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Tender

## **Provision of Window and Glazing Cleaning – 2022-2025**

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-011680

Procurement identifier (OCID): ocds-h6vhtk-02b512

Published 26 May 2021, 9:54am

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

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

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

#### **Email**

[stewartpa@northlan.gov.uk](mailto:stewartpa@northlan.gov.uk)

#### **Telephone**

+44 1698403876

#### **Country**

United Kingdom

#### **NUTS code**

UKM84 - North Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00010](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010)

**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>

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

<https://www.publictendersscotland.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 Window and Glazing Cleaning – 2022-2025

Reference number

NLC-CPT-21-020

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

- 90911300 - Window-cleaning services

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

Services

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

The establishment of a contract for the provision of window and glazing cleaning to various buildings and structures owned and/or operated by North Lanarkshire Council. Buildings and structures that fall within scope of this project include but are not limited to office accommodation, schools and educational establishments, depots and warehouses, residential and care facilities, concert venues, libraries, halls, pedestrian bridges and glazed structures. Services required to be delivered throughout the duration of the contract will fall within general window and glazing cleaning however in some instances, properties and structures may require specialist access techniques to be undertaken due to design features to undertake and complete requirements. As a result, contractors may be required to undertake works via specialist access methods such as; long water fed poles, mobile elevated work platforms, self-propelled booms, cradles and rope access and have to demonstrate their ability and experience to undertake such work. Contractors will be required to demonstrate good Covid practices as they will be required to enter into Council properties and this will be detailed within the Specification.

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

Value excluding VAT: £320,000

#### **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**

Operational Property and Specialist Structures

Lot No

1

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

- 90911300 - Window-cleaning services

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

NUTS codes

- UKM84 - North Lanarkshire

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

Lot 1 comprises of buildings and property that allows North Lanarkshire Council and its Arm's Length External Organisations (ALEO's) to undertake its daily operational business as well as facilities utilised by the general public. Requirements within Lot 1 include but are not limited to, small single storey buildings to large office complexes up to 10 storeys, depots and warehouses, leisure centres, libraries and halls.

Lot 1 also contains a number of specialist structures that require glazing to be cleaned due to their specialist design features.

A number of buildings within this lot will/may require specialist access techniques to be utilised due to design features to undertake and complete requirements. As a result, the successful Bidder may be required to undertake works via specialist access methods such as: long water fed poles, Mobile Elevated Work Platforms, self-propelled booms, cradles and rope access and have to demonstrate their ability and experience to undertake such work.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

### **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

Optional extension periods no less than three months each with a maximum extension period of 12 months from the expiry of the initial contract period.

### **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**

Educational Establishments

Lot No

2

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

- 90911300 - Window-cleaning services

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

NUTS codes

- UKM84 - North Lanarkshire

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

Lot 2 comprises of all Educational establishments maintained by the Councils Facility Support Services on behalf of the Councils Education, Skills and Youth Employment Services. Lot 2 requirements include Nursery Schools, Primary Schools, Secondary Schools and Additional Support Needs Schools. These will consist of one internal and one external clean per annum per school of all external windows. In the main Primary schools require to be scheduled within term time and access times would be typically between 7.00am and 4.00pm.

Currently there are 17 campuses within Lot 2 that are Public Private Partnership (PPP) buildings. These schools are owned by ENGIE and as a result, the successful Bidder within Lot 2 may have to undergo a separate vetting process in order to undertake work at PPP schools. Frequency is two internal and two external cleans per annum per campus of all external windows. Please note that Primary schools within PPP should be scheduled for Easter and October and Secondary schools within PPP should be scheduled for Summer break and Christmas Break.

A number of buildings within this lot will require specialist access techniques to be utilised due to design features to undertake and complete requirements. As a result, the successful Bidder may be required to undertake works via specialist access methods such as: long water fed poles, Mobile Elevated Work Platforms, self-propelled booms, cradles and rope access and have to demonstrate their ability and experience to undertake such work.

Due to the nature of the surroundings that work is required to be undertaken within Lot 2, the Protection of Vulnerable Groups (Scotland) Act 2007 may be applicable. Additional information on the Act can be found within Part 8 of the Specification.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

### **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

Optional extension periods no less than three months each with a maximum extension period of 12 months from the expiry of the initial contract period.

#### **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**

Residential and Care Establishments

Lot No

3

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

- 90911300 - Window-cleaning services

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

NUTS codes

- UKM84 - North Lanarkshire

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

Lot 3 comprises of all Residential and Care Establishments. Requirements within this lot include Retirement Housing Complexes, Care Homes, Day Care Centres and any other Care Facility the Council operates.

A number of buildings within this lot will require specialist access techniques to be utilised due to design features to undertake and complete requirements. As a result, the successful Bidder may be required to undertake works via specialist access methods such as: long water fed poles, Mobile Elevated Work Platforms, self-propelled booms, cradles and rope access and have to demonstrate their ability and experience to undertake such work.

Due to the nature of the surroundings that work is required to be undertaken within Lot 3, the Protection of Vulnerable Groups (Scotland) Act 2007 may be applicable. Additional information on the Act can be found within Part 8 of this Specification.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

#### **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

Optional extension periods no less than three months each with a maximum extension period of 12 months from the expiry of the initial contract period.

#### **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

ESPDS 4A.2 - All window cleaners employed on this contract via the successful Bidder must be licensed with North Lanarkshire Council in terms of the Civic Government (Scotland) Act 1982.

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

List and brief description of selection criteria

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10,000,000 GBP

Public Liability Insurance = 10,000,000 GBP

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

List and brief description of selection criteria

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have,

within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

The bidder must have the following:

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation. The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

The health & safety policy must include:

- a. A documented process demonstrating the bidder's arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents.
- b. A documented procedure how the bidder obtains access to competent Health and Safety advice and assistance.
- c. Documented arrangements for providing the bidder's workforce with training and information appropriate to the type of work of which the organisation is likely to bid.
- d. A documented procedure describing what H&S or other relevant qualifications and experience the bidder's workforce has, in order to implement the H&S policy to a standard appropriate for the work for which the organisation is likely to bid.
- e. Documented arrangements for checking, reviewing and where necessary, improving the bidders H&S performance.
- f. Documented arrangements for involving the bidders workforce in the planning and implementation of H&S measures.
- g. Documented procedures for recording accidents/incidents and undertaking follow-up action.
- h. Documented arrangements for ensuring that the bidder's suppliers apply H&S

measures to a standard appropriate to the work for which they are being engaged.

i. Documented arrangements for co-operating and co-ordinating the bidder's work with other suppliers.

Minimum level(s) of standards possibly required

Bidders Health and Safety Policy must contain each of the 9 (a – i) elements set out in the selection criteria or Bidders must be able to provide method statements, certificates etc as evidence that these elements are accounted for.

Further information regarding all selection criteria can be found within section V1.3 of this Contract Notice.

### **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

All window cleaners employed on this contract via the successful Bidder must be licensed with North Lanarkshire Council in terms of the Civic Government (Scotland) Act 1982.

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

North Lanarkshire Council General Conditions of Contract for Purchase of Services

All Applicable Health and Safety Legislation

Fair Work Practices

Community Benefits

Performance Scorecards

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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: No

### **IV.2) Administrative information**

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

Date

28 June 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: 6 (from the date stated for receipt of tender)

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

Date

28 June 2021

Local time

12:00pm

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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 council reserves the right before moving from selection stage to award stage to request candidates produce supporting documentary evidence or certificates referenced in their ESPD response. In any case, these must be provided prior to contract award.

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Tenderers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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All establishment/structures stated are visible from public roads, paths, pavements etc which will enable pricing to be undertaken without gaining access to the property. Site visits are not permitted due to Covid 19.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 18760. 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:

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

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

The Contractor and its supply chain will be required to actively participate in the achievement of social, environmental and/or sustainability policy objectives relating to local regeneration, social and economic growth, recruitment, employment and training and supply chain initiatives.

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The Contractor will be required to provide access to opportunities to SMEs wherever possible and will advertise all subcontract opportunities linked to the contract using the Public Contracts Scotland Portal.

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The Contractor will be required to ensure that all subcontractors advertise all their subcontracts as described above. In addition, they will be required to identify and provide access to opportunities linked to the contract to social enterprises wherever possible.

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Where job vacancies related to the contract arise within the Contractor's organisation, they will be required wherever possible and appropriate, to provide access to employment and training opportunities aimed specifically at unemployed individuals and to use all reasonable endeavours to fill those posts with such persons. The Contractor should also link in where possible and appropriate to school, student, graduate and other work experience programmes.

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The Contractor will be required to detail the community benefits your organisation will deliver if successful in this tender opportunity within Attachment 05 Award Questionnaire.

(SC Ref:654626)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

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

Telephone

+44 1698282957

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.