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Tender

Workshop Equipment Maintenance Services

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2021/S 000-005602

Procurement identifier (OCID): ocds-h6vhtk-029d53

Published 19 March 2021, 10:48am

Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Contact

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Email

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Telephone

+44 1314693727

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.3) Communication

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

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

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

Workshop Equipment Maintenance Services

Reference number

CT2599

II.1.2) Main CPV code

- 50111000 - Fleet management, repair and maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council wish to appoint a single Contractor to (1) calibrate, test and service/maintain its vehicle workshop equipment (2) provide breakdown cover for key vehicle workshop equipment (3) manage its vehicle workshop equipment Asset Register.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50111000 - Fleet management, repair and maintenance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh.

II.2.4) Description of the procurement

The City of Edinburgh Council's (the Council), Fleet Service Workshops provide comprehensive vehicle repair and testing services for vehicles owned and operated by the Council (approx.1000) & Edinburgh, Midlothian & West Lothian licenced Taxis (approx.4500).

A list of current vehicle workshop equipment (the equipment) is provided within the Council's Asset Register (document entitled Schedule of Rates and Asset Register).

To support the delivery of these services the Council require to appoint a single contractor to:

- manage the Council's vehicle workshop equipment Asset Register
- calibrate, test and service/maintain its vehicle workshop equipment
- provide a repairs/call out service for its vehicle workshop equipment

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

2-year contract with the option to extend for 2 further 12-month periods thereafter (undertaken at the sole discretion of the Council).

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

SPD Part 4 (IV): Selection Criteria: Turnover - Question 4B.1 – In response to this question Bidders are required to provide their “general” annual turnover for the current year and for the prior year. Bidders are required to have a minimum “general” annual turnover of GBP 176,000 for the last two financial years.

SPD Part 4 (IV): Selection Criteria: Economic and Financial Standing - Financial Ratio - Question 4B.4 – In response to this question Bidders are required to provide the following information:

- o Current Ratio for the current year

- o Current Ratio for the prior year.

The formula for calculating a Bidder’s Current Ratio is current assets divided by current liabilities. The acceptable range for each year’s financial ratio is greater than 1.1.

SPD Part 4 (IV): Selection Criteria: Economic and Financial Standing - Insurance - Question 4B.5a, 4B.5b, 4B.5c - Bidders are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Professional Indemnity - GBP 5m
- b. Employers (Compulsory) Liability Insurance - GBP 5m
- c. Public and Products Liability Insurance - GBP 10m

Minimum level(s) of standards possibly required

SPD Part 4 (IV): Selection Criteria: Turnover - Question 4B.1 – Where a Bidder does not have a “general” annual turnover of the acceptable value, the Council may exclude the Bidder from the competition or may apply discretion seeking supporting evidence to determine the Bidder’s suitability to proceed in the competition.

SPD Part 4 (IV): Selection Criteria: Economic and Financial Standing - Financial Ratio - Question 4B.4 – Where a Bidder’s Current Ratio for each year is less than the acceptable value, the Council may exclude the Bidder from the competition or may apply discretion seeking supporting evidence to determine the Bidder’s suitability to proceed in the competition.

SPD Part 4 (IV): Selection Criteria: Economic and Financial Standing - Insurance - Question 4B.5a, 4B.5b, 4B.5c - Where a Bidders does not hold or commit to obtaining the types and levels of insurance indicated, the Council may exclude the Bidders from the competition or may apply discretion seeking supporting evidence to determine the Bidder’s suitability to proceed in the competition.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Part 4 (IV): Selection Criteria - Technical and Professional Ability – Relevant Examples - Question 4C1.2 - In response to this question Bidders are required to provide a one case study which demonstrates that they have the technical and professional ability required to deliver the specified service. The case study should demonstrate capacity and experience of delivering the specified type and volume of services in a similar environment (as described in the Contract Notice and appended documents). The case study should include (1) the contract value (2) the contract start/end date (3) client details (4) a demonstration of experience in operating within LOLER, P.U.W.E.R and COSHH regulations. The case study contract must have been delivered within the last 3 years and have been ongoing for at least a 1-year period. The Bidder must be/have been the main Contractor employed to deliver the case study contract and be able to provide evidence of this.

SPD Part 4 (IV): Selection criteria - Quality Assurance Schemes & Environmental Management - Question 4D.1 - It is a mandatory requirement that Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level

within the Organisation and is reviewed regularly. Bidders should confirm that this condition has been met within the response to this question and attach their Health and Safety Policy.

Minimum level(s) of standards possibly required

SPD Part 4 (IV): Selection Criteria - Technical and Professional Ability – Relevant Examples - Question 4C1.2 - Where a Bidder does not demonstrate suitability to the Council's satisfaction, the Council may exclude the Bidder from the competition or may apply discretion seeking supporting evidence to determine the Bidder's suitability to proceed in the competition.

SPD Part 4 (IV): Selection criteria - Quality Assurance Schemes & Environmental Management - Question 4D.1 - Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition.

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

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

22 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

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

IV.2.7) Conditions for opening of tenders

Date

22 April 2021

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2-year contract with the option to extend for 2 further 12-month periods thereafter (undertaken at the sole discretion of the Council).

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

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=641866.

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.

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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

As part of this contract the Contractor will be required to provide a minimum of one community benefit from the list of example community benefits detailed in Appendix 1 of the Tenderer's Submission document or suggested by your Organisation. Community Benefits offered must be specific to new community benefits offered as opposed to ongoing initiatives.

(SC Ref:641866)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=641866

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. The City of Edinburgh Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by fax or e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the FTS or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.