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Tender

## **Provision of Access, Hand, Mobile and Small Plant Operator Training**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2023/S 000-011827

Procurement identifier (OCID): ocids-h6vhtk-03c3f7

Published 25 April 2023, 1:43pm

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

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

South Lanarkshire Council

Almada Street

Hamilton

ML3 0AA

#### **Contact**

Audrey Faulds

#### **Email**

[Audrey.faulds@southlanarkshire.gov.uk](mailto:Audrey.faulds@southlanarkshire.gov.uk)

#### **Telephone**

+44 1698454184

#### **Country**

United Kingdom

**NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.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 Access, Hand, Mobile and Small Plant Operator Training

Reference number

SLC/PS/FINCOR/22/012

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

- 80521000 - Training programme services

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

Services

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

South Lanarkshire Council has a requirement under the Health & Safety at Work Act 1974, Provision and Use of Work Equipment Regulations 1998 and the Manual Handling Operations Regulation 1992 to deliver the appropriate training courses to its employees. There is an ongoing requirement for employees to obtain operator training in the following areas: lifting and access equipment, hand held plant, operation of mobile and small plant, and there is a requirement for the following accreditations: IPAF, PASMA, NPROS Accredited and City & Guilds various levels.

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

Value excluding VAT: £420,000

#### **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**

Miscellaneous Training (Plant)

Lot No

4

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

- 44512000 - Miscellaneous hand tools

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 4: Miscellaneous Training (Plant): Courses that provide employees with the practical skills and knowledge necessary to safely operate a range of small plant items, including Core cutters, nail guns, power cutters etc.

The training required within this Lot will include:

4.1 Operation of a core cutter.

4.2 Operation of a cartridge nail gun.

4.3 Operation of a power cutter.

4.4 Operation of a sit-in all terrain vehicle.

4.5 Safety harness and safe working at heights for a mobile elevated work platform.

4.6 Operation of gully vehicle

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget the contract may be renewed in 4 years.

#### **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) Description**

#### **II.2.1) Title**

Arboriculture

Lot No

3

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

- 77341000 - Tree pruning

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 3: Arboriculture: Courses that provide employees with the practical skills and

knowledge required for a range of arboriculture activities including using chainsaws, felling trees and aerial tree cutting, leading to a nationally recognised NPTC qualification.

The training required within this Lot will include:

- 3.1 Chainsaw maintenance and cross cutting.
- 3.2 Felling and processing trees up to 380mm in diameter.
- 3.3 Felling and processing trees above 380mm in diameter.
- 3.4 Aerial tree pruning.
- 3.5 Severing uprooted or windblown trees using a chainsaw.
- 3.6 Assisted fell operations using non-return pull lines, hand and mechanical winches.
- 3.7 Aerial cutting of trees with a chainsaw.
- 3.8 Aerial tree rigging using rope rigging and lifting gear.
- 3.9 The safe use of stump grinder.
- 3.10 Safe use of manually fed wood chipper.
- 3.11 Tree climbing and rescue using ladders and climbing equipment.(Level 2)
- 3.12 Tree climbing and rescue using ladders and climbing equipment (Level 3)

#### Accreditation

City & Guilds: For all courses in lot 3, a provider must be an approved City and Guilds centre, able to deliver and assess City and Guilds Land Based Services (formerly NPTC) qualifications.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract may be renewed in 4 years.

### **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) Description**

### **II.2.1) Title**

Access Training

Lot No

1

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

- 44212230 - Towers

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 1: Access Training: Courses that provide employees with the practical skills and knowledge necessary to prepare and safely operate a mobile access tower or working platform in line with health and safety requirements.

Training required within this Lot will include :

1.1 Operation of an Alloy Tower - mobile access tower

1.2 Operation of a Static Vertical work platform

1.3 Operation of a Tracked Aerial Platform

1.4 Operation of a Static Boom work platform

1.5 Operation of a Mobile Vertical work platform

1.6 Operation of a Mobile boom working platform

Accreditation

PASMA: For some courses in lot 1, provider must be an approved PASMA training centre, able to deliver PASMA accredited courses.

IPAF Accredited: For some courses in lot 1, a provider must be an approved IPAF training centre, able to deliver IPAF accredited courses.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months



This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract will be renewed in 4 years.

#### **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) Description**

#### **II.2.1) Title**

Mobile Plant Training

Lot No

2

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

- 43260000 - Mechanical shovels, excavators and shovel loaders, and mining machinery

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 2: Mobile and Small Plant Operator Training: Courses that provide employees with the practical skills and knowledge required to operate various mobile plant in line with health and safety requirements to the NPORS (National Plant Operators Registration Scheme)

standard.

The training requirements within this Lot will include:

2.1 Operation of a 180 deg excavator below 10 tonnes

2.2 Operation of a 360 deg excavator below 10 tonnes

2.3 Operation of a telescopic handler with forks and  
buckets.

2.4 Operation of a lorry mounted hydraulic loader to load  
and unload using a clamshell bucket.

2.5 Operation of a wheeled or tracked forward tipping  
dumper.

2.6 Operation of a loading shovel

2.7 Operation of a counterbalance forklift

2.8 Operation of an asphalt chipper spreader

2.9 Quick Hitch Awareness training

2.10 How to manage operations as an appointed safety person  
- slinger signaller.

Accreditation

NPORS: For some courses in lot 2, provider must be an approved NPORS training centre, able to deliver NPORS accredited courses, able to issue NPORS Cards and registration lasting 5 years

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract may be renewed in 4 years.

### **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) Description**

### **II.2.1) Title**

Core Cutting

Lot No

5

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

- 71351100 - Core preparation and analysis services
- 76340000 - Core drilling

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

NUTS codes

- UKM95 - South Lanarkshire

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

This course will provide employees with the practical skills and knowledge necessary to prepare and safely operate a Core Cutter correctly in line with health and safety requirements

By the end of the event, learners will be able to:

##### **5.1 Apply the Provision and use of Work Equipment**

Regulations.

Highlight safe working practices when using apparatus.

Define markings on power tools and determine usage.

Provide guidelines for safety guards, goggles, and procedures

Identify components parts.

Provide information regarding maintenance.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract may be renewed in 4 years

### **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) Description**

### **II.2.1) Title**

All Terrain Vehicles

Lot No

6

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

- 34113200 - All-terrain vehicles

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

NUTS codes

- UKM95 - South Lanarkshire

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

This course will provide employees with the practical skills and knowledge necessary to prepare and safely operate a Sit-in All-Terrain Vehicle correctly in line with health and safety requirements.

By the end of the event, learners will be able to:

6.1 Comply with legal requirements with an emphasis on Safe

Practice.

Identify the risks associated with using a sit-in ATV.

Select and use appropriate PPE.

Understand the main causes of accidents.

Identify the controls and components.

Understand the function of all instruments.

Identify and understand drive train.

Carry out daily checks as indicated in the Operator's Manual.

Carry out appropriate pre-start checks.

Identify and report any faults.

Start up and drive over a variety of terrain and ground conditions.

Carry out a 'Failed Hill' climb.

Carry out a Risk Assessment and plan the route.

Operate the Sit-in ATV safely on a variety of slopes and terrain.

Identify loading bed /towing capacities.

Drive with loads and trailed equipment.

Load and secure for transport on the road.

Understand legal and practical requirements for travelling on the public road.

Identify track profile and weight transfer.

Load and unload machine from trailer/lorry.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract may be renewed in 4 years

### **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) Description**

### **II.2.1) Title**

Gully Vehicle

Lot No

7

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

- 80500000 - Training services
- 80531200 - Technical training services

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

NUTS codes

- UKM95 - South Lanarkshire

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

This course will allow individuals to be aware of their responsibilities of Pre-use checks on Gully vehicles and its equipment in compliance with the road traffic act 1991. And the need to be trained in compliance with P.U.W.E.R.98, and evaluate associated risks as required by the Management of Health and Safety at Work Regulations 1999. A Practical Exercise on pre-use checks, driving the vehicle to the location of a gully, setting up the tanker to then allow the candidate to clear a gully using the boom and suction pipe, Empty tank if facilities are available, selecting the correct type of Personal, Protection, Equipment, (P.P.E.) 92. The candidate will also be made aware of leptospirosis, legionella etc.

By the end of the event, learners will be able to:

7.1 Comply with The Road Traffic Act 1991.

Comply with The Provision of Use Equipment

Regulations 98.

Select the correct P.P.E. 92.

Understand of the weight or load capacity of the

vehicles avoiding overloading axles.

Understand the risks that could arise from the use of

the equipment.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30



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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Depending on available budget contract may be renewed in 4 years

## **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

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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

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

Minimum level(s) of standards possibly required

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10000000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5000000 GBP in respect of each claim, without limit to the number of claims.

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

List and brief description of selection criteria

SPD Question 4C.1.2 Technical and Professional Ability (Technicians or Technical Bodies) –

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 3 years. You must describe in sufficient detail the required experience in terms of the specific supplies/services, the number of required examples, the minimum duration of experience e.g. 3 years and the value / scope of the previous projects e.g. must be of similar value to the contract being procured.

SPD Question 4C.6 Technical and Professional Ability (Technical Facilities and Measures)

Bidders will be required to demonstrate that they have (or have access to) the appropriate technical facilities, study and research facilities and quality measures to deliver the types of requirements detailed in II.2.4 in the Contract Notice.

#### SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

### **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

PASMA: For some courses in lot 1, a provider must be an approved PASMA training centre, able to deliver PASMA accredited courses.

IPAF Accredited: For some courses in lot 1, a provider must be an approved IPAF training centre, able to deliver IPAF accredited courses.

NPORS: For some courses in lot 2, a provider must be an approved NPORS training centre, able to deliver NPORS accredited courses, able to issue NPORS Cards and registration lasting 5 years.

City & Guilds: For all courses in lot 3, a provider must be an approved City and Guilds centre, able to deliver and assess City and Guilds Land Based Services (formerly NPTC) qualifications.

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-701360](#)

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

Date

19 May 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

19 May 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2027 prior to framework coming to an end in August 2027 dependant on funding being available.

### **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**

SPD Question 2.C.1 Reliance on the capacities of other entities -

Bidders are required to complete a full SPD for each of the entities whose capacity they rely upon

SPD Question 2.D.1 Subcontractors on whose capacity the bidder does not rely Bidders are required to complete a shortened version of the SPD for each Subcontractor on whose capacity the bidder does not rely on

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.

SPD Questions 3A – 3C have been identified as mandatory exclusion grounds and SPD Questions 3D have been identified as discretionary exclusion grounds. All the exclusion grounds will be assessed on a PASS/FAIL basis. For the mandatory exclusion grounds a bid will be excluded where the bidder fails to provide either a positive response or to provide details to the satisfaction of the Council of the self cleansing measures undertaken. For the discretionary exclusion grounds a bid may be excluded where the bidder fails to provide either a positive response or if the Council is not satisfied as to the self cleansing measures undertaken.

Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder will

provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1 Prompt Payment Certificate

SPD Question 3D.11 Non-Collusion Certificate

SPD Question 4B.5.1 Insurance Certificates

SPD Questions 3A.1 to 3A.8 Serious and Organised Crime

Question 3A.6 Modern Slavery Act 2015

Protection of Vulnerable Groups (SCOTLAND) ACT 2007

Health and Safety Questionnaire

Declaration Section \*Form of Tender\*

\*The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope.

In the case of an open tender, the Declarations listed above will not be required to be uploaded and submitted with the bid, but will instead be requested by the Council following the conclusion of the evaluation of the Qualification, Technical and Commercial Envelopes and prior to the award of the tender. Failure to provide this information or in the event that the information provided does not support or evidence the statements made within the SPD will invalidate the bid. In this scenario the Council will seek to obtain the relevant information and evidence from the second highest scoring bidder and so on until a fully compliant bidder is identified.

Contract Notice Review Bodies

Following instruction from Scottish Government and agreement from SLC Legal Services, please detail the review bodies on the Notice pages as follows:

Please note, the alternative review body to the local Sheriff Court detailed in VI.4.1 is:

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22258.  
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:

Under this agreement bidders will be required to actively participate in the achievement of Community Benefits. A summary of the expected Community Benefits has been provided within the attachment area/technical envelope and bidders will be asked to provide details of the Community Benefits they can offer as part of their bid.

(SC Ref:705593)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street

Hamilton

ML3 0BT

Email

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

Telephone



+44 1698282957

Country

United Kingdom

Internet address

[www.scotscourts.gov.uk](http://www.scotscourts.gov.uk)