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Tender

Residential Short Breaks (Respite) Services for Adults with Learning Disabilities and Complex Physical/Health needs at Letham Court

West Lothian Council

F02: Contract notice

Notice identifier: 2021/S 000-016732

Procurement identifier (OCID): ocds-h6vhtk-02c8ce

Published 16 July 2021, 10:55am

Section I: Contracting authority

I.1) Name and addresses

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Contact

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Email

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Telephone

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+44 1506281325

Country

United Kingdom

NUTS code

UKM78 - West Lothian

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140

I.3) Communication

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

<https://www.publictendersscotland.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.publictendersscotland.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

Residential Short Breaks (Respite) Services for Adults with Learning Disabilities and Complex Physical/Health needs at Letham Court

Reference number

CC10307

II.1.2) Main CPV code

- 85000000 - Health and social work services

II.1.3) Type of contract

Services

II.1.4) Short description

West Lothian Health and Social Care Partnership have a requirement for a suitably experienced and qualified service provider to provide short break (respite) services to individuals with substantial needs associated with learning disability and complex physical/health care needs and their carers at 2 Letham Court, Craigshill, Livingston, West Lothian EH54 5AY.

II.1.5) Estimated total value

Value excluding VAT: £3,102,841

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM78 - West Lothian

II.2.4) Description of the procurement

West Lothian Health and Social Care Partnership have a requirement for a suitably experienced and qualified service provider to provide short break (respite) services to individuals with substantial needs associated with learning disability and complex physical/health care needs and their carers at 2 Letham Court, Craigshill, Livingston, West Lothian EH54 5AY.

The contract will be on a block basis for six placements in total; 5 being on a planned basis with the remaining one being used for emergencies or unplanned situations which may arise.

The building at Letham Court is owned by Castle Rock Edinvar and as West Lothian Council only have lease until 31 December 2021, further lease information/arrangements will be contained within the Invitation to Tender.

The contract will commence 1 January 2022 and will be for a period of five (5) years with the possibility of extending for a period of up to a further 24 months.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be able to be extended for a period of up to a further 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

II.2.14) Additional information

Bidders will be provided with a copy of the associated lease which details their responsibilities as a tenant at Letham Court to allow them to factor in to their costs.

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

Registration with the Care Inspectorate — Level 3 is a mandatory requirement. Where providers have no previous registration history, they will be required to provide evidence of a Level 3 Grade within the first 12 months of contract commencement.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Minimum Insurance required is:

Employers Liability 10,000,000 GBP (Ten Million GBP) subject to legislative requirements.

Professional Indemnity 2,000,000 GBP (Two Million GBP) - Unless these risks are confirmed as covered by extension of Public Liability policy.

Public liability 5,000,000 GBP (Five Million GBP) - Employers should hold insurance at a minimum level of 5m GBP in line with current legislation unless specifically exempt.

Re SPD question 4B.6 West Lothian Council will use Dun and Bradstreet's DBAi financial reporting system to assess the financial stability of tenderers. Tenderers with a Failure Score of 35 or above on the DBAi system will be deemed to have evidenced satisfactory financial stability. Please note that below 35 will not be considered as having met this criteria. If a tenderer has a Failure Score of less

than 35, the tenderer may be required to submit their last three years accounts.

In the event that the tenderer is not required to publish accounts and therefore does not have a Dun & Bradstreet or equivalent rating, tenderers should be able to provide financial accounts when requested. The council will then conduct an analysis of the accounts to ensure that there is no significant financial risk. Please note that if you intend on attaching 2 years accounts, these must include financial data over a 3 year period.

It is recommended that candidates review their own Dun & Bradstreet Score in advance of submitting their tender. If following this review tenderers consider that the Dun & Bradstreet Score does not reflect their current financial status, details of this should be provided complete with evidence of a good high street credit rating (the equivalent of Dun

& Bradstreet score 35) from a recognised credit referencing agency. The council will review any such information as part of the evaluation of Tenderer's financial status.

In the event that a firm does not meet the financial criteria for consideration but has a parent company that does, the firm may still be eligible for consideration where their Tender Submission is supported by a Parent Company Guarantee.

Should after review of the financial evaluation the tenderer fail, then the tender submission may be rejected.

Whilst there is no exclusion criteria pertaining to minimum turnover requirements, bidders are required to enter details of general yearly turnover for the last three years within the Invitation to Tender.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide specific examples of carrying out similar services performed during the last three years.

Bidders are also required to provide point of contact details at stated respective organisations.

Please note that the Council reserve the right to request references without notifying the Supplier.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The provider must follow the requirements set out in the service specification and comply with all statutory requirements in the delivery of

the service. This is regarded as a mandatory requirement. Notwithstanding any conditions agreed in the service specification, all terms and conditions set out in the main full contract will apply.

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.1.8) 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

19 August 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

19 August 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 5 Years or 7 Years if option of extending is agreed.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Bidders that fail to achieve 60% on their Quality Evaluation will not have their bid evaluated further.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19179. 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:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

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

Whilst a Community Benefits Clause is not incorporated, where bidders include any Community Benefits within their submission, these will be accepted by the council via the contract variation process and the service provider will be expected to deliver as part of the contract.

(SC Ref:660794)

VI.4) Procedures for review

VI.4.1) Review body

Livingston Sheriff Court

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Country

United Kingdom