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Tender

Two Year Cleaning Services Contract at Clayson House and Robertson House, Erskine with optional 1 Year Extension up to a maximum contract duration of three years

Bridgewater Housing Association

F02: Contract notice

Notice identifier: 2024/S 000-018919

Procurement identifier (OCID): ocds-h6vhtk-04712a

Published 19 June 2024, 2:41pm

Section I: Contracting authority

I.1) Name and addresses

Bridgewater Housing Association

India of Inchinnan, Greenock Road

Inchinnan

PA4 9LH

Contact

Ruth Brogan

Email

rbrogan@bridgewaterha.org.uk

Telephone

+44 1418122237

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://www.bridgewaterha.org.uk>

I.3) Communication

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

<https://www.publiccontractsscotland.gov.uk/authority/noticecreate/Question602.aspx?ID=766710>

Additional information can be obtained from another address:

A.D.A Construction Consultants Ltd

Pavilion 3, St James Business Park, Linwood Road

Paisley

PA3 3BB

Contact

Alan Shanks

Email

alan.shanks@ada-cc.co.uk

Telephone

+44 1418160184

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<https://www.publiccontractsscotland.gov.uk/authority/noticecreate/Question602.aspx?ID=766710>

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/authority/noticecreate/Question602.aspx?ID=766710>

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/authority/noticecreate/Question602.aspx?ID=766710>

I.4) Type of the contracting authority

Other type

Registered Social Landlord

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Two Year Cleaning Services Contract at Clayson House and Robertson House, Erskine with optional 1 Year Extension up to a maximum contract duration of three years

II.1.2) Main CPV code

- 90910000 - Cleaning services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contract applies to Robertson House and Clayson House both of which are Extra Care Housing complexes located within Erskine, Renfrewshire. Please Refer to Tender Document Two for further information on Bridgewater Housing Associations specification and requirements.

The Contract term will be for an initial two-year period with optional annual 1 Year extension up to a maximum contract duration of three years overall.

It is envisaged that the Contract will commence on Monday 2nd September 2024 and will be concluded through an exchange of letters between Bridgewater Housing Association and the successful Bidder.

II.1.5) Estimated total value

Value excluding VAT: £152,823

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90911000 - Accommodation, building and window cleaning services
- 90911100 - Accommodation cleaning services
- 90911200 - Building-cleaning services
- 90911300 - Window-cleaning services

- 39830000 - Cleaning products
- 90900000 - Cleaning and sanitation services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Clayson House and Robertson House, Erskine, Renfrewshire

II.2.4) Description of the procurement

Single stage tendering (all bidders may submit a tender) in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

Bidders are also advised that Bridgewater Housing Association will hold a Meet the Buyer Event during the tender period. The Event will be free of charge and shall provide guidance on the requirements of the tender documentation and the information bidders need to provide within their tender response. The Meet the Buyer Event will also provide a presentation from Bridgewater Housing Association's staff on the property types and cleaning requirements incorporated within the tender.

The Meet the Buyer will be attended A.D.A Construction Consultants and the person from Bridgewater Housing Association that is currently responsible for the management of the Cleaning Contract. The Meet the Buyer will commence at 10am BST on Monday 1st July 2024 at the office of Bridgewater Housing Association, India of Inchinnan, Greenock Road, Inchinnan, PA4 9LH.

The Meet the Buyer Event presentation will be immediately followed by a site visit to a Robertson House and Clayson House in Erskine which shall be attended by Bridgewater Housing Association who will illustrate their requirements and challenges of the cleaning the properties set out in the tender documentation. Bidders are also advised that the Meet the Buyer Event may include visits to common close areas of properties within Erskine which is being procured as a separate concurrent tender to this opportunity.

To record your interest in the Meet the Buyer/Site Visit Event, please email the names of your organisations delegates to Ruth Brogan Head of Housing Services rbrogan@bridgewaterha.org.uk not later than 12noon BST on Friday 28th June 2024. Bidders are asked to keep the maximum number of persons that will attend the Event on behalf of their organisation to two delegates.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

May take up option of twelve month extension for further year (2026-2027) at an estimated value 50941 GBP (excluding VAT).

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

Economic Operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

SPD Question 2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Please refer to these statements when completing Section 4B of the SPD;

Question 4B.1.1 - Bidders will be required to have a minimum 'general' yearly turnover of 101882 GBP for the last two years.

Question 4B.1.2 - Bidders will be required to have an average yearly turnover of a minimum of 101882 GBP for the last two years.

Question 4B.3 - Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

Questions 4B.5.1 and 4B.5.2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurances indicated below:

Employer's (Compulsory) Liability Insurance - 5,000,000 GBP Public Liability Insurance - 5,000,000 GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 - Bidders will be required to provide two examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.4 - If bidders intend to use a supply chain to deliver the requirements detailed in the Contract Notice, they should confirm they

have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. This

will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and

provide evidence when requested of:

a) their standard payment terms

b) 95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance.

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 - Bidders will be required to confirm their and the number of managerial staff for the last three years.

4C.9 - Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver

the types of requirements detailed in II.2.4 in the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Minimum level(s) of standards required:

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Tender Document 4 'Key Performance Indicators' attached to this Contract Notice. Where performance falls below the minimum acceptable level during the Contract, the successful Bidder will be required to produce a Remedial Plan for the approval of Bridgewater Housing Association.

Failure to produce a Remedial Plan or implement an approved Remedial Plan will be deemed to be a breach of the Contract, which may lead to the termination of the successful Bidder's 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

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 July 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

19 July 2024

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: 2025 at the earliest

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

SPD, Part IV Section C 'Technical and Professional Ability' will be scored on a pass or fail basis using the following scoring methodology;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A Tenderer which scores '0 – Unacceptable' against any question will be disqualified.

1 - Poor - Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 – Very Good - Response is largely relevant and very good. The response demonstrates a very good understanding of the requirements and provides adequate details on how the requirements will be fulfilled.

5 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the

requirement and provides details of how the requirement will be met in full.

A Tenderer will be required to achieve a minimum score of 2 against each Question within Part C, i.e. a score of 2 or greater shall represent a Pass whereas a score of 1 or lower will represent a Fail. Bridgewater Housing Association will disregard, and not evaluate the remainder of

a Tenderers bid should the Tenderer fail to achieve the minimum score of 2 (a Pass) against any of the Questions included with Part C

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=766710.

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.

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.

(SC Ref:766710)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=766710

VI.4) Procedures for review

VI.4.1) Review body

Paisley Sheriff Court and Justice of the Peace Court

Paisley

Country

United Kingdom