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Tender

Provision of Storage & Removal Services

Fife Council

F02: Contract notice

Notice identifier: 2022/S 000-014615

Procurement identifier (OCID): ocds-h6vhtk-033fbd

Published 25 May 2022, 11:46am

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

Contact

Yahia Reggab

Email

yahia.reggab@fife.gov.uk

Telephone

+44 3451550000

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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/esop/pts-host/public/pts/web/login.html>

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

Provision of Storage & Removal Services

Reference number

CFM0063

II.1.2) Main CPV code

- 98392000 - Relocation services

II.1.3) Type of contract

Services

II.1.4) Short description

This Contract is primarily to provide a removal and storage service for Fife Council. This will include office/building moves, moving furniture and equipment from either one area of the same building to another or to a completely different location within Fife. There may be a need for storage depending on the circumstances prevailing at the time. Removal and storage services for the Housing Service when housing or moving clients and homeless customers, and many of the requirements of the Contract are sensitive and/or urgent, the successful supplier must take this into consideration and maintain confidentiality at all times, including after the contract end period.

The Contract will also provide for planned and emergency removal and delivery of items within, and from one location to another within the boundary of Fife and storage at the Contractor's facility if required. Tenderers will be advised that they must be able to respond to emergency moves within 2 hours of notification.

II.1.5) Estimated total value

Value excluding VAT: £332,649.60

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98392000 - Relocation services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

We are looking for a provider who is able to cover the following requirements but are not limited to:

Internal asset moves and removals across all Council Services.

The storage requirement for our homeless clients – this framework offers a signposting service only, these clients are able to make their own arrangements as they choose.

Older people and mental health patients – to relocate/store their belongings when our patients are moved into residential/supported care establishments

Office Rationalisation Programme (ORP) - An ongoing programme of work to make the best use of the Council's office estate, started in 2018 and is likely to continue well into 2023 as there is still some work required in the Dunfermline area.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £332,649.60

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

The Framework period will be from 01st September 2022 to 31st August 2024 with the option of an extension to the Framework period of up to 24 months.

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

4B.4 - The Current Ratio will be applied. Tenderers are to provide their current assets and current liabilities in relation to their audited published accounts for the last two years and to divide the current assets by the current liabilities figure. If the resultant ratio is 1 or greater then no further analysis by Finance is required, however, verification of the figures provided may be necessary prior to award. Where a Tenderer does not meet this requirement, the tenderer will be asked to provide further details to confirm why they don't meet this requirement and the Council may undertake additional financial checks and a qualitative judgement shall be made as to the financial capacity of the tenderer. If a company does not have 2 years of audited published accounts an explanation should be given.

Tenderers are required to provide their annual turnover for their last two financial set of accounts.

4B.5.1B & 4B.5.2 The successful Tenderer will be required to provide evidence of appropriate insurance policies prior to commencement of the Framework. The values of the policies must be as follows:

Employer's Liability - GBP 10 million

Public Liability (including Product Liability where appropriate) – GBP 5 million

Professional Negligence - GBP 250,000.00 The Contractor will be required to have the specified sum of Professional Negligence insurance in place for a period of up to 2 years after the end of the Framework period (including any extension(s)).

Vehicle Insurance – evidence that all your vehicles used in this framework are insured

Minimum level(s) of standards possibly required

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Vehicle Insurance – evidence that all your vehicles used in this framework are insured

III.1.3) Technical and professional ability

List and brief description of selection criteria

Tenderers must hold or commit to obtaining CPC (Certificate of Professional Competencies) in addition to holding the

Operator's Licence necessary);

Tenderers must use a Gas Safe engineer is required for the disconnection and reconnection of any gas cooker.

Tenderers must hold HASAWA(Health & Safety Accreditation;

Tenderers must have a minimum of 3 years of experience in delivering the same service or they have to provide relevant a minimum of 2 examples of service carried out in

the past 3 years

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III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The Key Performance Indicator targets shall be agreed upon between the Provider and Fife Council at the commencement of the Contract; however, it is considered that they will be based around the following

Key Performance Indicators:

Response Time: Emergency response within 2 hours as detailed in the requirement.

Management Information: Management information is required as outlined in the framework document.

Issue Resolution: Professional and efficient handling of any complaints

Lead Time/Delivery Time: Consistently provides the information required in the agreed format and within the agreed timeline.

Ownership/Involvement: Does the suppliers' management structure interface effectively with the customers' organisational structure? i.e., does the supplier demonstrate involvement/ownership at the appropriate level e.g., Account Manager when many touchpoints within the supplier, MD for supplier for key strategic suppliers owning relationship?

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

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 a single operator

IV.1.6) Information about electronic auction

An electronic auction will be used

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

27 June 2022

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

27 June 2022

Local time

12:00pm

Place

Fife

Information about authorised persons and opening procedure

Yahia Reggab

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2026

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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 21433. 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:

Tenderers should detail how they can establish community benefits through servicing this Contract for Fife Council.

(SC Ref:694243)

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court and Justice of Peace Court

Courthouse/Whytescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the courts:

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