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Tender

Invitation to Tender for the Treatment & Recycling/Recovery of Wood Waste from Household Recycling Centres

Aberdeenshire Council

F02: Contract notice

Notice identifier: 2021/S 000-015476

Procurement identifier (OCID): ocds-h6vhtk-02c3e6

Published 6 July 2021, 8:54am

Section I: Contracting authority

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

diane.rotherham@aberdeenshire.gov.uk

Telephone

+44 1467530600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.3) Communication

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

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

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

Invitation to Tender for the Treatment & Recycling/Recovery of Wood Waste from Household Recycling Centres

Reference number

000-JCKX6723

II.1.2) Main CPV code

- 90514000 - Refuse recycling services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Invitation to Tender (“ITT”) is to invite tenders for the provision of a service to treat and recycle/recover wood waste collected at the Household Recycling Centres in Aberdeenshire in accordance with the requirements detailed in the attached ITT.

II.1.5) Estimated total value

Value excluding VAT: £400,000

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

Treatment & Recycling/Recovery of Wood Waste from Household Recycling Centres -

North/Central Area

Lot No

1

II.2.2) Additional CPV code(s)

- 90514000 - Refuse recycling services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

North/Central Aberdeenshire

II.2.4) Description of the procurement

To treat and recycle/recover approximately 4,000 tonnes of wood waste collected at Household Recycling Centres in the north and central area of Aberdeenshire. Full details of the requirement can be found in the attached Invitation to Tender.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 September 2021

End date

31 August 2024

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a further 12 months, at the sole discretion of the Council.

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, Public Contract (Scotland) Regulations 2015. Bidders will be required to advise if they intend to subcontract any share of the contract to third parties to ensure that all third parties comply with the requirements for holding necessary exemptions, licences &/or PPC permits.

II.2) Description

II.2.1) Title

Treatment & Recycling/Recovery of Wood Waste from Household Recycling Centres - South Area

Lot No

2

II.2.2) Additional CPV code(s)

- 90514000 - Refuse recycling services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

South Aberdeenshire

II.2.4) Description of the procurement

To treat and recycle/recover approximately 1,500 tonnes of wood waste collected at Household Recycling Centres in the south area of Aberdeenshire. Full details of the requirement can be found in the attached Invitation to Tender.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 September 2021

End date

31 August 2024

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to a further 12 months, at the sole discretion of the Council.

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, Public Contract (Scotland) Regulations 2015. Bidders will be required to advise if they intend to subcontract any share of the contract to third parties to ensure that all third parties comply with the requirements for holding necessary exemptions, licences &/or PPC permits.

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

Bidders are required to provide a certificate from the registrar of companies stating that he is certified as incorporated or registered or, where he is not so certified, a certificate stating that the person concerned has declared on oath that he is engaged in the profession in a specific place under a given business name (SPD - Question 4.B.5.1)

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 commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers (Compulsory) Liability Insurance minimum of GBP5m in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements.

Public Liability Insurance minimum of GBP5m in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements.

(SPD - Question 4B.5.1)

The Council will use an independent credit scoring organisation, namely Creditsafe, to conduct appropriate financial probity checks. To minimise risk of failure, the desired risk score should not be below 30 (moderate risk). The Council will take a view on the risk to the Council should the winning bidder credit rating fall below this and may involve further detailed financial checking/assessment. This may result in your tender being rejected.

(SPD - Question 4B.6)

Minimum level(s) of standards possibly required

Insurance Requirement:

-Employers (Compulsory) Liability Insurance minimum of GBP5m in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements.

-Public Liability Insurance minimum of GBP5m in respect of each claim, without limit to number of claims and to comply with all relevant statutory requirements.

Financial Check:

-To minimise risk of failure, the desired risk score should not be below 30 (moderate risk).

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide 3 examples that demonstrate that they have relevant experience to deliver the service.

Bidders will be required to demonstrate how they will employ environmental management measures that meet the requirements as set out in SPD Question 4C.7.

Bidders will be required to demonstrate that they have (or have access to) the relevant plant or technical equipment to deliver the requirements detailed in Appendix 1 Statement of Requirements of the ITT as per SPD Question 4C.9.

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract as per SPD Question 4C.10.

The bidder must have the following:

-A documented policy regarding quality management as detailed in SPD Question 4D.1.

-A documented process for ensuring that quality management is effective in reducing/preventing incidents of sub-standard delivery as detailed in SPD Question 4D.1.

-Documented arrangements for providing the bidder's workforce with quality related training and information appropriate to the type of work for which this organisation is likely to bid as detailed in SPD Question 4D.1.

-A documented process demonstrating how the bidder deals with complaints as detailed in SPD Question 4D.1.

Health & Safety

The bidder must have 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.

Documented arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary. This must demonstrate that the bidder has in place, and implements, procedures for carrying out risk assessments and for developing and implementing safe systems of work ("method statements") and be able to provide relevant indicative examples. The identification and control of any significant occupational health issues must be prominent.

The bidder must have the following:

- A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent as detailed in SPD Question 4D.2.

- Documented arrangements for ensuring that the bidder's environmental management procedures are effective in reducing / preventing significant impacts on the environment as detailed in SPD Question 4D.2.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Tenderers must be able to provide an Account Representative, who will be the primary point of contact between the Tenderer & the Council. The Council will review the performance of the Services from time to time to ensure that they continue to meet the requirements of the Council. The quality of the Services shall be measured by the extent to which they accord with the standards & timescales included within the Specification & the Response & to accepted professional standards.

Key performance criteria include Cost - ability to conform to the agreed pricing terms and invoice accuracy; Quality – that the contract remains fit for purpose of the Service which includes continued compliance with legislative requirements for the treatment/recycling of wood waste; Service – ability to comply with the requirements of the provision of services, handling of complaints, along with effective and responsive account management including the provision of on time monthly reporting.

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

4 August 2021

Local time

5:00pm

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

4 August 2021

Local time

5:00pm

Place

Electronic Postbox

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

Please see attached Invitation to Tender for additional information.

Questions of any nature in relation to this tender exercise and associated documents must be raised using the Question & Answer facility provided only. Direct communication from an economic operator with any member of staff at Aberdeenshire Council in relation to this tender exercise is prohibited and may result in that economic operator's exclusion from any further part in the process. Furthermore, any potential errors or omissions within the tender documentation issued by Aberdeenshire Council that is identified by economic operators must be raised with Aberdeenshire Council using the Question & Answer facility as soon as it has been identified. If an economic operator submits their tender response having applied their own assumed correction to any document, it may result in the rejection of their tender.

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=659652.

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.

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.

(SC Ref:659652)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court

Castle Street

Aberdeen

AB10 1WP

Country

United Kingdom