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Tender

## **Bus Shelter Cleaning and Glazing & Minor Maintenance**

Tayside Procurement Consortium

F02: Contract notice

Notice identifier: 2021/S 000-021918

Procurement identifier (OCID): ocds-h6vhtk-02dd0d

Published 3 September 2021, 4:15pm

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

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

Tayside Procurement Consortium

Fairmuir Depot, 365 Clepington Road

Dundee

DD8 3DZ

#### **Contact**

Julie Thompson

#### **Email**

[julie.thompson@dundeecity.gov.uk](mailto:julie.thompson@dundeecity.gov.uk)

#### **Telephone**

+44 1382834072

#### **Country**

United Kingdom

**NUTS code**

UKM7 - Eastern Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12382](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12382)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

**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**

Bus Shelter Cleaning and Glazing & Minor Maintenance

Reference number

TPC/BSCGLAMM/21/10

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

- 90910000 - Cleaning services

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

Services

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

There are 2 significant requirements:

Cleaning of Bus Shelters and Sustainable Transport Infrastructure

Glazing & Minor Maintenance of Bus Shelters.

Bidders can elect to bid for one or both of these service requirements.

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

Value excluding VAT: £427,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The Purchaser will make an award for either Lot 1 or Lot 2 based on assessment of best value and affordability.

Lots 3 to 5: The Purchaser reserves the right to award to a single supplier per Lot or to award to a single supplier across Tayside (Lot 6), based on an assessment of best value and affordability of pricing.

## **II.2) Description**

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

Cleaning of Bus Shelters - 6 Cleans Per Year Across Tayside

Lot No

1

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Tayside

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

The requirement is for Bus Shelter Cleaning (6 Cleans Per Year). NOTE: Bidders must submit a tender for LOT 1 and 2.

Lot 2 is for 12 cleans per year. Bidders who fail to submit a bid for BOTH LOTS will render their bid non compliant.

The Purchaser will make an award for either Lot 1 or Lot 2 based on assessment of best value and affordability.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 7%

Quality criterion - Name: Operative Training/Supervisor Training / Weighting: 6%

Quality criterion - Name: Quality Assurance / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 7%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

### **II.2.6) Estimated value**

Value excluding VAT: £267,000

### **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

Option to extend for 12 months

### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

## **II.2) Description**

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

Cleaning of Bus Shelters - 12 cleans per year across Tayside

Lot No

2

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

- 90910000 - Cleaning services

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Tayside

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

The requirement is for Bus Shelter Cleaning (12 Cleans Per Year). NOTE: Bidders must submit a tender for LOT 1 and 2.

Lot 2 is for 12 cleans per year. Bidders who fail to submit a bid for both LOTS will render their bid non compliant.

The Purchaser will make an award for either Lot 1 or Lot 2 based on assessment of best value and affordability.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 7%

Quality criterion - Name: Operative Training/Supervisor Training / Weighting: 6%

Quality criterion - Name: Quality Assurance / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 7%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

#### **II.2.6) Estimated value**

Value excluding VAT: £267,000

#### **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

There will be the option to extend for 12 months

#### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

### **II.2) Description**

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

Glazing & Minor Maintenance - covering the Angus Council area

Lot No

3

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

- 45441000 - Glazing work

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Angus Council area

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

The requirement is for:

Glazing and Minor Maintenance

Minor Maintenance: From time to time the Purchaser(s) may require the Contractor to carry out minor repairs to bus shelters and other sustainable transport infrastructure (eg cycle shelters/stands, signage/wayfinding, barriers etc). Minor repairs may involve tasks such as replacing fixings (bolts/screws etc) and include making damaged bus shelters and other sustainable transport infrastructure safe. Typically, a task may be completed within 1 hour in a single site visit.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 5%

Quality criterion - Name: Operative/Supervisor Training / Weighting: 5%

Quality criterion - Name: Quality Assurance / Weighting: 2%

Quality criterion - Name: Meeting Response Times / Weighting: 5%

Quality criterion - Name: Emergency Response / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 3%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

#### **II.2.6) Estimated value**

Value excluding VAT: £160,000

#### **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

There will be the option to extend for 12 months

#### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

### **II.2) Description**

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

Glazing & Minor Maintenance - covering the Dundee City Council area

Lot No

4

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

- 45441000 - Glazing work

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Dundee City Council area

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

The requirement is for:

Glazing and Minor Maintenance

Minor Maintenance: From time to time the Purchaser(s) may require the Contractor to carry out minor repairs to bus shelters and other sustainable transport infrastructure (eg cycle shelters/stands, signage/wayfinding, barriers etc). Minor repairs may involve tasks such as replacing fixings (bolts/screws etc) and include making damaged bus shelters and other sustainable transport infrastructure safe. Typically, a task may be completed within 1 hour in a single site visit.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 5%

Quality criterion - Name: Operative Training/Supervisor Training / Weighting: 5%

Quality criterion - Name: Quality Assurance / Weighting: 2%

Quality criterion - Name: Meeting Response Times / Weighting: 5%

Quality criterion - Name: Emergency Response / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 3%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

#### **II.2.6) Estimated value**

Value excluding VAT: £160,000

#### **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

There will be the option to extend for 12 months.

#### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

### **II.2) Description**

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

Glazing & Minor Maintenance - covering the Perth & Kinross Council area

Lot No

5

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

- 45441000 - Glazing work

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Perth & Kinross Council area

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

The requirement is for:

Glazing and Minor Maintenance

Minor Maintenance: From time to time the Purchaser(s) may require the Contractor to carry out minor repairs to bus shelters and other sustainable transport infrastructure (eg cycle shelters/stands, signage/wayfinding, barriers etc). Minor repairs may involve tasks such as replacing fixings (bolts/screws etc) and include making damaged bus shelters and other sustainable transport infrastructure safe. Typically, a task may be completed within 1 hour in a single site visit.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 5%

Quality criterion - Name: Operative Training/Supervisor Training / Weighting: 5%

Quality criterion - Name: Quality Assurance / Weighting: 2%

Quality criterion - Name: Meeting Response Times / Weighting: 5%

Quality criterion - Name: Emergency Response Times / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 3%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

#### **II.2.6) Estimated value**

Value excluding VAT: £160,000

#### **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

There will be the option to extend for 12 months.

#### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

### **II.2) Description**

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

Glazing & Minor Maintenance - Combines Lot 3 to 5 to Cover Whole of Tayside

Lot No

6

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

- 45441000 - Glazing work

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

NUTS codes

- UKM7 - Eastern Scotland

Main site or place of performance

Tayside

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

The requirement is for:

Glazing and Minor Maintenance

Minor Maintenance: From time to time the Purchaser(s) may require the Contractor to carry out minor repairs to bus shelters and other sustainable transport infrastructure (eg cycle shelters/stands, signage/wayfinding, barriers etc). Minor repairs may involve tasks such as replacing fixings (bolts/screws etc) and include making damaged bus shelters and other sustainable transport infrastructure safe. Typically, a task may be completed within 1 hour in a single site visit.

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

Quality criterion - Name: High Standards of Delivery / Weighting: 5%

Quality criterion - Name: Operative Training/Supervisor Training / Weighting: 5%

Quality criterion - Name: Quality Assurance / Weighting: 2%

Quality criterion - Name: Meeting Response Times / Weighting: 5%

Quality criterion - Name: Emergency Response / Weighting: 3%

Quality criterion - Name: Service Continuity / Weighting: 3%

Quality criterion - Name: Community Benefits / Weighting: 2%

Price - Weighting: 75

#### **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

There will be the option to extend for 12 months.

#### **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**

Full details of the tender evaluation methodology are contained in the tender documentation.

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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

Bidder are required to evidence their Company Certificate of Incorporation

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

List and brief description of selection criteria

To provide us with the confidence that the Provider can deliver the requirements of the contract, the following financial indicators will be used based on your last 2 years audited accounts:

Tenderers will be required to provide/state the value(s) for the following financial ratio(s):

- Net profit for both financial years; if there has been a loss in any one year the tenderer must provide an explanation of the specific circumstances leading to the loss.
- Current ratio equal to or greater than one in both financial years. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.
- Positive Gearing Ratio for both financial years. i.e. an excess of shareholders funds/partners' capital accounts/owners equity over loan finance in both of the financial years. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.
- Positive shareholders funds/positive partners' capital accounts/positive owners equity (whichever is applicable to the type of business) in both of the financial years.
- Unqualified audit report (if an audit is required).
- Managements accounts showing your current position, for the period following your final accounts to include profit and loss and balance sheet

Minimum level(s) of standards possibly required

Insurance Requirements:

Employer's Liability Insurance: 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 10000000 GBP in respect of each claim.

Public Liability Insurance: 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 5000000 GBP in respect of each claim.

Full details of the Selection Criteria are contained in the Tender documentation.

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

List and brief description of selection criteria

Tenderers will be required to provide examples that demonstrate that they have the relevant experience as follows:

2 x Contract examples - For the Lot being tendered for:

Lot 1 and 2: Cleaning (of equivalent infrastructure)

Lot 3 – 6: Glazing and Minor Maintenance of Bus Shelters (or equivalent infrastructure)

**FOR GLAZING & MINOR MAINTENANCE (QUALITY ASSURANCE)**

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

The Principal Contractor/Contractor is to also apply the recommendations as set out in BS EN ISO 9001:2008 Quality Management Systems, as part of their working practice throughout the Contract Period. (Or equivalent as set out in the tender documentation.

**FOR EITHER CLEANING or**

**GLAZING & MINOR MAINTENANCE**

**Health and Safety Procedures**

The bidder must hold a UKAS (or EQUIVALENT), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. Evidence of membership/certification is required. (Or equivalent as set out in the tender documentation).

## **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

Envisaged maximum number of participants to the framework agreement: 4

#### **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

5 October 2021

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**

Tender must be valid until: 10 January 2022

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

Date

5 October 2021

Local time

12:00pm

Place

PCST Electronic Postbox

Information about authorised persons and opening procedure

Lead Commodity Manager for the Procurement Exercise

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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: September 2024

### **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**

The buyer is using PCS-Tender to conduct this PQQ exercise. The Project code is 19539.

For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community Benefits:

Bidding Organisations responding to this tender opportunity are requested to adopt the following community benefits approach. The Councils (Angus, Dundee City and Perth & Kinross Councils) are committed to maximising community benefits.

Community Benefits improve the economic, social or environmental wellbeing of the specific local authority areas (Angus, Dundee City and Perth & Kinross Councils)

Perth and Kinross Council, in conjunction with their community planning officers, have developed a 'Wish List' . To find information about current community requirements in the Perth and Kinross Council area please look at their website. The link is as follows:  
<https://www.pkc.gov.uk/article/20942/Map-of-community-benefits-wish-list>

If you are successful in the award of this contract you will be required to communicate with the Councils' designated person to finalise the community benefits that you are offering.

The following Community Benefit Outcomes specified in the Contract meet that policy and legal context and require to be delivered as part of the Contract:

Based on the annual estimated spend of this contract any successful Contractor would be expected to deliver the following Community Benefits as a minimum. Contractor must report delivered Community Benefits to the Contract Manager on a regular basis.

Work Experience Placement,

Charitable Donations,

Communal Area Refurbishment: Work with the Councils' allocated Community Benefits Champion or other designated person to improve one aspect of communal area e.g. graffiti removal,

Industry Awareness Day (Half Day): potentially provide to public schools, colleges, job centres. Topics could include awareness on use of equipment,

Volunteering: Staff volunteering to good causes,

Tool Box Talk: Provide a short presentation to the Councils' employees on a single aspect of health and safety.

(SC Ref:665858)

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

**VI.4.1) Review body**

Dundee Sherriff Court and Justice of the Peace

8 West Bell Street

Dundee

DD1 9AD

Email

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

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Dundee City Council

Legal Services, 21 City Square

Dundee

DD1 3BS

Country

United Kingdom