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Tender

## **EES: ABS Managing Agent**

Aberdeen City Council

F02: Contract notice

Notice identifier: 2021/S 000-013234

Procurement identifier (OCID): ocds-h6vhtk-02bb25

Published 11 June 2021, 3:45pm

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

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

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

[eaiken@aberdeencity.gov.uk](mailto:eaiken@aberdeencity.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

#### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00231](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231)

### **I.3) Communication**

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

<https://www.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.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**

EES: ABS Managing Agent

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

- 71541000 - Construction project management services

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

Services

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

As part of the Scottish Government's on-going Energy Efficient Scotland: Area Based Schemes (ABS) insulation programme, Aberdeen City Council has secured funding for the 2021/22 scheme. The majority of the funding will be spent on external wall insulation on private domestic properties at various locations throughout the city, with 292 households to benefit. 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. The Council seek to appoint a managing agent to administer and manage the ABS programme to ensure it is delivered fairly and effectively through transparent, timely and robust processes.

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

Value excluding VAT: £2,400,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 71314300 - Energy-efficiency consultancy services
- 71314200 - Energy-management services
- 71314000 - Energy and related services

- 45262640 - Environmental improvement works
- 72224000 - Project management consultancy services
- 71541000 - Construction project management services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen

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

As part of the Scottish Government's on-going Energy Efficient Scotland: Area Based Schemes (ABS) insulation programme, Aberdeen City Council has secured funding for the 2021/22 scheme. The majority of the funding will be spent on external wall insulation on private domestic properties at various locations throughout the city, with 292 households to benefit. 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. The Council seek to appoint a managing agent to administer and manage the ABS programme to ensure it is delivered fairly and effectively through transparent, timely and robust processes.

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

Quality criterion - Name: Project Delivery / Weighting: 35

Quality criterion - Name: Past Experience / Weighting: 20

Quality criterion - Name: Complaints procedures / Weighting: 10

Quality criterion - Name: Project Team / Weighting: 20

Quality criterion - Name: Sustainability and Community Benefits / Weighting: 5

Quality criterion - Name: Fair Working Practices / Weighting: 5

Quality criterion - Name: Environmental Wellbeing / Weighting: 5

Price - Weighting: 40

### **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

Option to extend for upto a further 3 months until the project is complete.

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **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

Quality Assurance Schemes & Environmental Management - It is a mandatory requirement that bidders have in place performance monitoring systems for internal/external Quality Management. E.g.; independent certification (such as ISO or equivalent scheme) and appropriate health and safety policies and procedures.

Quality Assurance Schemes & Environmental Management – It is a requirement for bidders to hold ISO 14001 or equivalent, or to provide details of your organisations environmental policy.

Contractors proposed as part of the Managing Agent's recommendations must be appropriately qualified to complete works.

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

List and brief description of selection criteria

The Authority will use the independent credit scoring organisation, Creditsafe, to check the financial status of the Bidders and may involve further detailed financial checking/assessment.

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

public liability insurance cover to the level of five million pounds sterling (GBP5,000,000) per claim;

employers' liability insurance cover to the level of ten million pounds sterling (GBP10,000,000) per claim;

professional indemnity insurance to the level of five million pounds sterling (GBP5,000,000) per claim.

Where vehicles are used for service delivery, the managing agent must ensure that vehicles used have appropriate levels of motor vehicle insurance and valid MOT certificates in accordance with the Law. The managing agent will exhibit satisfactory

evidence of such insurance cover, together with satisfactory evidence of payment of the premia in respect of each insurance to the Council promptly on the Council's request.

It is the responsibility of the managing agent to ensure that anyone directly under their authority possess the correct levels of insurance.

Minimum level(s) of standards possibly required

public liability insurance cover to the level of five million pounds sterling (GBP5,000,000) per claim;

employers' liability insurance cover to the level of ten million pounds sterling (GBP10,000,000) per claim;

professional indemnity insurance to the level of five million pounds sterling (GBP5,000,000) per claim.

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

List and brief description of selection criteria

Bidders will be required to provide three examples that demonstrate that they have the relevant experience to deliver the services/ supplies as described.

Disclosure Scotland certification for any members of staff who will engage in public consultation activities

## **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. This is important as it will provide an impartial/unbiased management of the project.

### **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.1.8) 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

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

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

Date

14 July 2021

Local time

12:30pm

Place

Aberdeen



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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**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=657095](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=657095).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers 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.

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 Council is committed to maximising social, economic and environmental benefits through the delivery of Council contracts (known as 'Community Benefits'). Community Benefits include targeted recruitment and training; sourcing from Small and Medium Enterprises (SMEs), social enterprises and third sector organisations; contributions to education within communities; community consultation, engagement and strengthening of community relations; environmental improvement; volunteering; providing community resources; mentoring and sponsorship of community organisations.

The managing agent is encouraged to secure positive outcomes that will benefit the community in which they operate and shall assist the Council in the delivery of community benefits. Examples of community benefits include:

- support the local economy and use local installers as far as possible
- Create local job opportunities and support apprenticeship opportunities in the local community

(SC Ref:657095)

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

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

Sheriff and Justice of the Peace Court Building

Aberdeen

Country

United Kingdom