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Tender

## **Managed Workwear Hire and Laundry**

Food Standards Scotland (FSS)

F02: Contract notice

Notice identifier: 2021/S 000-023298

Procurement identifier (OCID): ocds-h6vhtk-02e275

Published 20 September 2021, 12:35pm

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

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

Food Standards Scotland (FSS)

4th Floor, Pilgrim House, Old Ford Road

Aberdeen

AB11 5RL

#### **Contact**

Caroline Little

#### **Email**

[caroline.little@gov.scot](mailto:caroline.little@gov.scot)

#### **Telephone**

+44 7826893538

#### **Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.foodstandards.gov.scot>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA24524](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24524)

**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.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Managed Workwear Hire and Laundry

Reference number

FSS/2020/040

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

- 98311000 - Laundry-collection services

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

Services

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

FSS seeks to appoint a single supplier contract for the provision of a Managed Workwear Hire and Laundry Service in support of its personnel based in various abattoirs and cutting plants throughout Scotland.

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

Value excluding VAT: £120,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

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

Food Standards Scotland (FSS) is the public sector food body for Scotland. It was established by the Food (Scotland) Act 2015 as a non-ministerial office, part of the

Scottish Administration, working alongside, but separate from, the Scottish Government. FSS became independent from the UK Food Standards Agency on 1 April 2015.

Our primary concern is consumer protection – making sure that food is safe to eat: ensuring consumers know what they are eating and improving nutrition. With that in mind, we have approximately 80 FSS personnel and around 80 contract staff working in abattoirs and cutting plants throughout Scotland ensuring compliance within the Meat Sector. The Service Provider will be required to supply a Work Wear and Laundry service for only FSS personnel (not the contract staff) to carry out their duties in a hygienic and safe manner throughout Scotland.

### The Requirement

The Service Provider shall provide the following services:-

- Provision of hired protective work wear
- Fully managed collection and drop off service throughout the Scottish network of FSS designated premises
- Fully managed Laundry service of the hired protective work wear throughout the whole year, including all Scottish bank holiday periods
- Repair/alteration service
- Managed administration service
- Customer helpline/support

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

Quality criterion - Name: Technical / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £120,000

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

Duration in months

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: Yes

Description of options

An option of a further 12 month (one year) extension period is included. Maximum contract period 36 months.

**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 Contract (Scotland) Regulations 2015.

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## **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 (Scotland).

Statement for Q4B.4 Bidders must demonstrate Current Ratio of equal to or greater than 0.8 for the last 2 years accounts

Statement for 4B.5.1 - It is a requirement of the contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance listed below;

Employer's Liability Insurance (Compulsory) = 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

There will be no statements or questions used from Section D of Part IV of SPD (Scotland)

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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

21 October 2021

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

21 October 2021

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 invoicing will be accepted

Electronic payment will be used

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

Maximum Total Contract Value 120,000.00 GBP

Evaluation Process:

SPD (Selection Stage) The purpose of the Selection Stage is to allow Food Standards Scotland to assess tenderers' suitability, capacity and capability to provide the Services required under the proposed Contract. Tenderers must submit responses to each question contained in the SPD Form. In assessing responses to the SPD, a 'Pass/Fail' score will be awarded to each question.

Only tenders that achieve a 'Pass' for all questions in the SPD will proceed to the Quality and Price Analysis.

Selection criteria - Question methodology used will be pass/fail.

Award Criteria - Should any question subject to the 'Evaluation Criteria for Award Stage', marked as 'M', receive a moderated score of less than '2 – Acceptable' the tender will not be subject to Price Analysis and a score of 0 (zero) will be awarded in respect of the Price Score. As a result, the tender will not be considered further. Award Criteria questions can be found in the ITT together with the weightings. The Award scoring methodology will be as follows;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 - Poor - Response is partially relevant but generally 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 - 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.

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=666533](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=666533).

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](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.

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

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

(SC Ref:666533)

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

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

Aberdeen Sheriff Court

Castle Street

Aberdeen

AB10 1WP

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/aberdeen-sheriff-court-and-justice-of-the-peace-court>

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

Precise information on deadline(s) for review procedures

Economic operators who submit a tender shall be notified of the outcome of the procurement process, such notification will contain among other information, a summary of the reasons why the economic operator was unsuccessful. The notification will incorporate a 'standstill period' of a minimum of 10 clear calendar days (or a minimum of 15 if the communication method used is not electronic) before conclusion of contracts. The bringing of court proceedings during the standstill period will automatically continue the prohibition on entering into the contract until court proceedings are determined, discounted or disposed of, or the court, by interim order, brings to an end the prohibition. The remedies that may be awarded by the courts before the contract has been entered include the setting aside of the decision to award the contract to the winning tenderer. The bringing of court proceedings against the Contracting Authority after the contract has been entered into will not affect the contract unless grounds for the imposition of special penalties under the Public Contract (Scotland) Regulations 2015 can be established. Otherwise the remedies that may be awarded by the courts where the contract has been entered into are limited to the award of damages. Economic operators are entitled to write to the Contracting Authority after receipt of the notification should they require further clarification. The Contracting Authority will respond within 15 days of such a written request, but it should be noted that receipt by the Contracting Authority of such request during the standstill period may not prevent the Contracting Authority from awarding the contract following the expiry of the standstill period. An economic operator that suffers or risks suffering loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or Court of Session.