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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): ocds-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](mailto: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

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## **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.

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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.2.2) 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

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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: 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.

