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Tender

Supply, Installation, Removal, Storage and Maintenance of Festive Lighting Decorations

Fife Council

F02: Contract notice

Notice identifier: 2023/S 000-023586

Procurement identifier (OCID): ocids-h6vhtk-03ef20

Published 11 August 2023, 2:15pm

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

Contact

Yahia Reggab

Email

yahia.reggab@fife.gov.uk

Telephone

+44 3451550000

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

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>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply, Installation, Removal, Storage and Maintenance of Festive Lighting Decorations

Reference number

CW0108

II.1.2) Main CPV code

- 50232110 - Commissioning of public lighting installations

II.1.3) Type of contract

Services

II.1.4) Short description

There is also a significant Supplies element to this requirement.

Fife Council is seeking a contractor to supply, install, remove, store and maintain festive lighting decorations for some communities in Fife.

Communities currently likely to use the framework: Inverkeithing, Rosyth, Kirkcaldy, Dunfermline & Dalgety Bay. Communities in Fife may join or withdraw from the framework during its lifetime.

II.1.5) Estimated total value

Value excluding VAT: £306,552

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 31522000 - Christmas tree lights

- 31500000 - Lighting equipment and electric lamps
- 50232000 - Maintenance services of public-lighting installations and traffic lights
- 63120000 - Storage and warehousing services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

Depending on the particular requirements of each Community, Fife Council is seeking a Contractor that shall, be responsible for all aspects the timely supply, installation, testing, maintenance, removal and storage of all the festive lights and decorations in the applicable Fife community including:

- Safe storage of existing lighting decorations and associated equipment where owned by Fife Council;
- The electrical testing of all lighting decorations prior to erection where owned by Fife Council;
- Supply of lighting decorations as required to be leased;
- Timely erection and removal of all lighting decorations (to include pole mounted, transverse decorations, tree light installation and any other styles of decoration required) and supply of appropriate fixings;
- Provision of support to and presence at Festive Lights Switch On events;
- Weekly inspections during the period whereby the decorations are erected;
- Emergency attendance as required for Health and Safety issues & repairs;
- Repair / replacement of any decorations as required / instructed.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £306,732

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

12 months extension

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

Economic Operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

4B.4 - The Current Ratio will be applied - Current Assets will be divided by Current Liabilities. Tenderers are to provide their current assets and Current liabilities in relation to their published accounts for the last two years.

4B.5.1 & 2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability = 5 million GBP

Professional Negligence Insurance = 1 million GBP

Minimum level(s) of standards possibly required

4B.4 - Tenderers are expected to achieve a ratio of 1 or more. Where a Tenderer does not meet this requirement further details should be provided to confirm why, and the Council may undertake additional financial checks using a tool such as Creditsafe and a qualitative judgement shall be made as to the financial capacity of the Tenderer.

4B.5.1 & 2

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability = 5 million GBP

Professional Negligence Insurance (in place for a period of 2 years after the end of the framework period = 1 million GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C1.2 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the service as described in part II.2.4 of the OJEU Contract Notice. Examples should be from the last 3 years, and experience may date back more

than 3 years.

4C.6 - Bidders /subcontractors should be members of the Highway Electrical Registration Scheme (HERS) or equivalent.

4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4C.11 Bidders must confirm that they will provide descriptions and photographs of the products to be supplied.

4C.12 Bidders will be required to confirm that they have the required quality control institute certificates (or from agencies of recognised competence) confirming that products meet the relevant EN and IP standards. If this cannot be provided, bidders will be required to explain why, and to confirm details of other means of proof that can be provided (issuing authority, address, reference of documentation).

4D.1 The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

4D.2 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.

For detail of acceptable equivalents see the relevant standardised statements v1.9 document on the Scottish Governments Procurement Journey
https://www.procurementjourney.scot/sites/default/files/documents_library/Route%203%20-%20ESPD%20%28Scotland%29%20Standardised%20Statements%20v1.9.doc

Minimum level(s) of standards possibly required

4C1.2 - Examples and experience should cover all the aspects of the requirement stated at part II.2.4. If bidders are unable to provide examples covering all aspects stated at part II.2.4 they should provide reasons as to why and demonstrate how they would propose to meet aspects of the requirement they don't have experience of. A score of 2 must be achieved for each example provided otherwise the bidder will be excluded from the process. See VI.3 for scoring key.

4C.6 - Membership of HERS scheme or equivalent.

4C.10 - If more than 50% is to be subcontracted further information / assurances may be required e.g. SPD.

4C.11 - Information will be used as part of the award criteria.

4C.12 - IP44 minimum standard.

4D.1 - Holder of the stated accreditation or equivalent

4D.2 - Holder of the stated accreditation or equivalent

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The tenderer must comply with the Professional Lighting Guide 06: Guidance on the installation and maintenance of seasonal decorations and lighting column attachments

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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 a single operator

IV.1.6) Information about electronic auction

An electronic auction will be used

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

28 August 2023

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

28 August 2023

Local time

12:00pm

Place

Fife

Information about authorised persons and opening procedure

Yahia Reggab

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to be published:

There may be a continued requirement for seasonal lighting decorations. If so it is anticipated the contract opportunity will be advertised approximately 6 months prior to the end of the framework.

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 ITT exercise. The Project code is 24902. 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:

See the tender documents

(SC Ref:741211)

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court

Courthouse, Whyecauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the

courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts

(Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of

Session