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Tender

Grounds & Gardens Maintenance

HUMBER TEACHING NHS FOUNDATION TRUST

F02: Contract notice

Notice identifier: 2023/S 000-020812

Procurement identifier (OCID): ocids-h6vhtk-03e378

Published 19 July 2023, 3:52pm

Section I: Contracting authority

I.1) Name and addresses

HUMBER TEACHING NHS FOUNDATION TRUST

WILLERBY HILL

HULL

HU106ED

Contact

Mark Turner

Email

mturner10@nhs.net

Country

United Kingdom

Region code

UKE12 - East Riding of Yorkshire

NHS Organisation Data Service

RV9

Internet address(es)

Main address

<https://www.humber.nhs.uk/>

I.3) Communication

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

<https://in-tendhost.co.uk/humbernhs.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/humbernhs.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Grounds & Gardens Maintenance

Reference number

HFT/505/2023

II.1.2) Main CPV code

- 77314000 - Grounds maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

The Contractor shall be responsible for maintaining the cleanliness and appearance of the grounds and gardens of Trust properties and for keeping them in a safe state. The Contractor shall also cover the provision and maintenance of plants in main entrances and public areas of Trust properties.

How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal: <https://in-tendhost.co.uk/humbernhs.aspx/Home> and click the link to register - Enter your correct business and user details - Note: your username will be the email address you have entered - you will also then shortly receive an email confirmation. Please note this is the new Trust portal if you have previously responded to tenders on the NOECPC intend portal you will need to re-register on the Humber Teaching NHS Foundation Trust Portal <https://in-tendhost.co.uk/humbernhs.aspx/Home>

2. Once registered access the site and from the Home page hover over "Tenders" on the tool bar and select "current tenders" from the drop down options

3. Express Interest in the tender you are interested in - Select `Express Interest` within the Tender Details (located at the bottom of the synopsis). On doing so, you will instantly have access to the Tender Management area for that tender. Any available documentation will be available via the various relevant tabs. You can access this area at any point by logging in, navigating to `My Tenders` and selecting `View Details`.

4. Responding to the tender - There will be a tab allocated to any tender stage (e.g. PQQ and/or ITT). Under the `My Tender Return` area, you will be required to complete any mandatory questionnaires and upload any requested documentation. You can now use the `Correspondence` function to communicate with the buyer and seek any clarification (any clarifications will be found within the `Clarifications` tab). - Note the deadline for completion, then follow the onscreen instructions to complete and submit your response. - There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

You must then submit your reply using the `Submit Response` button at the bottom of the page. If you require any further assistance please consult the online help, or contact the Intend Support Desk. Alerts will be sent to your request email addresses when any correspondence, alterations or clarifications are issued.

The standards and criteria are available in the ITT documents available as indicated above

II.1.5) Estimated total value

Value excluding VAT: £625,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE - Yorkshire and the Humber

Main site or place of performance

Properties across Hull, the East Riding of Yorkshire and Scarborough.

II.2.4) Description of the procurement

The Contractor shall be responsible for maintaining the cleanliness and appearance of the grounds and gardens of Trust properties and for keeping them in a safe state. The Contractor shall also cover the provision and maintenance of plants in main entrances and public areas of Trust properties.

The service provided by the Contractor shall include, but not be limited to: -

- Re-planting, maintenance and alteration of boundary hedges
- Re-planting and maintenance of trees, beds, borders, lawns and plants
- Re-planting and maintenance of plants in public areas inside Trust properties inclusive of Courtyards
- Arborial Safety Assessments and safety surgery, maintenance of Tree Protection Orders
- Maintenance of Ponds and Swales to a general or mandatory standard
- Removal and disposal of rubbish, waste and litter from external areas, including car parks
- Removal and disposal of leaf fall from external areas
- Removal of unwanted vegetation from roadways, paths and other hard external areas of Trust properties and any adjoining non-Trust land
- Removal of diseased vegetation from lawns, beds, borders and other cultivated areas
- Control of weeds and invasive plants/shrubs/trees to all external areas
- Maintaining records of untoward incidents occurring in the grounds of Trust properties
- Reporting structural or surface defects in the external works of Trust properties and defects to external lighting
- Maintaining records of requests for removal of debris, leaf fall and other items from the grounds of Trust properties and of any other ad hoc requests
- Cleaning of external way finding and signboards
- Rectification of damage to lawns, beds, borders and other cultivated areas however caused
- Maintenance of the equipment used for planting and maintaining lawns, beds, borders and other cultivated areas in a clean, safe and serviceable condition
- Appointment of any specialist contractors for work within the scope of the service
- Provision of arrangements to deal with emergency and non emergency requests for work outside normal service hours

- Developing proposals for the improvement of the state of the grounds of Trust properties and grounds and gardens services and for achieving compliance with new legislation, regulations and guidelines and implementing those approved by the Trust
- Placing warning signs to alert people to hazards arising from the performance of the work

The service provision shall exclude: -

- Maintenance of roads, pathways and other hard areas in the grounds of Trust properties
- Removal of snow and ice gritting to Trust estate infrastructure
- Maintenance and repair of boundary walls and fences
- Planting and maintenance of plants in departmental areas of Trust properties
- Cleaning and maintenance of external fabric, rainwater goods and windows
- Maintenance of central holding areas for waste

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

1 plus 1 year

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The Trust reserves the right to consider these and any the opportunity for any further extension beyond those already stipulated.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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

17 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

31 August 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Humber Teaching NHS Foundation Trust

Hull

Country

United Kingdom