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Tender

the Rental, Supply, Delivery, Collection and Laundering of Tablecloths & Linen

Glasgow City Council

F02: Contract notice

Notice identifier: 2023/S 000-008419

Procurement identifier (OCID): ocds-h6vhtk-03b54d

Published 23 March 2023, 9:34am

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

Email

fiona.mcinnnes@glasgow.gov.uk

Telephone

+44 1412765623

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

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

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

www.publictendersscotland.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

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

the Rental, Supply, Delivery, Collection and Laundering of Tablecloths & Linen

Reference number

GCC005034CPU

II.1.2) Main CPV code

- 98311000 - Laundry-collection services

II.1.3) Type of contract

Services

II.1.4) Short description

Glasgow City Council's Encore Catering provides catering within civic buildings, workplace cafes and Glasgow Life venues including cafés and large-scale events, comprising of leisure sites, museums and arts & music venues up to 7 days per week. In total there are approximately 12 locations that will be required to receive rental, supply, delivery, collection and laundering of tablecloths and linens as described within this Tender.

II.1.5) Estimated total value

Value excluding VAT: £248,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

The Rental, Supply, Delivery and Laundering of Table linens and Decorative Accessories

on a Regular Basis.

Lot No

1

II.2.2) Additional CPV code(s)

- 98311000 - Laundry-collection services
- 19230000 - Linen fabrics
- 19231000 - Linen
- 39513000 - Table linen
- 39291000 - Laundry supplies
- 42716000 - Laundry washing, dry-cleaning and drying machines

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

UK, Glasgow

II.2.4) Description of the procurement

Glasgow City Council's Encore Catering provides catering within civic buildings, workplace cafes and Glasgow Life venues including cafés and large-scale events, comprising of leisure sites, museums and arts & music venues up to 7 days per week. In total there are approximately 12 locations that will be required to receive the supply, delivery, collection and laundering of linens included within this Tender. Lot 1 is for The Rental, Supply, Delivery, Collection and Laundering of Table linens and Decorative Accessories on a Regular Basis.

II.2.5) Award criteria

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Products and Quality / Weighting: 15

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Environmental / Weighting: 10

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

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £208,000

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

The Council will have an option to extend the contract for a period of up to 12 months which will be exercised by the Council serving notice on the Bidder in accordance with the Council's Terms and Conditions.

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

II.2) Description

II.2.1) Title

The Rental Supply, Delivery and Laundering of an extensive range and variety of speciality colour/design tablecloths and linen for hospitality events.

Lot No

2

II.2.2) Additional CPV code(s)

- 98311000 - Laundry-collection services
- 19230000 - Linen fabrics
- 19231000 - Linen
- 39513000 - Table linen
- 39291000 - Laundry supplies
- 42716000 - Laundry washing, dry-cleaning and drying machines

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

UK, Glasgow

II.2.4) Description of the procurement

Rental supply and laundering of an extensive range of speciality colour/ style/fabrics, for one-off hospitality events.

II.2.5) Award criteria

Quality criterion - Name: Contract Management / Weighting: 20

Quality criterion - Name: Products and Quality / Weighting: 15

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Environmental / Weighting: 10

Quality criterion - Name: Quality and Range of Products / Weighting: 10

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

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £40,000

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

The Council will have an option to extend the contract for a period of up to 12 months which will be exercised by the Council serving notice on the Bidder in accordance with the Council's Terms and Conditions.

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

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

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

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance, balance sheet strength and current liquidity. Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

Trading Performance:

An overall positive outcome on pre tax profits over a 3 year period. Exceptional items can be excluded from the calculation. The above would be expressed in the ratio Pre-Tax Profit/Turnover

Balance Sheet strength:

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process. Intangibles can be included for purposes of the Total Assets figure. The above would be expressed in the ratio Total Assets/Total Liabilities.

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the

period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, Glasgow City Council will take that into account in determining financial suitability for the contract. The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Applicants who are subsequently appointed to the Framework shall, during the lifetime of the Framework Agreement, inform the Council immediately of any material changes to the information provided in their submission in relation to economic and financial standing. The Council notes Regulation 60(9) and 60(11) of the Public Contracts (Scotland) Regulations 2015 and reserves the right to refuse to award a contract following a mini-competition should the Applicant no longer meet the requirements set out in this SPD.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Minimum level(s) of standards possibly required

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 (GBP10,000,000) 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 (GBP5,000,000) 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 (GBP5,000,000) 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.

The Council reserves the right at its own discretion to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Lot 1 & 2

4C.1 SPD Question

Please provide 2 relevant examples of services carried out in the past five years as specified in the Contract Notice. We are requesting examples over the past 5 years as opposed to the last 3 years due to the impact of covid over the last 2 years as we appreciate this may have disrupted your normal business procedures/service delivery.

SPD Statement

Please note that you are required to provide 2 examples of a similar size or value within the last five years, from either the public or private sector where you have delivered

similar services to those required for the Rental of Tablecloths and Linen, Lot 1- The Rental, Delivery, Collection and Laundering of Table linens and Decorative Accessories on a Regular Basis.

Relevant examples should indicate project value, brief description and contact details. Relevant examples should also demonstrate the experience that your company, and the skills and experience of the proposed team, have on projects of a similar scale and nature to that of the Rental of Tablecloths and Linen which is required for identifying what experience this will bring.

Your response should address as a minimum, but is not limited to the following areas:-

- Challenges for delivery on time and within project budget
- Stakeholder engagement
- Project management (including risks and mitigating actions)
- Interfacing works with other contractors
- Constraints and Challenges
- Challenges for delivery on time and within budget
- Demonstrating commitment to minimising environmental impact of operations.
- Provision of various ranges of requested speciality linen including

limitations of supply and if/how these limitations were addressed.(This bullet included in Lot 2 only).

Response to this question should not exceed 2 x A4 pages, Arial Font 11 per example excluding photographs (figures and diagrams may be used to accompany text but should be restricted to one per page).

Where a submission exceeds the maximum number of pages indicated per example, no account will be taken of the content of the pages beyond the maximum.

Weighting

Minimum level(s) of standards possibly required

For both Lots this section has a weighted score of 100%. Each question/example contained within this section will be given individual scores which total to 100% e.g

example 1 - 50%, example 2 - 50%. For both lots a minimum pass mark of 60 out of 100 is required overall for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

See section 4.14 Key Performance Indicators of the Invitation to Tender document.

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

24 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

24 April 2023

Local time

12:00pm

Place

Glasgow

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 36 months or up to 48 months depending on whether the partial or full 12 month extension is implemented.

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 Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2 bidders must hold the certificates for Quality Control, Health and Safety and Environmental Management Standards or comply with all the questions noted in SPD Section 4D.

Health & Safety – applicants must complete and return the H&S questionnaire found within the Buyers Attachments area of the tender portal.

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 contained in the Qualification Envelope within the PCS Tender portal (NB the council does not bind itself to withhold this information). Applicants will be required to complete the FOI certificate at ITT stage.

Tenderers Amendments - Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer. Applicants will be required to complete the tenderers amendment certificate contained in the Qualification Envelope within the PCS tender portal (at ITT stage).

Prompt Payment - The successful tenderer 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 subcontractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate contained in the Qualification Envelope area within PCS Tender portal.

Non – Collusion - Applicants will be required to complete the Non-Collusion certificate contained in the Qualification Envelope area within the tender portal.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, which will be issued in conjunction with the award letter 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 Buyers Attachments area of the tender portal.

Terms and Conditions are located within the Buyers Attachment area of the PCS Tender portal.

Additional information pertaining to this contract notice is contained within the Invitation To Tender documents. Applicants must ensure they read in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23805. 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:

Community Benefits Requirement – Lot 1-Mandatory – Supplier Proposals & Lot 1 & Lot 2 Voluntary Community Benefit.

(SC Ref:708489)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court & Justice of the Peace Court

PO BOX 23, 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Glasgow City Council (“the 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, conclude the framework agreement or establish a dynamic purchasing system. 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 85(1) of the Public Contracts (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, conclude the framework agreement or establish the dynamic purchasing system 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.