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Tender

## **Linen and Laundry Service for Outdoor Residential Centres**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-006074

Procurement identifier (OCID): ocds-h6vhtk-043cc4

Published 26 February 2024, 11:38am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Email**

[nicole.sherry@edinburgh.gov.uk](mailto:nicole.sherry@edinburgh.gov.uk)

#### **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](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

<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**

Linen and Laundry Service for Outdoor Residential Centres

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

- 98311000 - Laundry-collection services

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

Services

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

The City of Edinburgh Council intends to establish a Framework Agreement for the provision of a Linen and Laundry service. This will involve the collection of used linen and delivery of laundered linen on a weekly basis to Benmore and Lagganlia Outdoor Residential Centres which are situated in the Highlands & Islands area of Scotland.

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

Value excluding VAT: £240,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

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

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

Benmore Outdoor Centre

Lot No

1

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

- 39512000 - Bed linen
- 19231000 - Linen
- 98311000 - Laundry-collection services
- 98311100 - Laundry-management services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Benmore Outdoor Residential Centre is situated in Dunoon.

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

The City of Edinburgh Council intends to establish a Contract for a Linen collection and delivery service for Benmore and Lagganlia Outdoor Residential Centres. The successful Supplier will be required to collect used bed linen and deliver laundered bed linen on a weekly basis. Benmore Outdoor Residential Centre requires a weekly supply of pillowcases, duvet covers and bed sheets for single beds.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be let for a period of two years with the option to extend for up to a further two 12-month periods, 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

## **II.2) Description**

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

Lagganlia Outdoor Centre

Lot No

2

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

- 19231000 - Linen
- 39512000 - Bed linen
- 98311000 - Laundry-collection services
- 98311100 - Laundry-management services

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Lagganlia Outdoor Residential Centre is situated in Kincaig, in the Highlands & Islands area of Scotland.

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

The City of Edinburgh Council intends to establish a Contract for a Linen collection and

delivery service for Benmore and Lagganlia Outdoor Residential Centres. The successful Supplier will be required to collect used bed linen and deliver laundered bed linen on a weekly basis. Lagganlia Outdoor Residential Centre requires a weekly supply of pillowcases, duvet covers and bed sheets for single beds and a small number of king sized beds.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **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

This Framework Agreement will be let for a period of two years with the option to extend for up to a further two 12-month periods, 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

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## **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

Please see the tender documentation.

All tenderers must be suitably qualified to deliver the required service.

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

List and brief description of selection criteria

This section refers to Section B of Part IV of the SPD (Scotland)

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing – Question 4B - Tenderers are required to have a minimum “general” annual turnover of GBP 60,000 for the last two financial years. Where a Tenderer is applying for both Lot 1 and Lot 2, the turnover requirement is the sum of both Lots, GBP 120,000. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year: at least 1.10
- Current ratio for Prior Year: at least 1.10

The formula for calculating a Tenderer’s current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer’s current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5 - Tenderers 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. Employers (Compulsory) Liability Insurance – Minimum of GBP 5 million
- b. Public Liability Insurance – Minimum of GBP 2 million
- c. Motor Insurance – Minimum of GBP 2million

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer from the competition.

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

List and brief description of selection criteria

Selection criteria as stated in the procurement tender documents.

Minimum level(s) of standards possibly required

Part IV: Selection Criteria - C: Technical and Professional Ability - Question 4C.4 - It is a mandatory requirement of this Contract that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

Please note that Tenderers who fail to answer “Yes” to this question may be excluded from the tender process or the Council may apply discretion.

Part IV: Selection Criteria – C: Technical and Professional Ability – Question 4C.7 – Response to climate change emergency - Tenderers are required to provide evidence that their organisation is taking steps to build their awareness of the climate change emergency and provide details of how they have/will respond (to the climate change emergency). Tenderers must complete the Climate Change Plan Template (text should be no smaller than Arial or Calibri Font size 10), to supply information about their organisation’s carbon emissions sources and the steps that their organisation plans to take to reduce your carbon emissions, including any ongoing or completed plans. Responses do not need to include carbon emissions calculations. Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council’s satisfaction, the Council may exclude the Tenderer from the competition.

Part IV: Selection Criteria – C: Technical and Professional Ability – Question 4D.1 – Health & Safety Policy - It is a mandatory requirement that Tendering 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. Tenderers should confirm that this condition has been met within the response to this question. Where a Tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the Tenderer from the competition

### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

#### **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

28 March 2024

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

#### **IV.2.7) Conditions for opening of tenders**

Date

28 March 2024

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: January 2026 if no extension option is utilised, otherwise January 2027 if an extension period is undertaken.

### **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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25428. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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:

The City of Edinburgh Council's Community Benefits will apply to this Framework Agreement as outlined in the document titled CT2876

Community Benefits Guidance which is available to download through PCS-T.

(SC Ref:758649)

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

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

Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom