as a FAIL and be excluded from

the Procurement.

Bidders who fail to provide a response to this question within their Tender may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4B.1.1 and 4B.5 will be assessed on a Pass /Fail basis.

SPD (Scotland) 4B.3 should only be completed where the bidder is not able to meet the requirements of SPD (Scotland) 4B.1.1. Accordingly, 4B.3 will be assessed on a Pass / Fail basis if necessary.

Further information on the minimum requirements and full assessment criteria for Part 4.B of the SPD SPD (Scotland) is located within condition 3.2 of the ITT document within the PCS-T System.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD (Scotland) 4C.1.2 - Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

SPD (Scotland) 4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the Framework Agreement.

SPD (Scotland) 4D - Full details of the selection criteria in regards to Quality Assurance and Health and Safety is located within condition 3.2 of the ITT document within the PCS-T System.

Minimum level(s) of standards possibly required

SPD (Scotland)4C.1.2 - Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Framework Agreement which were similar in regards to scope, scale and duration.

Within the Qualification Envelope, the bidder should provide a minimum of two (2)

examples fully inclusive of the name of the contractual arrangement, a brief description of the requirements, the duration of the contractual arrangement (including start and end dates (month/ year) and the overall value.

Bidders who fail to provide suitable examples may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4C.10 - Bidders should confirm whether they intend to subcontract any part of the Framework Agreement and if so, what proportion will be sub-contracted.

Bidders who fail to demonstrate the percentage of works to be sub-contracted may be assessed as a FAIL and be excluded from the Procurement.

SPD (Scotland) 4D - Full details of the selection criteria in regards to Quality Assurance and Health and Safety is located within condition 3.2 of the ITT document within the PCS-T System.

SPD (Scotland) 4C.1 and 4D will be assessed on a Pass /Fail basis.

SPD (Scotland) 4C.10 is for information only and will not be assessed however failure to complete may result in a fail being applied. Any sub-contractors identified may be required to provide a separate SPD (SCOTLAND).

Further information on the minimum requirements and full assessment criteria for Part 4.C and 4.D of the SPD (Scotland) is located within condition 3.2 of the ITT document within the PCS-T System.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Further information on Framework Agreement monitoring conditions is located within condition 2.8.2 of the ITT document within the PCS-T System.

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 a single operator

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

Not Applicable

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

9 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

Tender must be valid until: 6 October 2021

IV.2.7) Conditions for opening of tenders

Date

9 April 2021

Local time

12:30pm

Place

Tenders received will be opened in accordance with condition 18.5 of the Councils General Contract Standing Orders. Date and time of the Opening of Tenders (as stated above) is subject to change at the Councils sole discretion.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Framework Agreement will be awarded for a total of three years (2 plus 1). Following expiry of the Framework Agreement, the Council may elect to re-tender requirements.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic payment will be used

VI.3) Additional information

Bidders are encouraged to review and familiarise themselves with the ITT document located within the Supplier Attachment Area of the PCST System prior to submitting a Tender.

Bidders must complete the SPD (Scotland) within the Qualification Envelope of the PCST System as part of their submitted Tender. Further to Section III of this contract notice, the following minimum criteria will also apply:

Part II – Information Concerning the Bidder

A: Information About the Bidder;

B: Information About Representatives of the Bidder;

C: Information About Reliance on the Capacities of Other Entities; and

D: Information Concerning Sub-contractors on Whose Capacity the Bidder Does Not Rely.

Minimum level(s) of standards required:

The information required in Part II of the SPD (Scotland) is for information only and therefore will not be assessed however the Councils may choose not to select a Bidder that cannot provide basic company information.

Bidders must ensure that they submit appropriate SPD (Scotland) completed by other members of the group, if they are bidding as part of a group, others on whose capacity they rely, and known subcontractors on whose capacity they do not rely on, to satisfy any aspect of the SPD (Scotland).

Part III – Exclusion Grounds

Minimum level(s) of standards required:

Bidders will be assessed as a FAIL and will be excluded from the Procurement if they detail that they are in any of the situations referred to in regulation 7 to 13 assessed in accordance with regulation 58 of the Public Contracts (Scotland) Regulations 2015

Part VI – Concluding statements

Minimum level(s) of standards required:

Bidders unable to complete this part of the SPD (Scotland) may be excluded from the competition.

All Tenderers should complete the Qualification, Technical and Commercial Envelopes within the PCS-T System as part of their Tender

Late Tenders will not be considered under any circumstances

The Council will not provide additional notification to any Bidder of the rejection of a late

Tender.

For the avoidance of any doubt, automated messages confirming receipt of a Tender should not be taken to imply acceptance of it by the Council.

The complete Tender (complete with SPD (Scotland)) should be submitted in accordance with the instructions given with the Form of Tender signed by an authorised representative i.e. company director or secretary (as registered within Companies House) or by a person authorised by the Bidder to do so.

The Council reserves the right to exclude any unclear, erroneous, qualified and / or incomplete Tenders received.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17929. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Tenderers should refer to condition 2.6 of the ITT Document located within the PCS-T System for further information on the Councils Community Benefit expectations within the Framework Agreement.

(SC Ref:645644)

VI.4) Procedures for review

VI.4.1) Review body

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

hamilton@scotcourts.gov.uk

Telephone

+44 1698282957

Country

United Kingdom

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.