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Tender

## **TENDER FOR THE PROVISION OF BUS SHELTER MAINTENANCE AND GLAZING**

Dundee City Council

F02: Contract notice

Notice identifier: 2024/S 000-014985

Procurement identifier (OCID): ocds-h6vhtk-0458af

Published 10 May 2024, 12:51pm

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

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

Dundee City Council

Dundee City Council, Procurement, Dundee House, Floor 4, 50 North Lindsay Street

DUNDEE

DD1 1NZ

#### **Contact**

Claire Petrie

#### **Email**

[claire.petrie@dundeecity.gov.uk](mailto:claire.petrie@dundeecity.gov.uk)

#### **Telephone**

+44 1382433417

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**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.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**

TENDER FOR THE PROVISION OF BUS SHELTER MAINTENANCE AND GLAZING

Reference number

DCC/CD/51/24

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

- 50000000 - Repair and maintenance services

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

Services

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

The Provision of Bus Shelter Maintenance and Glazing

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

Value excluding VAT: £480,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

4

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

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

Glass

Lot No

1

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

- 50000000 - Repair and maintenance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

Maintenance of Bus Shelters - Glass

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

Quality criterion - Name: Highest Standard of Service Delivery / Weighting: 5

Quality criterion - Name: Operator / Supervisor Training Programme / Weighting: 5

Quality criterion - Name: Quality Assurance and Audit / Weighting: 5

Quality criterion - Name: Emergency Response / Weighting: 2

Quality criterion - Name: Service Continuity / Contingency Planning / Weighting: 2

Quality criterion - Name: Response Times / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 2

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 75

### **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

1 + 1 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**

Anti-Graffiti Hard Coated Polycarbonate

Lot No

2

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

- 50000000 - Repair and maintenance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

Maintenance of Bus Shelters - Anti-Graffiti Hard Coated Polycarbonate

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

Quality criterion - Name: Highest Standard of Service Delivery / Weighting: 5

Quality criterion - Name: Operator / Supervisor Training Programme / Weighting: 5

Quality criterion - Name: Quality Assurance and Audit / Weighting: 5

Quality criterion - Name: Emergency Response / Weighting: 2

Quality criterion - Name: Service Continuity / Contingency Planning / Weighting: 2

Quality criterion - Name: Response Times / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 2

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 75

### **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

1 + 1 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**

Perforated Galvanised Steel Powder Coated Mesh

Lot No

3

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

- 50000000 - Repair and maintenance services

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

NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

Maintenance of Bus Shelters Perforated Galvanised Steel Powder Coated Mesh

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

Quality criterion - Name: Highest Standard of Service Delivery / Weighting: 5

Quality criterion - Name: Operator / Supervisor Training Programme / Weighting: 5

Quality criterion - Name: Quality Assurance and Audit / Weighting: 5

Quality criterion - Name: Emergency Response / Weighting: 2

Quality criterion - Name: Service Continuity / Contingency Planning / Weighting: 2

Quality criterion - Name: Response Times / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 2

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 75

**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

1 + 1 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**

Make Safe (Plywood)and Minor Maintenance

Lot No

4

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

- 50000000 - Repair and maintenance services

**II.2.3) Place of performance**



NUTS codes

- UKM71 - Angus and Dundee City

Main site or place of performance

Dundee City

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

Maintenance of Bus Shelters - Make Safe (Plywood) and minor maintenance

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

Quality criterion - Name: Highest Standard of Service Delivery / Weighting: 5

Quality criterion - Name: Operator / Supervisor Training Programme / Weighting: 5

Quality criterion - Name: Quality Assurance and Audit / Weighting: 5

Quality criterion - Name: Emergency Response / Weighting: 2

Quality criterion - Name: Service Continuity / Contingency Planning / Weighting: 2

Quality criterion - Name: Response Times / Weighting: 2

Quality criterion - Name: Community Benefits / Weighting: 2

Quality criterion - Name: Fair Work Practices / Weighting: 2

Price - Weighting: 75

#### **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

1 + 1 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.1.2) Economic and financial standing**

List and brief description of selection criteria

The Council will utilise Equifax Score check to assess the Economic and financial standing of organisations bidding for contracts.

Tenderers (including all participants in a group) are required to have a Score check Score of 35 or above in order to demonstrate their

financial strength and stability.

It is recommended that Tenderers review their own Score check score in advance of submitting a Tender Submission. Where the Tenderer

does not have a Score check score, or where the Tenderer does not consider that the Score check score reflects their current financial status;

the Tenderer may give an explanation within the Tender Submission, together with any relevant supporting alternative evidence which

demonstrates its financial strength/stability.

Where the Tenderer is under no obligation to publish accounts and therefore does not have a Score check score, they must provide their

audited financial accounts for the previous 2 years as part of their SPD Submission in

order that the Council may assess these to determine the suitability of the Tenderer to undertake a contract of this size.

As an alternative to the above requirement but only for bidders who started trading less than 3 years prior to the return date for the Tender

response set out below, those bidders must demonstrate adequate financial capacity for the Contract by the following evidence:

A business plan for a minimum 3-year trading period setting out projected annual average turnover;

audited or unaudited (if the company has no legal audit requirement) accounts for any years trading to date, and

letter of support for the bidder's bank setting out the level of financial support available to the business from the bank and for how long that

is available.

A bank letter of support should explain the amount and duration of financial support made available to the business by the bank and what

information, such as a business plan for the period 01/04/2024 – 31/03/2027, was considered by the bank in deciding to make that support

available. These are matters of fact not opinion so should be able to be given by any bank on the authority of their customer. It must be

understood, however, that the sufficiency or otherwise of the bank letter can only be judged after submission and assessment of all

Questionnaire responses so the provision of as much information as possible is encouraged.

All of this information must be in terms entirely satisfactory to the Purchasing Authority. We reserve the right (but are not obliged) to seek

additional clarification and/or supporting information from or about the bidder to satisfy us in this regard, for example, a bank reference.

Where a Tenderer does not meet the minimum financial requirements in its own right and wishes to rely on the financial standing of a

Minimum level(s) of standards possibly required

The Supplier shall have in force and shall require any sub-contractor to have in force:

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 10,000,000 GBP in respect of each claim, and

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 5,000,000 GBP in respect of each claim, and

Product 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 5,000,000 GBP in respect of each claim, and

Vehicle Insurance (provider motor vehicles). Provider responsible for ensuring that motor insurance of staff or volunteers who use their own vehicles have business use insurance covered. If carrying service users includes, business use and personal accident cover for passengers.

## **III.2) Conditions related to the contract**

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

Staff (including sub-contractor staff) directly involved in the delivery of the Contract, must be paid at least the real Living Wage.

The Scottish Public Sector considers the payment of the real Living Wage to be a significant indicator of an employer's commitment to fair work practices and that payment of the real Living Wage is one of the clearest ways an employer can demonstrate that it takes a positive approach to its workforce.

The real Living Wage is a rate of pay which applies to all employees aged 18 and above and is sufficient to ensure that the recipient may enjoy an acceptable standard of living. There are two rates of the real Living Wage: the UK wide rate and the London rate. The rates are announced annually by the Living Wage Foundation.

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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

10 June 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**

Tender must be valid until: 9 September 2024

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

Date

10 June 2024

Local time

12:00pm

Place

Electronic Postbox

Information about authorised persons and opening procedure

Procurement Category Officer

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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: May 2029

### **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=766175](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=766175).

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:

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

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

Bidders for the Contract will be required to deliver Community Benefit activities dependant on their cumulative spend awarded over the for duration of this contract. Community Benefit activity can include the following

Awareness Raising Event for community group, college or school – this could include a

wide range of activities which support learning and employability such as talks about environmental issues for school, college or university students or job seekers; training workshops carried out by contractors for target groups to raise awareness of their sector and its benefits and where appropriate the careers available, motivational talks, school talks, or to run events which tie in with a particular aspect of the curriculum.

Community Support Activity or Community Wish – the council is developing a Community Wishes approach which will gather and moderate requests for support for small community projects. These will be wide ranging but likely to include requests to provide materials or volunteer labour to support small community projects including community gardens, allotment projects or community clear ups.

Work Experience Opportunity – where appropriate to provide a work placement opportunity for a young person or adult on an appropriate programme. Support would be provided to identify an appropriate programme and candidate.

Mentoring Opportunity – provide a mentoring opportunity to a young person from Dundee on the MCR pathway mentoring programme. More information at <https://mcrpathways.org/> Support would be provided to identify an appropriate school and candidate.

At award stage you will be asked to confirm with the relevant Category Officer what community benefits you intend to complete as part of this contract. If required support will be provided to identify an appropriate intervention.

Note that the Council is currently developing a Community Wish system which will become live during the delivery of this contract. This will aid contractors in identifying activities which can be delivered as part of their Community Benefit requirements.

(SC Ref:766175)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=766175](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=766175)

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

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

Scottish Courts Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

Email

[enquiries@scotscourts.gov.uk](mailto:enquiries@scotscourts.gov.uk)

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