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Tender

The Supply, Installation, Management and Maintenance of Secure Cycle Storage Units

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-009228

Procurement identifier (OCID): ocds-h6vhtk-044b53

Published 21 March 2024, 3:55pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

Chief Executives Department, City Chambers, 40 John Street

Glasgow

G2 1DU

Email

Lesley.Thomson2@glasgow.gov.uk

Telephone

+44 1412878637

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

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 Supply, Installation, Management and Maintenance of Secure Cycle Storage Units

Reference number

GCC005733CPU

II.1.2) Main CPV code

- 39173000 - Storage units

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Supply, Installation, Management and Maintenance of Secure Cycle Storage Units.

The council invites bids for the expansion of Glasgow City Council's Secure On Street Cycle Storage Scheme. This will include the supply, installation, management, and maintenance of new secure cycle shelters.

The supplier shall be responsible for the management, scheduled and ad hoc maintenance of the existing 205 residential shelters located throughout the City when the current contract expires.

There may also be an opportunity for the supplier to take on the management, scheduled and ad hoc maintenance of the 20 existing short stay shelters located in the city centre when this contract expires in 2027.

II.1.5) Estimated total value

Value excluding VAT: £2,500,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 63121100 - Storage services
- 39173000 - Storage units

- 34913510 - Bicycle locks
- 44421700 - Boxes and lockers
- 44500000 - Tools, locks, keys, hinges, fasteners, chain and springs

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

II.2.4) Description of the procurement

The council invites bids for the expansion of Glasgow City Council's Secure On Street Cycle Parking scheme. This includes the supply, installation, management, and maintenance of up to 500 new secure cycle shelters.

The supplier shall also be responsible for the management, scheduled and ad hoc maintenance of the existing 205 residential shelters located throughout the City when the current contract expires, anticipated 2024.

There may also be an opportunity for the supplier to take on the management, scheduled and ad hoc maintenance of the 20 existing short stay shelters located in the city centre when this contract expires in 2027.

This contract is expected to run for 5 years, anticipated start date 1 July 2024 and ending on 30 June 2029. The council will have the option to extend the contract for 2 periods of up to 12 months which will be exercised by the council serving notice on the supplier in accordance with the council's Terms and Conditions.

II.2.5) Award criteria

Quality criterion - Name: Booking System/Test Site / Weighting: 5

Quality criterion - Name: Data Protection / Weighting: 5

Quality criterion - Name: Method Statements / Weighting: 10

Quality criterion - Name: Work Programme / Weighting: 10

Quality criterion - Name: Team Structure / Weighting: 5

Quality criterion - Name: Marketing and Promotion / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 5

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

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £2,500,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The council will have the option to extend the contract for 2 periods of up to 12 months which will be exercised by the council serving notice on the supplier 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

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

Financial Requirements:-

In order to pass the Financial Check section of the contract, it is mandatory for companies to attain the undernoted:-

There is a minimum financial requirement that affects trading performance and balance sheet strength.

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.

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.

Glasgow City Council's Insurance Requirements are:

Employer's Liability

The organisation shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of a minimum TEN MILLION (10000000 GBP) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability

The organisation shall take out and maintain throughout the period of their services Public Liability Insurance to the value of at least FIVE MILLION POUNDS STERLING (5000000 GBP) in respect of any one claim and unlimited in the period.

Products Liability

The organisation shall take out and maintain throughout the period of their services Products Liability insurance to the value of a minimum of FIVE MILLION (5000000 GBP) 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 Bidder not have the specified insurances at the time of tendering, then the Bidder must certify in their response to this Invitation to Tender that the specified insurance will be obtained.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide two relevant examples of your organisations recent experience (within the last 5 years) in delivering a Secure on Street Cycle Parking Scheme similar in scale as specified in the Contract Notice and Section 4 of the Invitation to Tender (ITT) Document.

Please refer to the ITT Document and the SPD for further details.

Minimum level(s) of standards possibly required

The weighting will be out of 100% with 50% attributed to each example.

Bidders must achieve the minimum threshold score of 60% overall over the two examples. Any Bidder who fails to achieve the minimum points score will be disqualified at this stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Key Performance Indicators will be listed under Section 4.17 of the ITT 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

22 April 2024

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

IV.2.7) Conditions for opening of tenders

Date

22 April 2024

Local time

12:00pm

Place

Glasgow City Council, City Chambers, 40 John Street, Glasgow, G2 1DU

Information about authorised persons and opening procedure

Procurement Officer

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

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

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 — 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.

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 sub-contractors in respect of payments due to any sub-sub-contractors, if any. Applicants will be required to complete the prompt payment certificate.

Non Collusion — Applicants 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 buyers attachments area within the PCS Tender portal.

Additional information pertaining to this contract notice is contained in the Invitation to Tender and SPD Statements documents situated within the buyers attachments area of PCS-T. Bidders must ensure they read these documents in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26377. 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:

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

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

Mandatory Community Benefits information detailed within Section 5 of the ITT document.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26377. 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:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

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

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

Mandatory Community Benefits requirements as detailed within Section 5 of the ITT document.

(SC Ref:761735)

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

G5 9DA

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.