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Tender

Two Year Common Close Cleaning Contract with optional 1+1+1 Year Annual Extensions up to a maximum contract duration of five years

Cloch Housing Association

F02: Contract notice

Notice identifier: 2024/S 000-006293

Procurement identifier (OCID): ocids-h6vhtk-043504

Published 27 February 2024, 3:52pm

Section I: Contracting authority

I.1) Name and addresses

Cloch Housing Association

19 Bogle Street

Greenock

PA15 1ER

Contact

Michael Monaghan

Email

mmonaghan@clothhousing.org

Telephone

+44 1475783637

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.clochhousing.org.uk>

I.3) Communication

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

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

Additional information can be obtained from another address:

A.D.A Construction Consultants

Pavilion 3, St James Business Park, Linwood Road

Paisley

PA3 3BB

Contact

Alan Shanks

Email

alan.shanks@ada-cc.co.uk

Telephone

+44 1418160184

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Two Year Common Close Cleaning Contract with optional 1+1+1 Year Annual Extensions up to a maximum contract duration of five years

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contract applies to tenement stairs, common close and deck access areas, and bin stores within properties belonging to Cloch Housing Association within Greenock and Port Glasgow, Inverclyde (See tender Document 1). The Contract term will be for an initial two year period with optional annual 1 year + 1 year + 1 year extensions upto a maximum contract duration of five years overall.

The decision to award the Contract extensions will be at the discretion of Cloch Association and will be on the basis of one year increments. Bidders should note that the list of properties and scope of works required to be carried out may increase or decrease during the contract period. Bidders are also advised that Cloch Housing Association may extend the Contract to additional locations throughout Inverclyde (including Inverkip) to take account of any changes to requirements or new stock acquired during the Contract.

This service will commence on 1st May 2024 and the specification requirements will be provided on a weekly, fortnightly or quarterly basis (refer Tender Document 2 'Close Cleaning Specification Jan 2024').

II.1.5) Estimated total value

Value excluding VAT: £425,896

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90911000 - Accommodation, building and window cleaning services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Greenock, Port Glasgow and Inverkip

II.2.4) Description of the procurement

Single stage tendering (all bidders may submit a tender) in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

Bidders are also advised that Cloch Housing Association will hold a Meet the Buyer Event during the tender period. The Event will be free of charge and shall provide guidance on the requirements of the tender documentation and the information bidders need to provide within their tender response. The Meet the Buyer Event will also provide a presentation from Cloch Housing Association's staff on the property types and cleaning requirements incorporated within the tender.

The Meet the Buyer will be attended A.D.A Construction Consultants and the person from Cloch Housing Association that is currently responsible for the management of the Common Close Cleaning Contract. The Meet the Buyer will commence at 10am GMT on Tuesday 12th March 2024 at the office of Cloch Housing Association, 19 Bogle Street, Greenock, PA15 1ER.

To record your interest in the Meet the Buyer/Site Visit Event, please email the names of your organisations delegates to alan.shanks@ada-cc.co.uk not later than 12noon GMT on Thursday 14th March 2024. Bidders are asked to keep the maximum number of persons that will attend the Event on behalf of their organisation to two delegates.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £425,896

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

Start date

1 May 2024

End date

30 April 2026

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of three further years (2026-2029) at an estimated value 85179 GBP (excluding VAT) per annum.

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.2.14) Additional information

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

SPD (Scotland) document v1.3_0 Question 2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

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

Please refer to these statements when completing Section 4B of the SPD (Scotland) Document v.1.3_0;

Question 4B.1.1 - Bidders will be required to have a minimum 'general' yearly turnover of 170358 GBP for the last two years.

Question 4B.1.2 - Bidders will be required to have an average yearly turnover of a minimum of 170358 GBP for the last two years.

Question 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.

Questions 4B.5.1 and 4B.5.2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of

any subsequently awarded contract, the types and levels of insurances indicated below:

Employer's (Compulsory) Liability Insurance - 5,000,000 GBP Public Liability Insurance - 5,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 - Bidders will be required to provide two examples that demonstrate that they have the relevant experience to deliver the

services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 - Bidders will be required to confirm their and the number of managerial staff for

the last three years.

4C.9 - Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver

the types of requirements detailed in II.2.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards required:

SPD Scotland, Part C Technical and Professional Ability - Bidders responses to Part C of the SPD will be limited to a maximum of fifteen

A4 single sided pages, excluding any certification that a Bidder submits in support of their response, which must be completed in English

using Arial 11 font

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Tender Document 8 'Key Performance Indicators' attached to this Contract Notice. Where performance falls below the minimum

acceptable level during the Contract, the successful Bidder will be required to produce a Remedial Plan for the approval of Cloch Housing

Association.

Failure to produce a Remedial Plan or implement an approved Remedial Plan will be deemed to be a breach of the Contract, which may

lead to the termination of the successful Bidder's 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

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.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-002773](#)

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

Tender must be valid until: 26 June 2024

IV.2.7) Conditions for opening of tenders

Date

28 March 2024

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: 2025 at the earliest

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

SPD (Scotland) document v1.3_0, Part IV Section C 'Technical and Professional Ability' will be scored on a pass or fail basis using the

following scoring methodology;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A Tenderer which scores '0 –

Unacceptable' against any question will be disqualified.

1 - Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains

insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details

on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details

on how the requirements will be fulfilled.

4 – Very Good - Response is largely relevant and very good. The response demonstrates a very good understanding of the requirements and

provides adequate details on how the requirements will be fulfilled.

5 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a

thorough understanding of the requirement and provides details of how the requirement will be met in full.

A Tenderer will be required to achieve a minimum score of 2 against each Question within Part C, i.e. a score of 2 or greater shall represent

a Pass whereas a score of 1 or lower will represent a Fail. Cloch Housing Association will disregard, and not evaluate the remainder of

a Tenderers bid should the Tenderer fail to achieve the minimum score of 2 (a Pass) against any of the Questions included with Part C

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=759262.

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.

(SC Ref:759262)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sheriff Court and Justice of the Peace Court

Greenock

Country

United Kingdom