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Tender

Grounds Maintenance and Grounds Works Service

Edinburgh Napier University

F02: Contract notice

Notice identifier: 2021/S 000-007517

Procurement identifier (OCID): ocds-h6vhtk-02a4ce

Published 12 April 2021, 9:15am

Section I: Contracting authority

I.1) Name and addresses

Edinburgh Napier University

Sighthill Campus, 9 Sighthill Court

EDINBURGH

EH11 4BN

Contact

Procurement

Email

procurement@napier.ac.uk

Telephone

+44 3339006040

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

www.napier.ac.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00340

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

<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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Grounds Maintenance and Grounds Works Service

Reference number

ENU-2021-0136-00

II.1.2) Main CPV code

- 77314000 - Grounds maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Contractor for Ground Team Maintenance Services which will consist of both Summer grounds services and Emergency Call Out services at detailed locations within the University's Estates portfolio at both Campuses and Student Accommodation Residential sites

II.1.5) Estimated total value

Value excluding VAT: £220,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 77314000 - Grounds maintenance services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

Contractor for Ground Team Maintenance Services which will consist of both Summer grounds services and Emergency Call Out services at detailed locations within the University's Estates portfolio at both Campuses and Student Accommodation Residential sites

II.2.5) Award criteria

Quality criterion - Name: Operational :Resource and Structure / Weighting: 4

Quality criterion - Name: Operational :Equipment / Weighting: 4

Quality criterion - Name: Operational :Equipment Maintenance / Weighting: 4

Quality criterion - Name: Operational :Processes / Weighting: 4

Quality criterion - Name: Operational: Sub-Contracting : / Weighting: 3

Quality criterion - Name: Operational : Implementation: / Weighting: 3

Quality criterion - Name: Capability/Resource To Emergency Situations : / Weighting: 5

Quality criterion - Name: Suppliers Quality Control/Staff Supervision Procedures And Competence: Contract Manager / Weighting: 4

Quality criterion - Name: Suppliers Quality Control/Staff Supervision Procedures And Competence: Daily Works Supervisor / Weighting: 4

Quality criterion - Name: Suppliers Quality Control/Staff Supervision Procedures And Competence: Quality / Weighting: 4

Quality criterion - Name: Health & Safety:Policy and Health & Safety Management Structure / Weighting: 4

Quality criterion - Name: Health & Safety/Legislative And Environmental Sustainability Policies/Compliance :Risk Assessments and Method Statements / Weighting: 4

Quality criterion - Name: Health & Safety/Legislative And Environmental Sustainability Policies/Compliance: Training / Weighting: 4

Quality criterion - Name: Environmental & Sustainability : Biodiversity / Weighting: 4

Quality criterion - Name: Environmental & Sustainability: Chemical Management / Weighting: 4

Quality criterion - Name: Environmental & Sustainability :Compliance / Weighting: 4

Quality criterion - Name: Environmental & Sustainability :Volunteers / Weighting: 4

Quality criterion - Name: Environmental & Sustainability: Strategies & Policies / Weighting: 4

Quality criterion - Name: Environmental & Sustainability: Waste / Weighting: 4

Price - Weighting: 25

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

up to 12 months

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

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

Tenderers will be required to have a minimum “specific” yearly turnover of 80,000 GBP for each of the last 2 years in the business area covered by the Contract

The Tenderer(s), if requested, will be required to provide 2 years audited accounts, or equivalent prior to the award of Contract.

Insurance: Employer's (Compulsory) Liability Insurance: GBP 5 Million.

Insurance – Public and Product Indemnity Insurance cover of: GBP 5 Million.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Quality Assurance 4D1.1 Quality Management In PCS-T Qualification Envelope:
Mandatory

Tenderers must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001(or equivalent)

If bidder does not hold UKAS (or equivalent) accredited independent 3rd party certificate of compliance with BS EN ISO 9001 (or equivalent), then Tenderer must have the following:

a) A documented policy to be provided regarding Quality Management, which must set out responsibilities for Quality Management demonstrating that the Tenderer has and continues to implement a Quality Management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. Policy must be relevant to the nature and scale of the work to be undertaken.

Scoring Methodology for this question 4.D.1.1 (Quality Management) is as follows:

Pass = The Tenderer has confirmed and provided evidence that UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 9001(or equivalent) or provided evidence on a documented policy which sets out responsibilities for Quality Management demonstrating that the Tenderer has and continues to implement a Quality Management policy that is authorised by their Chief

Executive, or an equivalent is in place and provided evidence that it is periodically reviewed at a senior management level and is relevant to the nature and scale of the works .

Fail= The Tenderer does not confirm that a Quality Management system is in place in line with statement on 4D.1.1 or that no evidence has been provided by the Tenderer or the evidence provided by the Tenderer is not robust and detailed enough to meet with the Authority's Quality Management requirements as per statement on 4D.1.1.Mandatory :

Specific example required for Grounds Maintenance and Works service

Please provide relevant examples of two similar Grounds Maintenance and Works service contracts that have covered the same Grounds Maintenance and Works service requirements as detailed in the ITT Document Section 2 carried out in the past three years.

Details should include (but not be limited to):

The value for each of the two contracts(s) carried out.

The scope of the Grounds Maintenance and Works requirements for these two contracts

The organisations that the two contracts were carried out on behalf of

Reference contacts at these organisations

The term of contract (for each of the two Contracts)

Note this question (4C.1) will be evaluated as follows:

Pass: Response provided is relevant and detailed. The response is sufficiently detailed to demonstrate a good understanding and provides details of two contracts that have covered similar Grounds Maintenance and Works service requirements as detailed in the ITT.

Fail: Nil or an inadequate response. The response fails to demonstrate an ability to meet the requirement.

Note The University reserves the right to contact reference contact points for each example provided in order to verify the validity of the response.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

See Tender documents and appendixes

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

12 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

12 May 2021

Local time

1:00pm

Place

PCS-Tenders

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2024

VI.3) Additional information

Safety Accreditation: Mandatory: Question Number Part 4C.6 In PCS-T Qualification Envelope: Mandatory

Tenderers wishing to be considered for this Tender exercise must have in place membership of a Safety Scheme such as CHAS or SafeContractor or certification in accordance with ISO 18001 or an equivalent accreditation. Tenderers should confirm in their response that they have membership of Safety Scheme or certification in accordance with ISO 18001 or an equivalent accreditation and provide details of certification of Safety Scheme, or other certification in accordance with ISO18001. If there is an equivalent accreditation being proposed by the Tenderer then details and evidence should be provided showing that it is a detailed and robust equivalent accreditation.

Scoring Methodology for this question is as follows:

Pass = The Tenderer has confirmed that a Safety Scheme or certification in accordance ISO18001 is in place and provided evidence. Where an equivalent accreditation is being proposed by the Tenderer, they have provided evidence to show that it the accreditation is both detailed and robust. Fail= The Tenderer does not confirm that a Safety Scheme or certification in accordance ISO18001 or an equivalent accreditation is in place or no evidence has been provided by the Tenderer or the evidence provided by the Tenderer does not provided sufficient evidence to show that the Safety/Scheme/Accreditation is robust and detailed enough to meet with the University's Safety requirements.

8 Environmental Management Systems Question no 4D.2:

Tenderers wishing to be considered for this project must have in place 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, or a detailed internal process that is documented and evaluated on a regular basis that addresses and provided evidence that that a robust internal organisational Environmental Management System is in place. Please ensure that you attach a copy of your certificates or other supporting information regarding an Environmental Management System .

4.D.2 Scoring Methodology for this question (Environmental Management Systems) is as follows:

Pass = The Tenderer has confirmed that a place 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 is in place and provided evidence. Where an equivalent accreditation is being proposed by the Tenderer, they have provided evidence to show that it the accreditation is both detailed and robust. Where the Tenderer an internal organisational Environmental Management System is being proposed by Tenderer, the evidence provided shows that a well-documented , robust Environmental Management System is in place.

Fail= The Tenderer does not confirm that UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate is in place or no evidence has been provided by the Tenderer or the evidence provided by the Tenderer does not provided sufficient evidence to show that a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) is in place or where an internal organisational Environmental Management System is being proposed by Tenderer, the evidence provided is not robust and detailed enough to meet with the University's Environment Management System requirements

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 182466. For more information see:

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

(SC Ref:647806)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Sherriff Court House 27 Chambers Street

Edinburgh

Country

United Kingdom