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Tender

## **Renewable Heat Services-2023-SER051**

The Highland Council

F02: Contract notice

Notice identifier: 2023/S 000-016800

Procurement identifier (OCID): ocids-h6vhtk-02c717

Published 14 June 2023, 9:21am

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

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

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

#### **Contact**

Scott Henderson

#### **Email**

[contracts.team@highland.gov.uk](mailto:contracts.team@highland.gov.uk)

#### **Telephone**

+44 1463702979

#### **Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

**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

<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

[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**

Renewable Heat Services-2023-SER051

Reference number

HC/P&H/SER051/2023

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

- 50000000 - Repair and maintenance services

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

Services

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

The Authority wishes to appoint one Contractor submitting the Most Economically Advantageous Tender (MEAT), to manage, operate and maintain renewable heat and associated services across the estate.

The Contractor will be required to undertake the management of heat provision, which will include fuel delivery and supply, management and undertaking of the servicing, maintenance and repair of biomass plant, and associated equipment, including fuel storage facilities, ancillary equipment and plant controls.

The contract specifically excludes the building heating system such as pipework and heaters and the Authority's Housing stock which is specifically excluded from the scope of the requirements described.

The Contract shall commence on 06 September 2023 and will endure until 05 September 2026, with the option of multiple extensions to be extended by up to thirty-six (36) months, subject to mutual agreement. The option of multiple extensions may be exercised by the Authority giving written notice to the Contractor to that effect, not less than three (3) months before the contract would otherwise expire.

The estimated annual value (based on historical data of approximately 35,000,000kWh heat consumption across the estate) is 5,800,000.00 GBP. Please note these are estimated and for guidance purposes only.

Tenderers should note and consider the background of market conditions and decreasing public sector budgets and the need to target and achieve budgetary pressures against the

current annual costs experienced by the Council for the Services provided by this Contract.

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

Value excluding VAT: £34,800,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Covers Highland Council Area

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

The Authority wishes to appoint one Contractor submitting the Most Economically Advantageous Tender (MEAT), to manage, operate and maintain renewable heat and associated services across the estate.

The Contractor will be required to undertake the management of heat provision, which will include fuel delivery and supply, management and undertaking of the servicing, maintenance and repair of biomass plant, and associated equipment, including fuel storage facilities, ancillary equipment and plant controls.

The contract specifically excludes the building heating system such as pipework and heaters and the Authority's Housing stock which is specifically excluded from the scope of the requirements described.

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heat consumption across the estate) is 5,800,000.00 GBP. Please note these are estimated and for guidance purposes only.

Tenderers should note and consider the background of market conditions and decreasing public sector budgets and the need to target and achieve budgetary pressures against the current annual costs experienced by the Council for the Services provided by this Contract.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £34,800,000

#### **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

With the option of multiple extensions to be extended by up to thirty-six (36) months, subject to mutual agreement

#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Bidder to ensure that relevant to the specific work element being undertaken, the contractor and/or any of their sub-contractors shall hold current memberships of the following organisations:

- NIC-EIC; SELECT or equal and approved
- HETAS Approved Biomass Maintenance Scheme
- HETAS Approved Chimney Sweep
- MCS Accreditation
- Combustion Engineering Association
- Wood Fuel Quality Assurance (WFQA)
- Forest Stewardship Council (FSC)
- UK Pellet Council

Bidder to ensure that the contractor's engineers assigned to the contract shall be trained to the following minimal standards:

- Manufacturer's Service Engineer training for each of the boilers installed. Where any boiler manufacturer no longer trades, the contractor shall provide a robust alternative for engineer training.
- HETAS H009 Service and Maintenance Training
- HEATS H005/DE Training

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

List and brief description of selection criteria

As detailed in minimum level(s) of standards required.

Minimum level(s) of standards possibly required

The winning tenderer and its sub-contractor(s) to provide a current copy and have as a minimum:

- 10,000,000 GBP Employers Liability Insurance (where applicable) for each and every claim;
- 10,000,000 GBP Public Liability Insurance for each and every claim;
- 10,000,000 GBP Products Liability Insurance (where applicable) for each and every claim; and
- Third Party Motor Vehicle Liability Insurance to a minimum indemnity limit of 10,000,000 GBP for each and every claim in respect of property damage, without limit to the number of claims, unlimited in respect of personal injury.

The bidder shall provide the organisations audited accounts covering the last financial three (3) years in the business area covered by the Contract;

The Authority will use an independent credit scoring organisation, Creditsafe, to check the financial status of the winning tenderer. To minimise risk of failure, the desired risk score should not be below Moderate Risk as a minimum. The Authority shall take a view on the risk to the Authority should the winning tenderer credit rating fall below this and may involve further detailed financial checking/assessment.

Where it is considered that the additional supporting information does not provide satisfaction that the risk is mitigated, the tenderer shall be disqualified.

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

List and brief description of selection criteria

As per minimum level(s) of standards required.

Minimum level(s) of standards possibly required

The bidder to provide a copy of -

the organisations current Health and Safety Policy;

- the tenderer must have under the organisations Health and Safety (H&S) procedures a regularly reviewed and documented policy for Health and Safety 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.

- provide a copy of the organisations current Environmental Management Policy;
- the tenderer must have under the organisations Environmental Management Systems or Standards a regularly reviewed documented policy regarding Environmental Management, authorised by the Chief Executive, or equivalent. This policy must include and describe the bidder's environmental emergency response procedures, including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).
- provide a copy of the organisations current Quality Assurance Scheme and or Quality Management Policy;
- the tenderer must have a documented policy regarding Quality Management. The policy must set out responsibilities for Quality Management demonstrating that the organisation has, and continues to implement, a Quality Management Policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for Quality Management throughout the organisation.

The bidder to provide a statement of the relevant supply chain management and/or tracking systems used;

- provide two (2) relevant examples of services carried out in the past three (3) years;
- provide two (2) copies of Risk assessments specifically relating to similar activities currently undertaken;
- provide details of business continuity and contingency proposals for the service required;
- provide details of exit management plan for the service required;
- provide details of current average annual manpower for the last three (3) years;
- provide current details of relevant tools, plant or technical equipment available to deliver the requirements for the services specified.

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



### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

The bidder to ensure that relevant to the specific work element being undertaken, the contractor and/or any of their sub-contractors shall hold current memberships of the following organisations:

- NIC-EIC; SELECT or equal and approved
- HETAS Approved Biomass Maintenance Scheme
- HETAS Approved Chimney Sweep
- MCS Accreditation
- Combustion Engineering Association
- Wood Fuel Quality Assurance (WFQA)
- Forest Stewardship Council (FSC)
- UK Pellet Council
- Ensure that the contractor's engineers assigned to the contract shall be trained to the following minimal standards:
  - Manufacturer's Service Engineer training for each of the boilers installed. Where any boiler manufacturer no longer trades, the contractor shall provide a robust alternative for engineer training.
- HETAS H009 Service and Maintenance Training
- HEATS H005/DE Training

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

Bidders are directed to the Tender Documents which they must comply with.

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-016293](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

13 July 2023

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

13 July 2023

Local time

12:00pm

Place

Highland Council

Information about authorised persons and opening procedure

Contracts Team

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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: Please refer to the tender documents.

### **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=700098](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=700098).

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 are directed to the tender documents which they must comply with.

(SC Ref:700098)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=700098](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=700098)

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

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

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

[inverness@scotcourts.gov.uk](mailto:inverness@scotcourts.gov.uk)

Telephone

+44 1463230782

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/inverness-sheriff-court-and-justice-of-the-peace-court>