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Tender

## **CBG242 - Vehicle Fleet Provision and Support Services c/w on-site managed service**

City Building (Glasgow) LLP

F02: Contract notice

Notice identifier: 2025/S 000-022008

Procurement identifier (OCID): ocids-h6vhtk-05153c

Published 16 May 2025, 8:54am

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

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

City Building (Glasgow) LLP

350 Darnick Street

Glasgow

G21 4BA

#### **Contact**

MR ROSS HOCKNULL

#### **Email**

[ross.hocknull@citybuildingglasgow.co.uk](mailto:ross.hocknull@citybuildingglasgow.co.uk)

#### **Telephone**

+44 1412872112

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.citybuildingglasgow.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11002](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11002)

**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

[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**

Other type

A subsidiary of two Public Bodies

**I.5) Main activity**

Other activity

Maintenance, Construction and Manufacturing

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## **Section II: Object**

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

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

CBG242 - Vehicle Fleet Provision and Support Services c/w on-site managed service

Reference number

CBG242

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

- 50111110 - Vehicle-fleet-support services

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

Services

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

Provision of fleet and support services complete with on site managed service.

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

Value excluding VAT: £35,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow and Central Belt of Scotland.

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

City Building (Glasgow) LLP (CBG) requires to procure the provision of a vehicle fleet and support services with an on-site managed service based at CBG's complex at 350 Darnick Street Glasgow G21 4BA. CBG requires to procure a range of vehicles on a flexible rental basis with a one day liability (date of termination is the last day of chargeable hire) with no charges or penalties for on and off renting, reflected in a contract amendment of the listed vehicles on-hire at any given time.

The fleet can fluctuate in size but is generally 750-1000 vehicles. This is a typical reflection of the operational requirements, however, bidders should note that during the life of the contract the fleet will fluctuate to meet CBG business demands. A variety of commercial vehicle types is involved and will be fully detailed in the tender documents including a small number of cars.

It is anticipated there will be approximately 20 x small electric vehicles required as part of the tender process/scope.

The contract will be awarded on the basis of a single source supply.

The contract is for 5 years with options to extend by two periods of 12 months.

Prices are to be fixed for the first 5 years of the contract.

Vehicles renewed not before 5 years.

All vehicles shall be new with 25 and /or 75/26 registration plates with delivery mileage only dependent on mobilisation offered.

The tender documents will provide the full scope of the requirement.

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

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will originally be for 60 months plus available extensions of 1 year + 1 year.

This means the contract may be 60, 72 or 84 months depending on extension option taken up.

As such there will be a renewal of this contract under a new procurement either in 2030, 2031 or 2032 depending on what extension options

are taken up.

#### **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

##### **Waste Carrier Licence**

The successful bidder or company working on their behalf will be required to submit a copy of their Waste Carrier Licence certificate. A copy of the waste transfer notes will be periodically required during the term of the contract.

The final disposal site for the waste tyres should hold an appropriate waste management licence as awarded by a regulatory authority; details of this licence should be documented on all waste transfer notes relating to the disposal of waste tyres.

The successful bidder will be required to submit a copy of the Waste Management Licence held by the final disposal site for the waste tyres. Adherence to all environmental legislation will be monitored by CBG throughout the term of the contract.

##### **BVRLA**

The successful bidder will hold current membership of the British Vehicle Leasing & Rental Association or a similarly recognised organisation.

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

List and brief description of selection criteria

Bidders must comply with the undernoted financial requirements in relation to Minimum turnover, trading performance and balance sheet strength in order to participate in the tendering process:-

##### **Minimum Turnover**

Applicants require an annual Turnover level of 60m.

##### **Trading Performance Ratio**

An overall positive outcome on pre-tax profits over a 3 year period. Exceptional items occurring in the normal course of business can be excluded from calculation.

## Balance Sheet Strength

Net worth of the organisation must be positive.

Intangibles can be included for purposes of the Total Asset figure.

The above ratios and minimum turnover requirements should be calculated on last set of accounts filed at Companies House.

For non-UK Companies, ratios and minimum turnover should be calculated on information contained in the most recent audited accounts.

Applicants who have been trading for less than 3 years must provide evidence that they have met the above minimum financial requirements for the period during which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Where the applicant is a group of economic operators (such as a consortium), the Lead Party of that group must comply with minimum financial requirements.

City Building (Glasgow) LLP reserves the right, at its own discretion, to seek such other information from the Applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Applicant's economic and financial standing.

Employer's Liability insurance to the value of at least TEN MILLION (GBP10,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability insurance to the value of at least FIVE MILLION (GBP5,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period. Such insurance shall extend to cover Sales & Service Indemnity.

Products Liability insurance to the value of at least FIVE MILLION (GBP5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate.

Comprehensive Road Risk cover.

Professional Indemnity insurance to the value of a minimum FIVE MILLION (GBP5,000,000) POUNDS STERLING in respect of any one claim and in the aggregate. To be maintained throughout the period of their services and for a further 2 years on completion of their service

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

List and brief description of selection criteria

#### **SPD 4C.1.2 Statement [GOODS AND SERVICES ONLY]**

CBG's guidance for this question is detailed below-

Provide two relevant examples from within the last five years that demonstrate your organisation has the relevant and necessary skills, expertise, and experience to deliver the service required by CBG.

For each relevant example the following information should be provided but is not limited to –

1. an overview of the contract including customer name, contract start and completion date and contract value.
2. a thorough and detailed description for each example of the scope of the requirement and service provided by you demonstrating experience in dealing with a contract the same or similar in size, scope and complexity to the CBG's requirements.

Your response to this question should not exceed, for each example, 2 x A4 sides, this page count includes all text (Arial font 11),

photographs, figures and diagrams.

Where a submission exceeds the maximum number of pages indicated per example, no account will be taken of the content of the pages

beyond the maximum.

#### **Weighting**

The weighting will be out of 100 with 50% attributed to each example. A minimum pass mark of 50 out of 100 is required overall for this question. Any bidder who fails to achieve the minimum score for this question will be excluded from the process at



this stage and their tender will not be evaluated.

Award Criteria for tender evaluation (Quality 30%)

Criteria/Question Weighting

Managed Service 40%

Delivery/Mobilisation 30%

Servicing and Maintenance 10%

Cost Control 10%

Emergency Cover 5%

Fair Work Place Practices 5%

Full details will be in the tender documents.

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

KPI's outlined in tender documents

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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

27 June 2025

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

27 June 2025

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: Contract is for 5 years with options to extend by 1 year + 1 year so new procurement exercise would be in 2030, 2031 or 2032 depending

on what extension options are chosen.

### **VI.3) Additional information**

Contract for 5 years with options to extend by 1 year + 1 year.

As such the estimated value is estimated to be GBP35M, GBP47M or GBP59 M.

Based on an estimate of GBP7M per annum.

Prices to be fixed for 5 years.

Quality Management

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent), or documents outlined SPD Bidder's guidance document.

Environmental

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

Those documents outlined in the SPD Bidder's guidance document.

H&S

Has your organisation been convicted of breaching health and safety legislation, or had any enforcement notices served upon it by Health and Safety Executive (or equivalent

body) in the past three years?

Further details on H&S are included in the SPD bidder's guidance document.

Please note CBG will request copies of certificates and any other information as detailed below via a Request for Documentation on PCS-T.

Fair Work First - This will be scored as 5% in the evaluation. Full details are in the ITT.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 29192. For more information see:

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

The time limit for receipt of tenders is an estimate at this stage.

The deadline will be fully communicated through the PCS-t portal when the tender is issued.

TUPE — CBG considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006(TUPE) may apply. It is the bidder's responsibility to take their own advice and consider whether TUPE is likely to apply in the particular circumstance of the contract and act accordingly.

Non-collusion — Bidders will be required to complete the Non Collusion Certificate contained within the buyers attachment area of PCS-T.

Freedom of Information — Information on the FOI Act is within instruction to bidders. Bidders must note the implications of this legislation and ensure that any information they wish CBG to consider withholding is specifically indicated on the FOI Certificate contained within buyers attachment area of PCS-T.(NB City Building(Glasgow) LLP does not bind itself to withhold this information).

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=798191](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=798191).

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 59222. For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

No requirement.

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. 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. 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:

CBG is requesting community benefits on a Mandatory basis for this tender.

Bidders must commit to paying 0.5% of the annual income derived from this contract with CBG to Community Benefits.

Collection 6 monthly/monthly - this will be at CBG's discretion.

(SC Ref:799042)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 , 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

City Building (Glasgow) LLP will, by notice in writing as soon as possible, after the decision has been made, inform all bidders and

candidates concerned of its decision to award the contract. City Building (Glasgow) LLP must allow a period of at least the relevant

standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th

day after that on which the notice is sent, when sent by other means the period is 15 days) to elapse between the date of dispatch of the

notice referred to in Regulation 86 of the Public Contract (Scotland) Regulations 2015 “the Regulations”). CityBuilding(Glasgow) LLP is

obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session

where as a consequence of a breach by City Building (Glasgow)LLP, suffers or risks suffering loss or damage. The bringing of court

proceedings during the standstill period means that City Building (Glasgow) LLP must not enter into the contract unless the proceedings

are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court

proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations.

Economic Operators can write to City Building (Glasgow) LLP seeking further clarification on the notice, to which City Building

(Glasgow) LLP must respond within 15 days. Economic Operators

should be mindful to seek their own independent legal advice when they consider appropriate to do so.

