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Tender

## **Energy Efficient Scotland ABS Funding Managing Agent**

Renfrewshire Council

F02: Contract notice

Notice identifier: 2023/S 000-009228

Procurement identifier (OCID): ocds-h6vhtk-03b734

Published 30 March 2023, 8:52am

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

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

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

#### **Contact**

Claire Earnshaw

#### **Email**

[claire.earnshaw@renfrewshire.gov.uk](mailto:claire.earnshaw@renfrewshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)

**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 to the above-mentioned address

**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**

Energy Efficient Scotland ABS Funding Managing Agent

Reference number

RC-CPU-22-353

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

- 71314300 - Energy-efficiency consultancy services

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

Services

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

Renfrewshire Council have a requirement to appoint a suitably qualified Service Provider to provide a Managing Agent service to deliver a portion of their Area Based Schemes (ABS) programme to households throughout the Renfrewshire area in line with the Scottish Government Guidance on Scheme Design and Delivery.

The majority of the funding received will be spent on external wall insulation on private domestic properties at various locations throughout the Renfrewshire local authority area.

The main aim of the ABS program is to provide measures to private households in or at risk of fuel poverty that help to reduce energy usage and costs.

Addresses will be Renfrewshire wide, but only for privately owned properties which are deemed to meet the Scottish Government eligibility criteria. Renfrewshire Council will guide the selection of addresses.

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

Value excluding VAT: £360,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 71541000 - Construction project management services
- 71314000 - Energy and related services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire Local Authority Area

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

The Council seeks to appoint a competent and suitably qualified managing agent to deliver a portion of their Area Based Schemes (ABS) programme to households throughout the Renfrewshire area in line with the Scottish Government Guidance on Scheme Design and Delivery. The role of the managing agent is to;

- identify suitable properties,
- sign up residents,
- assist householders with the application process,
- appoint a Works contractor, and
- manage works on site.

The Managing Agent must provide services and energy efficiency installations in line with the following standards and guidance documents;

- PAS 2035 and all future relevant updated iterations.
- The most current/up to date Scottish Government's HEEPS:ABS guidance and future relevant updated iterations

NOTE: The Managing Agent (Contractor) fee is based on a fixed percentage of the funding available for the Area Based Schemes (ABS). This funding is not guaranteed and may fluctuate within this year and within subsequent financial years, and that guidance

may change in line with Scottish Government requirements. If the maximum value of the available ABS funding grant per property increases, the rates provided within the Tender Submission will remain for the duration of the Contract.

Please refer to the Invitation to Tender document and commercial envelope for further details.

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

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

Quality criterion - Name: Community Benefits - Outcome Menu / Weighting: 7

Quality criterion - Name: Community Benefits - Methodology / Weighting: 3

Quality criterion - Name: Project Programme / Weighting: 15

Quality criterion - Name: Methodology / Weighting: 14

Quality criterion - Name: Resources / Weighting: 11

Quality criterion - Name: Contractor Appointment and Best Value / Weighting: 10

Price - Weighting: 35

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

Value excluding VAT: £360,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract duration is 12 months with the Council having the option to extend for up to 12 months on two (2) separate occasions, subject to satisfactory operation and performance.

**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.

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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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

It is a condition of this contract that the Managing Agent is independent of both the Council and the appointed External Wall Insulation contractor (to ensure impartial/unbiased management of the project).

This Contract will include performance conditions relation to fair work first and community benefits. The tender requests scored community benefits.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

Accelerated procedure

Justification:

The Contract is subject to external funding and works must be completed by 31st May 2024.

The next relevant Council board meets on 8 June 2023, with the subsequent board on 14 September 2023.

Were the Council to delay the process until September, there would be a significant restricted period to utilise the funds which may result in loss/return of external funding.

#### **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

17 April 2023

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

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

Date

17 April 2023

Local time

12:00pm

Place

Tender submissions will be opened remotely at home using an opening committee on PCS-T with two procurement officers.

Information about authorised persons and opening procedure

Tender submissions will be opened remotely at home using an opening committee on PCS-T with two procurement officers.

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

#### **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**

The recommended Tenderer will be required to provide at Request for Documentation stage the following documents:

Health and Safety Questionnaire and supporting documentation

S1 Equalities Questionnaire

S2 Equalities Declaration

S3 Tender Compliance Certificate

S4 No Collusion Certificate

S5 Prompt Payment Certificate

S9 List of Proposed Sub-Contractors

S10 Parent Company Guarantee

Insurance Certification

New Supplier Request Form

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23820.  
For more information see:

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

(SC Ref:727454)

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

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

Please refer to VI.4.3 below

UK

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Please refer to VI.4.3 below

UK

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom