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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): ocds-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](mailto: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](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](mailto: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](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](http://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](http://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

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## **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](mailto: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.

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## **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

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## **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



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## **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](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](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](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](mailto: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.