

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/005612-2021>

Tender

## **Occupational Health Services**

Cheshire west and Chester Borough Council

Cheshire East Borough Council

Brio Leisure CIC

Cheshire West Recycling

Vivo Care Choices

Edsential

ANSA Environmental Services Limited

Alliance Environmental; Services (AES)

Orbitas Bereavement Services Limited

Tatton Enterprises Limited

Transport Service Solutions Limited

Everybody Sport and Recreation Trust (Trading as Everybody Ltd)

F02: Contract notice

Notice identifier: 2021/S 000-005612

Procurement identifier (OCID): ocds-h6vhtk-029d5d

Published 19 March 2021, 12:07pm

## **Section I: Contracting authority**

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

Cheshire west and Chester Borough Council

Civic Way

Ellesmere Port

CH65 0BE

**Contact**

Mrs Debbie Pitcher

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Telephone**

+44 1244976943

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

**I.1) Name and addresses**

Cheshire East Borough Council

Westfields, Middlewich Road

Sandbach

CW11 1HZ

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Brio Leisure CIC

Northgate Arena

Chester

CW11 1HZ

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD63 - Cheshire West and Chester

**Internet address(es)**

Main address

<http://cheshirewestandchester.gov.uk>

**I.1) Name and addresses**

Cheshire West Recycling

Civic Way

Ellesmere Port

CH65 0BE

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD63 - Cheshire West and Chester

**Internet address(es)**

Main address

<http://cheshirewestandchester.gov.uk>

**I.1) Name and addresses**

Vivo Care Choices

Lightfoot Lodge, Hoole

Chester

CH2 3AD

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD63 - Cheshire West and Chester

**Internet address(es)**

Main address

<http://cheshirewestandchester.gov.uk>

**I.1) Name and addresses**

Edsential

Whitby Hall Lodge

Ellesmere Port

CH65 6QY

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD63 - Cheshire West and Chester

**Internet address(es)**

Main address

<http://cheshirewestandchester.gov.uk>

**I.1) Name and addresses**

ANSA Environmental Services Limited

Cledford Lane

Middlewich

CW10 0JR

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

**I.1) Name and addresses**

Alliance Environmental; Services (AES)

C/o Ansa, Cledford Lane

Middlewich

CW10 0JR

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

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

Orbitas Bereavement Services Limited

Cledford Lane

Middlewich

CW10 0JR

#### **Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKD62 - Cheshire East

#### **Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

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

Tatton Enterprises Limited

Cledford Lane

Tatton Park, Knutsford

WA16 6QN

#### **Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

#### **Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

**I.1) Name and addresses**

Transport Service Solutions Limited

Cledford Lane

Middlewich

CW10 0JR

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

**I.1) Name and addresses**

Everybody Sport and Recreation Trust (Trading as Everybody Ltd)

Holmes Chapel Business Park

Holmes Chapel

CW4 8AF

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKD62 - Cheshire East

**Internet address(es)**

Main address

<http://cheshireeast.gov.uk>

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

<https://the-chest.org.uk>

Additional information can be obtained from another address:

The Chest

via The Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk)

**Email**

[debbie.pitcher@cheshirewestandchester.gov.uk](mailto:debbie.pitcher@cheshirewestandchester.gov.uk)

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://the-chest.org.uk>

Tenders or requests to participate must be submitted electronically via

<https://the-chest.org.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**

Occupational Health Services

Reference number

DN519019

**II.1.2) Main CPV code**

- 79500000 - Office-support services

**II.1.3) Type of contract**

Services

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

Occupational Health Service (OH) and the option of an Employee Assistance Programme (EAP). Bidders can apply for the OH, or the OH and EAP. We are not accepting bids for the EAP alone. Please refer to the Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk) for tender documents and further information. Note that the data included is not a guarantee of requirements in this contract.

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

Value excluding VAT: 3,000,000 AED

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Occupational Health

Lot No

1

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

- 79900000 - Miscellaneous business and business-related services
- 85100000 - Health services

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

NUTS codes

- UKD62 - Cheshire East
- UKD63 - Cheshire West and Chester

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

The Service will be an Occupational Health Adviser-led Occupational Health Service. Ordinarily the Service will be provided between the hours of 8.30am and 5.00pm, Monday

to Friday (excluding bank and public holidays) for 52 weeks each year; however the Provider will be required to be flexible in meeting the requirements of the Organisations that may fall outside these times.

This contract is being tendered by Cheshire West and Chester Council on behalf of the following organisations:

- Cheshire West and Chester Borough Council and its arms-length organisations:

- o Brio Leisure CIC

- o Cheshire West Recycling (CWR)

- o Edsential

- o Vivo Care Choices

- o Schools and academies in Cheshire West (included in the CWAC contract)

- Cheshire East Borough Council and its ASDV's / organisations:

- o Schools and Academies in Cheshire East (included in the CEC contract)

- o ANSA Environmental Services Limited

- o Alliance Environmental Services Limited (AES)

- o Transport Service Solutions (TSS)

- o Orbitas Bereavement Services Limited

- o Everybody Sport & Recreation Trust (Trading as Everybody Ltd) – will be included in CEC contract

- o Tatton Enterprises Limited - will be included in CEC contract

It is proposed that each organisation (as above) will hold their own contract with the successful tenderer. Each contract will be on the same terms and conditions and for the same contract period. At the end of the contract term, some or all of the contracts may be extended, it will be at the discretion of the organisation concerned.

Should any new Organisations / ASDVs be set up during the life of the contract, these would be added to the contract.

There is also an option to award an Employee Assistance Programme - please see the additional notes under Lot 2.

### **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**

Start date

1 September 2021

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend the contract.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

option to extend 1 + 1 years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

All of the tender documents are available free of charge on the Chest. Bidders must ensure they are registered at [www.the-chest.org.uk](http://www.the-chest.org.uk) Please express your interest in the opportunity on the Chest and download the documents. Note that the bidder is responsible for this, the authority will not send out any information direct to bidders.

This is being tendered under the Light Touch Regime.

## **II.2) Description**

### **II.2.1) Title**

Employee Assistance Programme

Lot No

2

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

- 85100000 - Health services

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

NUTS codes

- UKD62 - Cheshire East
- UKD63 - Cheshire West and Chester

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

The Provider shall provide an Employee Assistance Programme (EAP) which should be used for all employees who require counselling. This should be available 24 hours per day, 7 days per week and 365 days per year. The service must:

- have capacity to provide various counselling and support formats for a large and diverse workforce with suitably qualified counsellors and advisors.
- provide therapies including counselling, financial advice, CBT and other psychological interventions as a minimum will be provided to employees via a self-referral process. The provider will be able to cater for individuals via 24/7 on line and telephony lines and have the ability to facilitate a face to face service
- provide the best possible resource for our employees and managers.
- adhere to the UK EAPA standards or equivalent.
- The following will be expected as a minimum from the provider;
- Unlimited 24/7 Telephony Counselling and Support

- Online Counselling, Information and Support (technology such as apps)
- Up to 8 face to face counselling sessions per issue per employee with capacity for this to be carried out virtually at the wish of an employee during a pandemic such as COVID-19.
- Employees if they wish, are able to attend counselling sessions close to their home or work address to avoid additional travel time or expense to them.
- A Manager Support Helpline and Stress Intervention
- A Financial Support Line
- Group Counselling
- Cognitive Behaviour Therapy (CBT)
- Apps and online information that provide employees with resources around physical and mental wellbeing such as mindfulness, breathing techniques, sleeping courses and advice on living with chronic conditions based on physiotherapy

#### **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

60

This contract is subject to renewal

Yes

Description of renewals

The original contract period is 3 years (36 months), there is an option to extend the contract by 1+ 1 years. Please note that each organisation will hold their own contract, so an extension granted by one organisation does not mean that all the contracts are extended. Each contract will be treated individually and the organisations representative will advise whether their contract will end at the original term or be extended.

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

option to extend 1 + 1 years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

All of the tender documents are available free of charge on the Chest. Bidders must ensure they are registered at [www.the-chest.org.uk](http://www.the-chest.org.uk) Please express your interest in the opportunity on the Chest and download the documents. Note that the bidder is responsible for this, the authority will not send out any information direct to bidders.

This is being tendered under the Light Touch Regime.

Note that we will not accept bids for the EAP lot alone. Any bids for EAP must have a valid tender submitted for the Occupational Health Service. The organisations may decide not to award this lot if it best value to only award the OH service.

---

## **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

As detailed in the SQ document

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

---

## **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 April 2021

Local time

10:00am

#### **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

20 April 2021

Local time

10:05am

Place

The tenders will be verified electronically on The Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk)

Information about authorised persons and opening procedure

The tenders will be verified electronically on The Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk)

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 3 years or longer if the extensions are taken out

### **VI.3) Additional information**

The contract is being tendered by Cheshire West and Chester Borough Council. We will award all lots to one provider (if the decision is also to award the EAP service lot) and each organisation listed will hold their own contract with the provider.

Should any new ASDV's or arms length companies be set up by either Council during the contract period, then the Council reserves the right to vary the contract to add this organisation in.

There is a schedule of previous data included in the tender pack, this is for information only and is no guarantee of volume for this contract.

Please refer to the tender documents for full details on organisations and services required. All documents should be obtained from The Chest, [www.the-chest.org.uk](http://www.the-chest.org.uk)

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

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

Royal Courts of Justice

London

Country

United Kingdom

##### **VI.4.2) Body responsible for mediation procedures**

Director of Governance

Ellesmere Port

CH65 0BE

Country

United Kingdom

Internet address

<http://cheshirewestandchester.gov.uk>

##### **VI.4.4) Service from which information about the review procedure may be obtained**

Director of Governance

Ellesmere Port

CH65 0BE

Country

United Kingdom

