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Tender

Utility Management Software

Glasgow City Council

F02: Contract notice

Notice identifier: 2023/S 000-004883

Procurement identifier (OCID): ocds-h6vhtk-03a676

Published 17 February 2023, 12:21pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

Email

claire.connell@glasgow.gov.uk

Telephone

+44 1412872000

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196

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.publictendersscotland.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Utility Management Software

Reference number

GCC005508CPU

II.1.2) Main CPV code

- 71314200 - Energy-management services

II.1.3) Type of contract

Services

II.1.4) Short description

Supply of an energy management bureau service including a monitoring and targeting (M&T) system and bill validation for multi-utilities at multiple sites across the Council.

II.1.5) Estimated total value

Value excluding VAT: £350,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71314200 - Energy-management services

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

II.2.4) Description of the procurement

Supply of an energy management bureau service including a monitoring and targeting (M&T) system and bill validation for multi-utilities at multiple sites across the Council.

II.2.5) Award criteria

Quality criterion - Name: Account Management / Weighting: 4%

Quality criterion - Name: System Overview and Demonstration / Weighting: 14%

Quality criterion - Name: Security / Weighting: 4%

Quality criterion - Name: Management System/Functionality / Weighting: 12%

Quality criterion - Name: Bill Validation / Weighting: 14%

Quality criterion - Name: Project Implementation / Weighting: 8%

Quality criterion - Name: Training / Weighting: 4%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 35

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

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

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

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, balance sheet strength and current liquidity

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts

accounts with Companies House

Trading Performance

An overall positive outcome on EBITDA earnings over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA/Turnover

Balance Sheet strength

Net worth of the organisation must be positive at the time of evaluation

and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Due to the potential negative financial consequences of the pandemic on company finances, Glasgow City Council also requires assurance regarding current liquidity of the bidding company. The bidder must provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

The internal procedures of each bank is different, therefore it is difficult for Glasgow City Council to be definitive, as to the precise wording of the Letter of Comfort, but the undernoted wording should provide an example of the broad requirements of the Letter:-

I can confirm that the above company holds an account with this bank, and has been a customer

of the bank since (Date)

The account has always been maintained in a satisfactory manner, and the customer has always

complied with our operational requirements

The customer currently has credit balances of (Amount), and as such has sufficient liquidity

to undertake the contract with Glasgow City Council, at the value and duration we believe the contract to be at.

Finally, I am obliged to state that the Bank is not a Credit Reference Agency, and the response above, cannot be relied upon as such'

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House,

Glasgow City Council will take that into account in determining financial suitability for the contract.

The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder

in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

The organisation/consultant shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (10,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION (5,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

Glasgow City Council also requires that the successful bidder will retain a sufficient level of Professional Indemnity Insurance required to cover any services to be performed within the scope of the contract.

The standard requirement for Glasgow City Council is:

The organisation/consultant shall take out and maintain throughout the period of their services and for a further 6 years on completion of their service, Professional Indemnity insurance to the value of a minimum ONE MILLION (1,000,000) POUNDS STERLING in

respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract.

Bidders shall demonstrate their experience in delivering the relevant services similar to the project requirements as detailed within the tender documentation by using examples from their own experience.

As part of your response please provide as a minimum, the following information:

- name of the client, contract value, project duration
- a description of the scope, size and complexity of the contract
- a brief project description including mobilisation and service provision
- details of where you have been able to demonstrate added value through the adoption of innovative solutions

Bidders must score a minimum threshold of 60% for each question within the section Technical and Professional Ability. Any Bidder who fails to achieve the minimum points score for any question will be disqualified and not be taken through to the Award Criteria stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

KPI's can be located within the Invitation to Tender document.

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

21 March 2023

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

IV.2.7) Conditions for opening of tenders

Date

21 March 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January/February 2028

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

Award criteria questions can be found in the ITT together with the weightings. The responses to these questions should be inserted into the award criteria response document and uploaded to the Technical Envelope within PCS-T.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22515. 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:

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

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

Community benefits are included in this requirement. For more information see:

Bidders must offer a minimum of 25 points worth of Community Benefits from the Community Benefits Menu. Bidders must review the

Community Benefits Menu and indicate the type and volume of any Community Benefits outcomes which they propose to deliver through

this contract. The outcomes offered must meet the minimum Community Benefits points required for the contract.

(SC Ref:721869)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace Court

Glasgow

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland)

Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and

the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.