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Tender

## **Framework for Domestic and Commercial Removals, Storage and Disposals**

South Lanarkshire Council

F02: Contract notice

Notice identifier: 2023/S 000-020795

Procurement identifier (OCID): ocds-h6vhtk-03b39d

Published 19 July 2023, 2:45pm

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

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

South Lanarkshire Council

Almada Street

Hamilton

ML3 0AA

#### **Contact**

Linda Haggart

#### **Email**

[linda.haggart@southlanarkshire.gov.uk](mailto:linda.haggart@southlanarkshire.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM95 - South Lanarkshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00410](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410)

**I.3) Communication**

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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Framework for Domestic and Commercial Removals, Storage and Disposals

Reference number

SLC/HT/23/013

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

- 63121000 - Storage and retrieval services

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

Services

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

South Lanarkshire Council's Housing and Technical Resources Property, Housing Management and Homelessness Services have a requirement to provide a service for the Removal, Storage and Disposal of items. In addition, there is also the requirement as part of the Council's wider buildings estate portfolio to include internal office/Education moves for short or longer term decants to other buildings.

This service has been split into the following Lots:-

Lot 1 - Domestic Removals Storage and Disposals

Lot 2 - Commercial Removals Storage and Disposals

Bidders may submit a bid for one or both Lots. The maximum number of Lots that a bidder can be appointed to is two.

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

Value excluding VAT: £800,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Domestic Removals, Storage and Disposal

Lot No

1

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

- 63121000 - Storage and retrieval services

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 1 – Domestic Removals, Storage and Disposal -

The purpose of this Lot is to appoint a Service Provider in relation to the removal and same day relocation and/or storage of personal property, household goods, furniture and carpets being moved from / to domestic premises, licensed waste disposal facilities and Council approved recycling stores throughout South Lanarkshire geographical area and, at times outside South Lanarkshire geographical area.

This Lot will be awarded via the Open Tender procedure based on the most economically advantageous tender (MEAT) criteria which enables the Council to take account of criteria that reflect qualitative technical aspects of the tender submission as well as price when reaching an award decision.

The Council has adopted a sequential opening process for any tender exercise conducted per the following stages:

As part of Stage 1 the bidders will be required to complete a Single Procurement Document (SPD) as part of the Qualification envelope self-declaring that they meet the criteria requirements for the Lot.

As part of Stage 2 the bidders will then be required to complete a Technical response based on Technical Specific questions related to the Lot including Fair Work First and

Community Benefits.

As part of Stage 3 the bidders will then be required to complete Commercial response based on services associated with the Lot.

As part of the tender evaluation process the Council will then request evidence from the recommended bidders prior to being appointed to the Lot.

The form of contract for this Lot will be South Lanarkshire Councils Standard Terms and Conditions of Contract for Services.

The contract term will be 4 years.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

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) Description**

### **II.2.1) Title**

## Commercial Removals, Storage and Disposal

Lot No

2

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

- 63121000 - Storage and retrieval services

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

NUTS codes

- UKM95 - South Lanarkshire

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

Lot 2 - Commercial Removals, Storage and Disposal

The purpose of this Lot is to appoint a 'back up Service Provider' to assist with Removal and Disposal services in relation to Council owned property, office equipment, furniture, school equipment and miscellaneous items being moved from / to non-domestic premises throughout the South Lanarkshire geographical area.

This Lot will be awarded via the Open Tender procedure based on the most economically advantageous tender (MEAT) criteria which enables the Council to take account of the criteria that reflect the qualitative technical aspects of the tender submission as well as price when reaching an award decision.

The Council has adopted a sequential opening process for any tender exercise conducted per the following stages: -

As part of Stage 1 the bidders will be required to complete a Single Procurement Document (SPD) as part of the Qualification envelope self-declaring that they meet the criteria requirements for the Lot.

As part of Stage 2 the bidders will then be required to complete a Technical response based on Technical Specific questions related to the Lot to include Fair Work First and Community Benefits.

As part of Stage 3 the bidders will then be required to complete Commercial response based on services associated with the Lot.

As part of the tender evaluation process the Council will then request evidence from the

recommended bidder prior to being appointed to the Lot.

The form of contract for this Lot will be South Lanarkshire Councils Standard Terms and Conditions of Contract for Services.

The contract term will be 4 years.

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

Quality criterion - Name: Technical / Weighting: 30

Price - Weighting: 70

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

Duration in months

48

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

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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

##### **SPD Question 4A.1 Trade Registers:-**

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Councils satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

##### **SPD Question 4B.4 Economic and Financial Standing:**

The Council will use the following ratios to evaluate a bidders financial status:

Profitability – this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity – this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing – this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100% it is considered a pass for this ratio.

Bidders must provide the name and value of each of the 3 ratios within their response to SPD question 4B.4.

The Council requires bidders to pass 2 out of the 3 financial ratios above.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that

the Bidder can supply evidence to substantiate any of the mitigating criteria when requested to do so. The following list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes "marginal"?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cashflow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by "one off costs" and / or "one off accounting treatments"?

Do the bidder's auditors (where applicable) consider it to be a "going concern"?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use financial verification systems to validate the information provided.

SPD Question 4B.5 Insurance:

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10,000,000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an

employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5,000,000 GBP in respect of each claim, without limit to the number of claims.

Goods in Transit Insurance to cover the estimated replacement value of a fully loaded vehicle is 35000 GBP per claim without the limit to the number of claims.

For Lot 1 only - bidders are also required to have Goods in Storage Insurance, to cover loss of or damage to third parties' goods of 1,000,000 per claim without limit to the number of claims.

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

List and brief description of selection criteria

#### **SPD Question 4C.1.2 Technical and Professional Ability**

With reference to the nature and details of the services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 5 years. You must describe in sufficient detail the required experience in terms of the specific services, the number of required examples, the minimum duration of experience e.g. 5 years and the value / scope of the previous projects e.g. must be of similar value to the contract being procured.

#### **SPD Question 4C.6 Technical and Professional Ability (Qualifications):-**

It is a mandatory requirement of this tender that the bidder recommended for award holds the following:

- Good Vehicles Operators Licence
- Waste Carriers Licence
- Category C and C1 Licences
- British Association of Removers Accreditation

#### **SPD Question 4C.9 Technical and Professional Ability (Equipment)**

Please provide details of the relevant tools, plant or technical equipment available to you in relation to this procurement exercise.

The vehicles provided for each removal should be suitable to the size and complexity of the service requirement. To facilitate efficient vehicle packing/unpacking, it is required that

all vehicles supplied will have suitable, working tail lifts, except if otherwise agreed in advance with the Council.

#### SPD Question 4C.10 Technical and Professional Ability (Sub-Contracting)

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

#### SPD Question 4D.1 Quality Management Standards

It is a requirement of this tender that the bidder recommended for award holds the following environmental standard/accreditation:

- ISO 9001:2015 Quality Management System

#### SPD Question 4D.2 Environmental Management Standards

It is a requirement of this tender that the bidder recommended for award holds the following environmental standard/accreditation:

- ISO 14001:2015 Environmental Management System

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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

#### **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: [2023/S 000-007745](#)

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

Date

22 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: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

22 August 2023

Local time

12:00pm

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**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 Questions 3A.1 to 3A.8 Serious and Organised Crime – Information Sharing Protocol

It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Serious and Organised Crime – Information Sharing Protocol form for evaluation prior to any award being made.

Declarations and Certificates

Prior to any appointment being made (unless the information has already been submitted during the procurement process) the successful bidder(s) will provide the undernoted certificates, declarations and/or completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope relating to the SPD (Scotland).

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

SPD Question 2D.1: Prompt Payment Certificate

SPD Question 3A.1 to 3A.8: Serious and Organised Crime Declaration

SPD Question 3A.1 to 3A.8: Serious and Organised Crime – Information Sharing Protocol with Police Scotland Form

SPD Question 3A.6: Modern Slavery Act 2015 Declaration

SPD Question 3D.11: Non-Collusion Certificate

SPD Question 4B.5.1: Insurance Certificates

- Employer's Liability 10,000,000 GBP
- Public Liability 5,000,000 GBP
- Goods in Transit Insurance 35,000 GBP
- Goods in Storage Insurance 1,000,000 GBP (Lot 1 only)

SPD Question 4C.6: Goods Vehicle Operator's Licence

SPD Question 4C.6: Waste Carrier's Licence

SPD Question 4C.6: Category C1 and C Licences

SPD Question 4C.6: British Association of Removers (BAR) Accreditation

SPD Question 4D.1: ISO 9001:2015 Quality Management System

SPD Question 4D.2: ISO 14001:2015 Environmental Management

Declaration / Waste Carrier's Licence / BAR Accreditation

Declaration Section: Form of Offer to Tender

Declaration Section: Health and Safety Questionnaire

The 'Form of Offer to Tender' must be completed and uploaded within the relevant question in the Commercial Envelope, failure to do so will render your bid invalid.

Please note, the alternative review body to the local Sheriff Court detailed in VI.4.1 is:

Court of Session

Parliament House

Parliament Square

Edinburgh

EH1 1RQ

+44 1312252595

[supreme.courts@scotcourts.gov.uk](mailto:supreme.courts@scotcourts.gov.uk)

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23975. For more information see:

<https://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23975. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

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:

Community Benefits are included in this requirement as detailed within Attachment 8 of the ITT.

(SC Ref:732057)

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

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

Hamilton Sheriff Court

Sheriff Court House, 4 Beckford Street,

Hamilton

ML3 0BT

Email

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

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