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Tender

Inverness Campus Landscape Maintenance services

Inverness Campus Owners Association
Highlands and Islands Enterprise

F02: Contract notice

Notice identifier: 2021/S 000-026263

Procurement identifier (OCID): ocids-h6vhtk-02ee04

Published 20 October 2021, 2:34pm

Section I: Contracting authority

I.1) Name and addresses

Inverness Campus Owners Association

C/O Highlands and Islands Enterprise, An Lòchran

Inverness Campus, Inverness

IV2 5NA

Email

ICOA@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23323

I.1) Name and addresses

Highlands and Islands Enterprise

An Lòchran, 10 Inverness Campus

Inverness

IV2 5NA

Email

hieprocurement@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Inverness Campus Owners Association

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Inverness Campus Landscape Maintenance services

Reference number

FTS009

II.1.2) Main CPV code

- 71421000 - Landscape gardening services

II.1.3) Type of contract

Services

II.1.4) Short description

A suitably qualified and experienced contractor is required to provide landscape maintenance services at Inverness Campus. The site contains very high quality soft and hard landscaping features, including grassed areas, meadows, ponds, extensive tree planting, foot and cycle paths.

Activities will cover Soft Landscaping; Hard Landscaping; Water Areas and Winter Maintenance Activities

The Framework consists of two separate specifications to cover (1) The common areas of Inverness Campus, controlled by ICOA and (2) the HIE owned buildings within Inverness Campus, namely An Lochran, Aurora House and Solasta House. Despite the two specifications and pricing schedules, the contract will be delivered as one by the contractor and pricing is expected to reflect the scale of the overall contract.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90620000 - Snow-clearing services

II.2.3) Place of performance

NUTS codes

- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Main site or place of performance

Inverness Campus

II.2.4) Description of the procurement

The Framework will be awarded by Inverness Campus Owners Association (ICOA) and will be available for use by themselves and Highlands and Islands Enterprise. It will also be available for call-off by any current or future HIE subsidiary organisation, associated company, joint venture or similar, subject to a case-by-case prior approval by ICOA.

It is expected the services will be required from April 2022 for a period of 3 years, unless terminated in accordance with the provisions of the Framework, with ICOA having the option to extend for a period or periods together not exceeding 1 calendar year following the Initial Term.

The estimated value of these services over 3 years is between GBP620 000 and GBP693 000 excluding VAT.

Some of the documents for this tender are too large to publish on PCS so will be made available through Objective Connect. Bidders should email icoa@hient.co.uk with the name of the tender in the subject line requesting access to this site.

II.2.5) Award criteria

Quality criterion - Name: Management & Delivery Methodology / Weighting: 20%

Quality criterion - Name: Management & Delivery Team / Weighting: 15%

Quality criterion - Name: Environment & Sustainability / Weighting: 10%

Quality criterion - Name: Risk Analysis / Weighting: 5%

Quality criterion - Name: Community Benefits / Weighting: 5%

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

Price - Weighting: 40%

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Framework will be awarded for 36 months with an optional 12 month extension.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

ICOA may require the supplier to provide additional services. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015. The Campus is an evolving site as it responds to development needs and some parts of the existing specification may vary in scope over the length of the contract e.g. additional hard/soft landscaping may be required, future plots may be added or there may be a reduction in the number of undeveloped plots/landscaping required.

For example, HIE has commenced construction of the Life Sciences Innovation Centre (LSIC) at Plot 20a which is due for completion in late 2022. The Supplier may be requested to provide services for this building. HIE also intends to service development plots at the remaining land at Plot 14 which could also form part of future Services.

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

Not applicable

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

4B.5 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 minimum types and levels of insurance indicated below, for each and every claim:

Employer's (Compulsory) Liability Insurance = GBP10M

Public Liability Insurance = GBP5M

<http://www.hse.gov.uk/pubns/hse40.pdf>

III.1.3) Technical and professional ability

List and brief description of selection criteria

Not applicable

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The contract will include Key Performance Indicators (KPIs).

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.1.8) 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

25 November 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

25 November 2021

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: ICOA reserves the right to re-tender for these services upon termination of the Framework or at the end of the Framework period, including any extension period.

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

This free process gives suppliers access to all Tender documentation as well as an on-line Question & Answer facility which allows queries to be submitted (anonymously) and answers published and shared with all potential bidders.

Tenders must be submitted via the PCS postbox and be received by the date and time indicated with all questions answered. Hard copy responses will not be accepted.

Question scoring methodology for Award criteria is:

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

1 - Poor - Response is partially relevant but generally poor. It 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. It 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. It 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. It 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=647874.

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 expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:647874)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=647874

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

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.