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Tender

Rushcliffe Borough Council - Provision of Temporary Staff for Loaders and Drivers

Rushcliffe Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-018892

Procurement identifier (OCID): ocids-h6vhtk-03de64

Published 3 July 2023, 4:10pm

Section I: Contracting authority

I.1) Name and addresses

Rushcliffe Borough Council

Rushcliffe Arena, Rugby Road

West Bridgford, Nottingham

NG2 7YG

Email

pawilliams@melton.gov.uk

Country

United Kingdom

Region code

UKF1 - Derbyshire and Nottinghamshire

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org/>

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

Rushcliffe Borough Council - Provision of Temporary Staff for Loaders and Drivers

Reference number

DN675927

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The Council wishes to invite tenders of Services for the supply of Temporary Agency staff for its Neighbourhood Services dept. as and when required for the roles of HGV Driver/Loader and Refuse Loader

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

II.2.4) Description of the procurement

The Council wishes to invite tenders of Services for the supply of Temporary Agency staff for its Neighbourhood Services dept. as and when required for the roles of HGV Driver/Loader and Refuse Loader. The tender is an Open process based on a 24 month core contract with 3 possible extensions, each for 12 months, making a maximum potential contract period of 60 months and estimated cost of £750,000 over the 60 month period.

The need for staff constantly fluctuates throughout the year and statistics have been given for a typical 12 month period within the specification to give a guide as to the amount of staff that are typically provided for each role. It is important to note that the Council does not have a consistent or permanent requirement for temporary staff, and the timely provision of staff to provide temporary staff is crucial to this contract, and often staff are required at very short notice, often within a couple of hours to cover staff absences.

Bidders are required to provide cost information on hourly rates within the pricing document provided, and the price evaluation will multiply these rates by the estimated number of hours required for each role, and an annual charge will then be multiplied by the full 60 month period to give an accurate pricing score. The mechanism for price rises is explained within the specification and terms for contract. All potential suppliers must comply with the Employment Agencies Act 2010 and Equalities Act 2010, and Pass/Fail criteria applies to this procurement. Details on Pass/Fail and the criteria is outlined within Document One and the Evaluation Templates.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £750,000

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

Duration in months

60

This contract is subject to renewal

No

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

The core contract for this procurement is for an initial 24 months, and is subject to 3x extensions of 12 months each, making a maximum contract period of 60 months. The expected budget for this contract is £750,000 over the 60 months. Site visits are not required and the Council believes that TUPE does not apply to this 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

4 August 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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

4 August 2023

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: The contract may be re-tendered at the end of the initial 24 month core contract period in June 2025, however subject to agreement and satisfactory performance, the Council may invoke 3x 12 month contract extensions, one at a time if the Council wishes to, and therefore the contract will likely be re-tendered in June 2028 if all extensions are utilised.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Rushcliffe Borough Council

Rushcliffe Arena, Rugby Road

West Bridgford, Nottingham

NG2 7YG

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Council will incorporate a minimum 10 calendar day standstill period at the point information on the award of the Contract is communicated to tenderers (please see the tender pack for further details and the indicative timetable). This period allows unsuccessful tenderers to seek further debriefing from the Contracting Authority before the Contract is entered into. Such additional information should be requested from the Contracting Authority, via the e-tendering portal.

