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Tender

Adaptation and Small Repair Service

Renfrewshire Council
East Renfrewshire Council

F02: Contract notice

Notice identifier: 2023/S 000-024347

Procurement identifier (OCID): ocds-h6vhtk-03f538

Published 18 August 2023, 1:52pm

Section I: Contracting authority

I.1) Name and addresses

Renfrewshire Council

Renfrewshire House, Cotton Street

Paisley

PA1 1JB

Contact

Claire Earnshaw

Email

claire.earnshaw@renfrewshire.gov.uk

Telephone

+44 3003000300

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400

I.1) Name and addresses

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

Email

ercprocurement@eastrenfrewshire.gov.uk

Telephone

+44 1415773669

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

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

Additional information can be obtained from the above-mentioned address

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

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

Adaptation and Small Repair Service

Reference number

RC-CPU-21-231

II.1.2) Main CPV code

- 79993000 - Building and facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

This requirement is for an Adaptations and Small Repairs service to owner occupiers and private landlord tenants following assessment and recommendation by the Renfrewshire & East Renfrewshire Health and Social Care Partnerships.

Renfrewshire Council is the lead procuring authority and is procuring this requirement for both Renfrewshire Council and East Renfrewshire Council. Renfrewshire Council will be responsible for running the procurement process and administrating formal documents, such as Letter of Acceptance and Extension Letters.

This is a single procurement exercise for the award of four (4) contracts as detailed below;

- Contract 1 – Renfrewshire Council – Adaptation related service
- Contract 2 – East Renfrewshire Council – Adaptation related service
- Contract 3 - Renfrewshire Council – Small Repair/Handyperson Service
- Contract 4 - East Renfrewshire Council – Small Repair/Handyperson Service

Bidders must submit bids for all 4 contracts, there is no option available to bid for less than 4. Tenderers who fail to provide a tender submission for each of these 4 contracts will be treated as failing to follow the Instructions to Tenderers and procurement documents and their submission will be rejected.

All four contracts will be awarded to ONE Service Provider.

Full evaluation instructions are detailed within the ITT documents.

Renfrewshire Council reserves the right to;

- Extend All, none or some of the above contracts.

Any contract extension will be at the sole discretion of the relevant Council. Renfrewshire Council will administer contract extensions for any or all of the contracts as detailed above.

II.1.5) Estimated total value

Value excluding VAT: £1,204,752

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Contract 2 – East Renfrewshire Council – Adaptation related service

Lot No

2

II.2.2) Additional CPV code(s)

- 79993000 - Building and facilities management services
- 50800000 - Miscellaneous repair and maintenance services
- 85311100 - Welfare services for the elderly
- 98000000 - Other community, social and personal services
- 85311200 - Welfare services for disabled people

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire Local Authority Area

II.2.4) Description of the procurement

This contract is for an Adaptations related service to owner occupiers and private landlord Tenants across East Renfrewshire.

This requirement is for the provision of project management services to Clients (where required) under the Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008 that oversees the following;

- Provide general advice on repairs, improvements and adaptations;
- Assist services users to access available grant funding for adaptations;
- Recommend appropriately vetted local tradesmen to complete the required works;
- Help getting competitive estimates for work, organising building work and providing support during building work (for example, dealing with contractors); and
- Inspecting work carried out

This service is to be available to;

- Clients aged 60 years and over;
- Disabled Persons or the Parents or Guardians of Disabled People referred by the Council's Health & Social Care Partnership.

Full evaluation instructions are detailed within the ITT documents.

II.2.5) Award criteria

Quality criterion - Name: Service Provision / Weighting: 10

Quality criterion - Name: Priority Service Plan / Weighting: 9

Quality criterion - Name: Key Performance Indicators / Weighting: 4

Quality criterion - Name: Complaints Handling / Weighting: 3

Quality criterion - Name: Mobilisation / Weighting: 2

Quality criterion - Name: Exit Strategy / Weighting: 2

Quality criterion - Name: Community Benefits - Outcome Menu / Weighting: 6

Quality criterion - Name: Community Benefits - Methodology / Weighting: 4

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 55

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract is 1 year with the Council having the option to extend for up to 12 months on two(2) separate occasions, subject to satisfactory operation and performance.

Please refer to Section II 1.4 of the Contract Notice which details contract renewal options

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) Description

II.2.1) Title

Contract 3 - Renfrewshire Council – Small Repair/Handyperson Service

Lot No

3

II.2.2) Additional CPV code(s)

- 50800000 - Miscellaneous repair and maintenance services
- 50000000 - Repair and maintenance services
- 98513310 - Home-help services
- 79993000 - Building and facilities management services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire Council local Authority Area.

II.2.4) Description of the procurement

This contract is for a Small Repairs and Handyperson service to owner occupiers and private landlord Tenants across Renfrewshire.

The service required covers the following;

- Carrying out small repairs for eligible Clients, including, arranging and booking appointments, ensuring quality and Best Value at all times.
- Completing all tasks in accordance with industry best practice, in full compliance with all relevant statutes and using appropriately experienced and qualified personnel;
- Delivering a range of tasks for small repairs, some of which are outlined below;
- Small general works (minor joinery)
- Repairs/adjustments to doors/windows

- Small electrical repairs
- Small plumbing repairs
- Small security jobs (e.g. fitting key safes); and
- Small safety jobs (e.g. fitting smoke alarms)
- Delivering a range of tasks for the Handyperson service, some of which are outlined below;
- Changing light-bulbs
- Fitting draught excluders
- Assembling flat pack units; and
- Fitting curtain rails/hanging curtains

The service is available to;

- Owner-occupiers, private landlord tenants and local authority Registered Social Landlords (RSL) to all tenures, owners/private/council and RSL tenants, in the following client groups:
- Clients aged 60 years and over; who have no able-bodied person (aged 17 years and over) living with them who would be able to do the work;
- Disabled Person or the Parents or Guardians of Disabled people.

Full evaluation instructions are detailed within the ITT documents.

II.2.5) Award criteria

Quality criterion - Name: Service Provision / Weighting: 10

Quality criterion - Name: Priority Service Plan / Weighting: 9

Quality criterion - Name: Key Performance Indicators / Weighting: 4

Quality criterion - Name: Complaints Handling / Weighting: 3

Quality criterion - Name: Mobilisation / Weighting: 2

Quality criterion - Name: Exit Strategy / Weighting: 2

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community Benefits - Outcome Menu / Weighting: 6

Quality criterion - Name: Community Benefits - Methodology / Weighting: 4

Price - Weighting: 55

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract is 1 year with the Council having the option to extend for up to 12 months on two (2) separate occasions, subject to satisfactory operation and performance.

Please refer to Section II 1.4 of the Contract Notice which details contract renewal options.

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) Description

II.2.1) Title

Contract 4 - East Renfrewshire Council – Small Repair/Handyperson Service

Lot No

4

II.2.2) Additional CPV code(s)

- 50800000 - Miscellaneous repair and maintenance services
- 50000000 - Repair and maintenance services
- 98513310 - Home-help services
- 79993000 - Building and facilities management services

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire Local Authority Area

II.2.4) Description of the procurement

This contract is for a Small Repairs and Handyperson service to owner occupiers and private landlord Tenants across East Renfrewshire.

The service required covers the following;

- Carrying out small repairs for eligible Clients, including, arranging and booking appointments, ensuring quality and Best Value at all times.
- Completing all tasks in accordance with industry best practice, in full compliance with all relevant statutes and using appropriately experienced and qualified personnel ;
- Delivering a range of tasks for small repairs, some of which are outlined below;
- Small general works (minor joinery)
- Repairs/adjustments to doors/windows
- Small electrical repairs

- Small plumbing repairs
- Small security jobs (e.g. fitting key safes); and
- Small safety jobs (e.g. fitting smoke alarms)
- Delivering a range of tasks for the Handyperson service, some of which are outlined below;
- Changing light-bulbs
- Fitting draught excluders
- Assembling flat pack units; and
- Fitting curtain rails/hanging curtains

The service is available to;

- Owner-occupiers, private landlord tenants and local authority Registered Social Landlords (RSL) to all tenures, owners/private/council and RSL tenants, in the following client groups:
- Clients aged 60 years and over; who have no able-bodied person (aged 17 years and over) living with them who would be able to do the work;
- Disabled Person or the Parents or Guardians of Disabled People.

Full evaluation instructions are detailed within the ITT documents.

II.2.5) Award criteria

Quality criterion - Name: Service Provision / Weighting: 10

Quality criterion - Name: Priority Service Plan / Weighting: 9

Quality criterion - Name: Key Performance Indicators / Weighting: 4

Quality criterion - Name: Complaints Handling / Weighting: 3

Quality criterion - Name: Mobilisation / Weighting: 2

Quality criterion - Name: Exit Strategy / Weighting: 2

Quality criterion - Name: Fair Work First / Weighting: 5

Quality criterion - Name: Community Benefits - Outcome Menu / Weighting: 6

Quality criterion - Name: Community Benefits - Methodology / Weighting: 4

Price - Weighting: 55

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract is 1 year with the Council having the option to extend for up to 12 months on two (2) separate occasions, subject to satisfactory operation and performance.

Please refer to Section II 1.4 of the Contract Notice which details contract renewal options

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) Description

II.2.1) Title

Contract 1 - Renfrewshire Council - Adaptation related service

Lot No

1

II.2.2) Additional CPV code(s)

- 50800000 - Miscellaneous repair and maintenance services
- 85311100 - Welfare services for the elderly
- 98000000 - Other community, social and personal services
- 85311200 - Welfare services for disabled people

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Renfrewshire Local Authority Area

II.2.4) Description of the procurement

This contract is for an Adaptation related service to owner occupiers and private landlord Tenants across Renfrewshire.

This requirement is for the provision of project management services to Clients (where required) under the Housing (Scotland) Act 2006 (Scheme of Assistance) Regulations 2008 that oversees the following;

- Provide general advice on repairs, improvements and adaptations;
- Assist services users to access available grant funding for adaptations;
- Recommend appropriately vetted local tradesmen to complete the required works;
- Help getting competitive estimates for work, organising building work and providing support during building work (for example, dealing with contractors); and
- Inspecting work carried out

This service is to be available to;

- Clients aged 60 years and over;

- Disabled Persons or the Parents or Guardians of Disabled People referred by the Council's Health & Social Care Partnership.

Full evaluation instructions are detailed within the ITT documents.

II.2.5) Award criteria

Quality criterion - Name: Service Provision / Weighting: 10%

Quality criterion - Name: Priority Service Plan / Weighting: 9%

Quality criterion - Name: Key Performance Indicators / Weighting: 4%

Quality criterion - Name: Complaints Handling / Weighting: 3%

Quality criterion - Name: Mobilisation / Weighting: 2%

Quality criterion - Name: Exit Strategy / Weighting: 2%

Quality criterion - Name: Fair Work First / Weighting: 5%

Quality criterion - Name: Community Benefits - Outcome Menu / Weighting: 6%

Quality criterion - Name: Community Benefits Methodology / Weighting: 4%

Price - Weighting: 55

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The Contract is 1 year with the Council having the option to extend for up to 12 months on two (2) separate occasions, subject to satisfactory operation and performance.

Please refer to Section II 1.4 of the Contract Notice which details contract renewal options.

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Selection criteria as stated in the procurement documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

This Contract will include performance conditions relation to Fair Work First and Community Benefits. The tender requests scored community benefits.

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

22 September 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: 5 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 September 2023

Local time

12:00pm

Place

Tender submissions will be opened remotely at home using an opening committee on

PCS-T with two procurement officers.

Information about authorised persons and opening procedure

Tender submissions will be opened remotely at home using an opening committee on PCS-T with two procurement officers.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: July 2026

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 recommended Tenderer will be required to provide at Request for Documentation stage the following documents:

Health and Safety Questionnaire and supporting documentation

S1 Equalities Questionnaire

S2 Equalities Declaration

S3 Tender Compliance Certificate

S4 No Collusion Certificate

S5 Prompt Payment Certificate

S6 Waste Carrier

S8 Services Scorecard

S9 List of Proposed Sub-Contractors

S10 Parent Company Guarantee

Insurance Certification

New Supplier Request Form

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22850.
For more information see:

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

(SC Ref:713901)

VI.4) Procedures for review

VI.4.1) Review body

Please refer to VI.4.3 below

UK

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Please refer to VI.4.3 below

UK

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI 2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in

accordance with Regulation 88 of the 2015 Regulations.

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

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom