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Tender

## **WLC Hire of Welfare Cabins and Lockable Storage Containers**

West Lothian Council

F02: Contract notice

Notice identifier: 2021/S 000-006475

Procurement identifier (OCID): ocds-h6vhtk-02a0bc

Published 30 March 2021, 9:08am

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

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

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

#### **Contact**

Catriona Peden

#### **Email**

[catriona.peden@westlothian.gov.uk](mailto:catriona.peden@westlothian.gov.uk)

#### **Telephone**

+44 1506283312

**Fax**

+44 1506281325

**Country**

United Kingdom

**NUTS code**

UKM78 - West Lothian

**National registration number**

140

**Internet address(es)**

Main address

<http://www.westlothian.gov.uk/article/2468/Contract-Opportunities>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

WLC Hire of Welfare Cabins and Lockable Storage Containers

Reference number

CC10452

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

- 44211100 - Modular and portable buildings

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

Supplies

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

3 year contract for hire, delivery and servicing of welfare cabins, lockable storage containers and chemical toilets mainly for building and works sites, but potentially for use by other areas of the council. There will be the possibility to extend contract for a further 2 years

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

Value excluding VAT: £1,500,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM78 - West Lothian

Main site or place of performance

Within West Lothian Council geographical area

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

West Lothian Council seeks a single supplier for the hire of Welfare Cabins and Lockable Storage Containers under a Contract which will be open to all Council divisions for participation.

The period of the Contract shall be three years commencing 01 July 2021, with the Council option for a further two one-year extension periods. The continuation of the Contract is subject to the agreed Key Performance Indicators being met throughout the period of the Contract.

Typical Annual Spend recently has been around 300,000GBP but there is no guarantee as to the volume of business to be awarded under this Contract.

The award of a contract shall not obligate the Authority to place any order.

The quantities stated in the tender documents are approximate and provisional and may be used for evaluation purposes only and are not to be held as binding on the Authority in any way.

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

Quality criterion - Name: Method Statement / Weighting: 10

Quality criterion - Name: Emergency Calls / Weighting: 5

Quality criterion - Name: Non-adversarial collaborative approach / Weighting: 5

Quality criterion - Name: Performance Monitoring / Weighting: 3

Quality criterion - Name: Customer Service / Weighting: 2

Quality criterion - Name: Workforce Matters / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 3

Price - Weighting: 70%

## **II.2.6) Estimated value**

Value excluding VAT: £1,500,000

## **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

Allowance for up to 24 month of extensions

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

Variants will be accepted: No

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

Options: Yes

Description of options

Pricing for drying cabins included but will not be part of the evaluation as it is recognised not all tenderers may be able to offer this option.

## **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.

Police Scotland will be consulted with regards to Serious and Organised Crime checks. Any links to this type of activity may cause your tender to be rejected.

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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

With reference to SPD question 4A.1, if required by the member state, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

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

List and brief description of selection criteria

Re SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 35 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that 34 or less will not be considered as having met this criteria. If a tenderer has a Failure Score of less than 35, the tenderer may be required to submit their last four years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 3 years accounts, these must include financial data over a 4 year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided, complete with evidence of a good high street credit rating (the equivalent of Dun & Bradstreet score 35) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission

may be rejected.

Minimum level(s) of standards possibly required

With reference to SPD question 4B.5,

Employer's (Compulsory) Liability Insurance = 10,000,000 GBP

Public Liability Insurance = 5,000,000 GBP

Motor Vehicle Insurance = Valid

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

List and brief description of selection criteria

With reference to SPD question 4C.1.2, bidders will be required to provide 2 examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of this Contract Notice or the relevant section of the Site Notice.

With reference to SPD question 4C.2, bidders will be required to confirm details of the technicians or technical bodies who they can call upon, especially those responsible for quality control.

With reference to SPD question 4C.3, bidders will be required to demonstrate that they have (or have access to) the appropriate technical facilities, study and research facilities and quality measures to deliver the types of requirements detailed in II.2.4 in this Contract Notice or the relevant section of the Site Notice.

With reference to SPD question 4C.4, bidders will be required to confirm that they have (or have access to) the relevant supply chain management and tracking systems used by them to deliver the types of requirements detailed in II.2.4 in this Contract Notice or the relevant section of the Site Notice.

With reference to SPD question 4C.7, bidders will be required to confirm that they will employ environmental management measures that meet the following requirements:

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

With reference to SPD question 4C.8a, Bidders will be required to confirm their average annual manpower for the last three years.



With reference to ESPD question 4C.8b, Bidders will be required to confirm their and the number of managerial staff for the last three years.

With reference to SPD question 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 OJEU Contract Notice or the relevant section of the Site Notice.

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

With reference to SPD question 4C.11a, Bidders must confirm that they will provide samples, descriptions and/or photographs of the products to be supplied which do not require a certificate of authenticity:

With reference to SPD question 4C.11b, The bidder must confirm that they will provide certificates of authenticity where required.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Key Performance Indicators:

Delivery on time

Collection on time

Others KPIs to be agreed following contract award

### **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.1.8) 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: [2020/S 099-238517](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 May 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: 3 (from the date stated for receipt of tender)

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

Date

5 May 2021

Local time

12:00pm

Place

PCS-Tender online

Information about authorised persons and opening procedure

Corporate Procurement Unit staff on PCS-Tender online

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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: Initial Contract Length 3 years

Contract Extension Period up to 24 months of extension available

If the full term is reached this will be re-advertised in April 2026

### **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**

Re: SPD Q2B, complete information for all company directors, using home address.

Re: SPD Q4D Bidders must hold the certificates or comply with the questions noted in ESPD 4D attached to

<http://www.westlothian.gov.uk/article/11428/Changes-to-Public-Procurement-Rules>.

TUPE – The incoming Contractor is responsible for obtaining legal and professional advice about relevant TUPE implications.

CONFIDENTIALITY - All information supplied by the Authority must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purpose of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except:

(i) for any information required to be disclosed or otherwise provided by the Authority to any person in order to comply with the Freedom of Information (Scotland) Act 2002 and any codes of practice applicable from time to time relating to access to public authorities' information. The Tenderer shall co-operate, facilitate, support and assist the Authority in the provision of this information. In the event the Authority is required to provide information to any person as a result of a request made to it under such Act and/or codes, the Authority shall adhere to the requirements of such Act and/or codes in disclosing information relating

to this Agreement, the Project documents and the Contractor.

(ii) that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers;

(iii) for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Supplement to the Official Journal of the European Union in accordance with EU directives or elsewhere in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18127. 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:

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

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

Community benefits are to be provided from a list in the tender. This element will be scored.

(SC Ref:649142)

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

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

Livingston Sheriff Court

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Country

United Kingdom

