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Tender

Arborist Services

Home Fix Scotland

F02: Contract notice

Notice identifier: 2023/S 000-025441

Procurement identifier (OCID): ocds-h6vhtk-03f7f7

Published 30 August 2023, 12:35pm

Section I: Contracting authority

I.1) Name and addresses

Home Fix Scotland

Clyde View, 22 Pottery Street

Greenock

PA15 2UZ

Email

procurement@riverclydehomes.org.uk

Telephone

+44 8000132196

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

<http://riverclydehomes.org.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12102

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

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Arborist Services

Reference number

HFS035

II.1.2) Main CPV code

- 77211500 - Tree-maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Home Fix Scotland are seeking to appoint a highly competent and experienced contractor to provide arborist services.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 77211300 - Tree-clearing services
- 77211400 - Tree-cutting services
- 77340000 - Tree pruning and hedge trimming
- 77341000 - Tree pruning

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Inverclyde

II.2.4) Description of the procurement

Home Fix Scotland are seeking to appoint a highly competent and experienced contractor to provide arborist services.

II.2.5) Award criteria

Quality criterion - Name: Methodology & Approach / Weighting: 50.00%

Quality criterion - Name: Fair Work First / Weighting: 10.00%

Quality criterion - Name: Community Benefits / Weighting: 10.00%

Quality criterion - Name: Data Protection / Weighting: Pass/Fail

Price - Weighting: 30%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract will run for an initial 2-year period. HFS may wish, at its sole discretion, to extend any resultant agreement for a further 2, 12 month periods subject to the agreement of the successful bidder.

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

It is a prerequisite for any company that wishes to be considered for the contract that they are an Arboricultural Association Approved Contractor. This will be verified by HFS via the ARB website.

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Question 4B.5.1b

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employers Liability Insurance = 5m GBP

4B.5.2

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Public Liability Insurance = 2m GBP

4B.6

The bidder's company name and registration number will be used to obtain a financial risk assessment report from Dun & Bradstreet. Only companies, that are deemed to be financially stable by RCH's Finance Department, on the strength of their financial report will be eligible to be a party to the contract. It is the tenderers responsibility to ensure that the information held by Dun & Bradstreet is up to date at the time of submission. If you prefer to have this assessment carried out in respect of a guarantor, such as an ultimate parent body, then you may elect for this option and details of the guarantor should be provided. Bidders should provide their company registration number in the space provided in the SPD.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C.1

Provide three examples of the successful delivery of contracts that are close in nature and scope to HFS's requirement. Bidders require to describe the scope of the contracts, what their responsibilities are / were, what the scale of the contract was, and how they have performed within the contract. Bidders are required to provide written references, with their tender response, from two of the three clients listed. The references should provide a summary of the works undertaken and indicate the client's own satisfaction levels with the quality of service they received (Pass/Fail)

SPD Question 4C.2

Bidders are required to provide details of the available pool of on-site Tree Surgeons / Arborists (not management staff) who will be involved in performing the contract in the event of a successful bid. This should include staff numbers, and information in relation to the staff members core skills, qualifications, accreditations, experience and competency. (Pass/Fail)

SPD Question 4C.4

If bidders intend to use a supply chain to deliver the contract they should confirm they have robust systems in place to ensure they pay subcontractors through the supply chain promptly and effectively, and will be able to evidence if requested:

- a) their standard payment terms
- b) ?95% of all supply chain invoices being paid on time in the last financial year

If the bidder is unable to confirm (b) they must provide an improvement plan, signed by their Director, which improves the payment performance, with their SPD response.(Pass/Fail)

SPD Question 4C.6.1

Bidders are required to provide details of the relevant experience and educational and professional qualifications held by held by its managerial staff.(Pass/Fail)

SPD Question 4C.10

Bidders are required to provide details of the proportion of the contract that they intend to

subcontract, list the workstreams that will be sub-contracted, provide details of the sub-contractors they intend to sub-contract these works to, and explain how they've been selected and how they will be managed. A separate SPD for each named subcontractor must be completed and submitted with your response.

Although sub-contracting is not in and of itself an issue, failure to provide the required information in relation to sub contractors may result in your company being removed from the process.(Pass/Fail)

SPD Question 4D.1

Bidders should be able to produce certificates drawn up by independent bodies attesting that the bidder holds a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO9001 (or equivalent)

Or

A documented policy regarding quality management. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation. (Pass/Fail)

and

Be able to provide evidence of a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 / 45001 (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. Where the preferred bidder does not hold the above accreditation, they will require to satisfy HFS' Internal Health & Safety Team of their competence through other means prior to any contract award. (Pass/Fail)

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The contract will be subject to formal Key Performance Indicators which are detailed within the attached tender document.

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.1.8) 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

29 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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

29 September 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2027

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

Tenders must be submitted electronically via the Public Contracts Scotland (PCS) Electronic Tender Post Box. Any response not submitted via the post box will not be considered. Any questions in relation to the tender must be raised via the 'Question & Answer' function of the PCS website.

Tenderers should ensure they read and understand the SPD guidance document attached to the contract notice prior to submitting a bid.

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=743224.

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.

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.

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:

Bidders are required to set out what specific, tangible, community benefits they will bring to the Inverclyde area in the event of a successful bid. The response may address but is not limited to, targeted recruitment & training; equal opportunities; supply-chain initiatives; environmental initiatives (recycling), community consultation; contributions to education; the promotion of social enterprises; and resources for community initiatives. These benefits must be specific to this contract and not part of a wider Corporate Social Responsibility (CSR) programme. 10% of the total tender score will be allocated for this award criterion.

(SC Ref:743224)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sheriff Court House,

1 Nelson St, Greenock

Greenock

PA15 1TP

Country

United Kingdom

Internet address

<http://riverclydehomes.org.uk>