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Tender

## **Garden Maintenance, Groundworks, and Estate Clearance Framework Agreement**

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2024/S 000-018219

Procurement identifier (OCID): ocds-h6vhtk-046f7f

Published 12 June 2024, 3:53pm

The closing date and time has been changed to:

**22 July 2024, 12:00pm**

See the [change notice](#).

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Victoria Shanley

#### **Email**

[Victoria.Shanley@edinburgh.gov.uk](mailto:Victoria.Shanley@edinburgh.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**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

<https://www.publiccontractsscotland.gov.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://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**

Garden Maintenance, Groundworks, and Estate Clearance Framework Agreement

Reference number

CT1341

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

- 71421000 - Landscape gardening services

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

Services

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

The City of Edinburgh Council (the Council) requires a responsive citywide service for managing empty homes and garden areas, including wider estates, through the Council's four locality housing teams. The Council has a housing stock of just under 20,000 homes, with approximately 1,500 homes becoming vacant each year.

The service involves reactive work related to garden areas for the Council's empty properties and surrounding wider areas, covering:

Garden Maintenance and Groundworks includes grass tidying and cutting, minor hard landscaping, small-scale fencing, and hedge and tree cutting.

Estate Clearance: fly-tipping uplifts, litter picks, etc

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

Value excluding VAT: £3,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 71421000 - Landscape gardening services
- 77314000 - Grounds maintenance services
- 90513000 - Non-hazardous refuse and waste treatment and disposal services
- 90520000 - Radioactive-, toxic-, medical- and hazardous waste services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh, City of

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

The City of Edinburgh Council (the Council) requires a responsive citywide service for managing empty homes and garden areas, including wider estates, through the Council's four locality housing teams. The Council has a housing stock of just under 20,000 homes, with approximately 1,500 homes becoming vacant each year.

The service involves reactive work related to garden areas for the Council's empty properties and surrounding wider areas, covering:

Garden Maintenance and Groundworks includes grass tidying and cutting, minor hard landscaping, small-scale fencing, and hedge and tree cutting.

Estate Clearance: fly-tipping uplifts, litter picks, etc

The appointed Service Providers will be required to:

Respond to work orders raised by the Council's four locality housing teams Property Teams across Edinburgh, centered on the city's Council housing stock and estates.

Liaise with the four locality housing teams to clarify requirements, complete work orders, and handle payments using a Total Mobile solution.

Provide a Contract Manager who will be available for on-site meetings with locality housing teams to review potential work, and discuss any ongoing concerns or issues related to performance, for both individual and group orders.

Collaborate constructively with locality housing teams to deliver timely and high-quality services to Edinburgh's residents.

Complete all requested works and services within specified timescales and to the stipulated standards.

Comply with all relevant Health and Safety at Work Regulations for all works and services.

Ensure that all equipment used for the contract is tested and certified according to the manufacturer's recommendations and applicable current legislation, in line with the Council's approved service provider code of conduct.

Require that all operatives wear appropriate personal protective equipment and responsibly handle the removal of sharps, such as broken glass or used needles, using designated sharps boxes, which must be disposed of off-site at an appropriate refuse facility.

Ensure that the service provider's representatives and operatives demonstrate courtesy and consideration towards residents and the public potentially impacted by the works.

Appropriately Park service vehicles at work locations without obstructing roads, driveways, pavements, or causing general disruptions. Service providers are also responsible for arranging any necessary temporary parking permits for controlled parking zones (CPZs).

Include any materials, works, and services not specifically mentioned but that are implied and deemed necessary for the satisfactory completion of the works and services.

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

Quality criterion - Name: Technical / Weighting: 40

Price - Weighting: 60

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

Value excluding VAT: £3,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Council reserves the right to extend the Framework Agreement for a period of up to 24 months subject to satisfactory performance. The Estimated Value of 3M GBP relates to the whole 4 years of the Framework 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

The Service provider must:

Be a registered Licensed Waste Carrier and hold a relevant authority waste carrier license.

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

List and brief description of selection criteria

SPD Question 4B.1 – Tenderers are required to provide their “general” annual turnover for the last two financial years in response to this

question.

SPD Question 4B.5 - Tenderers are required to confirm that they hold, or commit to obtaining prior to the commencement of any

subsequently awarded contract, the specified types and levels of insurance.

SPD Question 4B.6 - Tenderers are required to provide their Current ratio for Current Year and the Prior Year. The formula for calculating

a Tenderer’s current ratio is current assets divided by current liabilities.

Minimum level(s) of standards possibly required

SPD Question 4B.1 – Tenderers are required to have a minimum “general” annual turnover of GBP 1.4 million for the last two financial

years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or

may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

SPD Question 4B.5 - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded

contract, the following types and levels of insurance:

a. Employers (Compulsory) Liability Insurance – GBP 5,000,000

b. Public Liability Insurance – GBP 10,000,000

Where a Tenderer does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Tenderer

from the competition.

SPD Question 4B.6 - The acceptable range for each financial ratio is greater than 1.20. Where a Tenderer’s current ratio is less than the

acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to

determine the Tenderer's suitability to proceed in the competition.

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

List and brief description of selection criteria

SPD Question 4C.4(a) - Payment of the real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the Framework Agreement (including any agency or sub-contractor staff), at least the real Living Wage.

SPD Question 4C.4(b) - Inclusion of Prompt Payment Clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the Framework Agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of payment difficulties.

SPD Question 4C.7(a) - Response to Climate Change Emergency - Tenderers are required to provide evidence that their organisation is taking steps to build their awareness of the climate change emergency and provide details of how they have/will respond (to the climate change emergency).

SPD Question 4C.7(b) – Compliance with LEZ - Tenderers are required to confirm that they (and any sub-contractor) will comply with the minimum emissions standards for Edinburgh's Low Emission Zone (and any other such related scheme, including those in Partner Organisation's locations) when delivering the specified services.

SPD Question 4D.1 – Quality Assurance Schemes & Environmental Management - It is a mandatory requirement that Tendering Organisations with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly.

SPD Question 4D.1(2) – Disclosure - Staff who deliver regulated services to vulnerable adults or children and young people must have PVG clearance. Please refer to <https://www.mygov.scot/disclosure-types/> for guidance.

Minimum level(s) of standards possibly required

SPD Question 4C.4(a) - Payment of the real Living Wage - Where a Tenderer does not commit to pay any staff that at least the real Living Wage, the Council may exclude the Tenderer from the competition.

SPD Question 4C.4(b) - Inclusion of Prompt Payment Clause - Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

SPD Question 4C.7(a) - Response to Climate Change Emergency - Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

SPD Question 4C.7(b) – Compliance with LEZ - Where a Tenderer does not commit to complying with this requirement, the Council may exclude the Tenderer from the competition.

SPD Question 4D.1 – Quality Assurance Schemes & Environmental Management - Bidders should confirm that this condition has been met within the response to this question. Where a Bidder does not have a Health & Safety Policy and is required to do so, the Council may exclude the Bidder from the competition

SPD Question 4D.1(2) – Disclosure - Where the Tenderer does not commit to obtaining Disclosure Checks for all relevant staff, the Council will exclude the Tenderer from the competition. Please indicate your organisations' intention to commit to this requirement.

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

### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

#### **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**

Originally published as:

Date

15 July 2024

Local time

3:00pm

Changed to:

Date

22 July 2024

Local time

12:00pm

See the [change notice](#).

**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

15 July 2024

Local time

4:00pm

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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: 48 months

### **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=768500](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=768500).

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:

The Service Provider is encouraged to secure positive outcomes that will benefit the community in which they operate. The Service Provider must assist the Council in the delivery of community benefits. The Council reserves the right to introduce monitoring of the delivery of community benefits during the Framework Agreement term.

(SC Ref:768500)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=768500](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=768500)

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

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

Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published in the Find a Tender Service or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.