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Tender

## **Provision of Pay As You Go Car Club Service**

Glasgow City Council

F02: Contract notice

Notice identifier: 2023/S 000-007174

Procurement identifier (OCID): ocds-h6vhtk-03b223

Published 13 March 2023, 10:12am

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Email**

[caroline.dougan@glasgow.gov.uk](mailto:caroline.dougan@glasgow.gov.uk)

#### **Telephone**

+44 1412876845

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<http://www.publictenderscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.publictenderscotland.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**

Provision of Pay As You Go Car Club Service

Reference number

GCC005494CPU

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

- 66114000 - Financial leasing services

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

Services

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

Glasgow City Council is inviting tender bids from car club operators to provide two mixed models consisting of Return-to-base and a One-way (flexible) car club service. These shall be operated from council on-street parking locations, council Controlled Parking Zones / Restricted Parking Zones or alternative locations as agreed from time to time within the City of Glasgow. The council is also looking for a mandatory annual payment of 30,000 GBP for the duration of the contract.

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

This contract is divided into lots: No

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

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

- 34100000 - Motor vehicles

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

NUTS codes

- UKM82 - Glasgow City

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

Glasgow City Council is inviting tender bids from experienced car club operators to provide a mixed model of Return-to-base and a One-way (flexible) car club service from council provided on-street parking locations, council Controlled Parking Zones (CPZ) / Restricted Parking Zones .

The mixed model services are detailed below:

- Return-to-base (fixed)- 53 on-street Parking Bays within 46 locations (of which 23 are Electric Vehicles with EV charging points).
- One-way (flexible) - Estimated 17 on-street Controlled Parking Zones/ Restricted Parking Zones within 13 available zones of the city (of which 4 are currently in use with 1 vehicle in each location).
- Total vehicles required for contract commencement date is, as a minimum, 53 populated over 46 On-street locations. Of these 53 vehicles, 23 shall be fully electric and in particular all City Centre locations will be fully electric to meet any city Low Emission Zone requirements. There are 17 residential parking permits being offered across 13 controlled parking areas, which will require Hybrid vehicles.

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

Quality criterion - Name: Quality / Weighting: 55

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 40

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

Duration in months

87

This contract is subject to renewal

Yes

Description of renewals

12 months prior to the expire, the council may consider commencing a new tender process

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

Variants will be accepted: No

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

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

List and brief description of selection criteria

Glasgow City Council's Insurance Requirements are:

##### **Employer's Liability**

The organisation/consultant shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (10,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

##### **Public Liability**

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION (5,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

##### **Products Insurance**

The organisation/consultant shall take out and maintain throughout the period of their services Products Liability insurance to the value of at least FIVE MILLION (5,000,000)

POUNDS STERLING in respect of any one claim and in the aggregate.

#### Motor Insurance

The organisation/consultant shall take out and maintain throughout the period of their services, at least statutory Motor insurance cover as per the Road Traffic Act 1988.

#### Professional Indemnity Insurance Requirements

##### Professional Indemnity

The organisation/consultant shall take out and maintain throughout the period of their services and for a further 6 years on completion of their service, Professional Indemnity insurance to the value of a minimum FIVE MILLION (5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the service provider not have the specified insurances at the time of tendering then, the service provider must certify in their response to this ITT that the specified insurance will be obtained

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

List and brief description of selection criteria

Please refer to Document One - Invitation to Tender within the Attachment area of the portal within PCST for further details.

#### Technical & Professional Ability

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement.

Bidders are required to respond to question 4C.1.2 within the qualification submission of the tender.

Please provide 2 relevant examples of supplies and or services carried out during the last three years as specified in the Contract Notice and

Document One ITT:

Example 1 50 percent

Example 2 50 percent

Total Section 100 percent

Bidders must score a minimum threshold of 60 percent across both examples and or Any Bidder who fails to achieve the minimum points score for any question will be disqualified.

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

#### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The service provider shall be fully CoMoUK accredited or equivalent. If working towards full accreditation status, this shall be in place by the operational commencement of the contract e.g. 1 Sept 2023. The service provider shall maintain full accreditation throughout the contract period.

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

As referenced in Document One - Invitation to Tender and Document Two - Terms & Conditions

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

Date

14 April 2023

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

14 April 2023

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: Aug 2027

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

Economic operators may be excluded from this competition if they are in any situations referred to in regulation 58 of the Public Contracts(Scotland) Regulations 2015.

For SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; Bidders should hold the relevant certificates for Quality Assurance Schemes and Environmental Management Standards . If Bidders do not hold the relevant certificates, they will be required to respond to supporting questions.

Bidders must complete Document Eight – Health and Safety Questionnaire and submit it with the tender submission (Only bidders who pass the health and safety aspect shall be considered).

Bidder must complete Document Seven - Security System Assessment and submit it with their tender submission (The council will undertake the evaluation of this element for the preferred Bidder. Should the council identify any minor remedies, they must be completed within 14 days of contract award).

Freedom of Information Act

Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers Amendments

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer.

Prompt Payment

The successful Supplier shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-

contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any.

#### Non Collusion

Bidders will be required to complete the Non Collusion certificate.

#### Insurance Mandate

All successful suppliers will be required to sign an Insurance Mandate, contained in the buyers attachments area within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the attachments area within the PCS Tender portal and are reference Document Three

Additional information pertaining to this contract notice is contained in the Invitation to Tender Document One.

Bidders must ensure they read all the attachments available in the attachment area in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23048. For more information see:

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

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:

Minimum 50 points, community benefit points will be triggered once the spend reaches-

-25 points @ 250,000

-25 points @ 350.000

Bidders are required to offer the minimum CB points as detailed above this will cover the full term of the contract.

Bidders must confirm that they will meet these obligations in full by completing the relevant areas within the Community Benefits Menu.

(SC Ref:723859)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G2 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<http://www.scotcourts.gov.uk/the-courts/court-location/glasgow-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates

concerned of its decision to award the contract. The Council must allow a period of at least the relevant standstill period (where the notice

is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last

notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation

86 of The Public Contract (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any

eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the

Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council

must not enter into the contract unless the proceedings are determined, discontinued or disposed of;

or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and

the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further

clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own

independent legal advice when they consider appropriate to do so.