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Tender

Fleet Management Solution

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2021/S 000-026390

Procurement identifier (OCID): ocds-h6vhtk-02ee83

Published 21 October 2021, 12:54pm

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Email

corporateprocurement@northlan.gov.uk

Telephone

+44 7866989244

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

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 electronically via

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

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

Fleet Management Solution

Reference number

NLC-CPT-21-044

II.1.2) Main CPV code

- 50111100 - Vehicle-fleet management services

II.1.3) Type of contract

Services

II.1.4) Short description

North Lanarkshire Council (the Council) require a sole service provider to provide a Fleet Management Solution which will assist in streamlining the day to day operations within the fleet management service. This will replace the current system due to the contract expiring.

II.1.5) Estimated total value

Value excluding VAT: £225,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50111000 - Fleet management, repair and maintenance services
- 50111110 - Vehicle-fleet-support services
- 48000000 - Software package and information systems
- 72212781 - System management software development services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

Main site or place of performance

North Lanarkshire

II.2.4) Description of the procurement

North Lanarkshire Council (the Council) intend to award a contract to a sole service provider to provide a Fleet Management Solution which will assist in streamlining day to day operations within the fleet management service.

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The contract for the current fleet management system is due to end on 31st March 2022 and as such the Council are seeking a replacement system to support its fleet management services.

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As part of an on-going digital transformation programme a review of Fleet Management operations has been completed highlighting several areas where digital technology can be deployed to assist in streamlining day to day operations within the fleet management service.

The vehicles to be managed by a new solution include those owned, leased and hired by NLC to support business operations.

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There are various requirements:

BUSINESS:

The new solution must provide functionality covering:

-Fleet Management: Ability to record all relevant details for the diverse range of fleet and equipment maintained, vehicle disposal process, Manage Road Licence Renewals, Short-term hire of vehicles and plant from external suppliers and hiring out to council service departments.

-Workshop Operations Management: Ability to manage jobs including standard times to be pre-defined as per ICME guidelines, generation of estimates for repairs. Monitoring workshop loading and productivity of workforce, scheduling of services, inspections and

MOT tests including all North Lanarkshire taxis. Completion of services/inspections electronically. Online portal / dashboard for customers to view their vehicle details.

-Stores Management: Ability to record all relevant details for stock items, stock checking functionality, creation of stock and non-stock orders, deliveries, invoices and returns, allocation of stock and non-stock to jobs. Use of bar code readers for stock management.

-Tyre Management: Ability to record and manage tyre details include tracking and disposal

-Accident Management: Ability to manage accident details including insurance authorisations

-Financial Management: Calculation of customer charges per period for owned, leased and hired vehicles for internal and external customers. Charges should be separated for maintenance, fuel and additional work.

DIGITAL:

This includes but is not limited to:

-Integration with other key business systems including a required link to North Lanarkshire's Microsoft Dynamics CRM system and Power BI.

-Replacement of paper forms with online forms

-Introduction of customer self-service for key activities

-Provision of automated customer notifications

-The use of mobile technology by front line staff

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TECHNICAL:

North Lanarkshire Council have a large and complex computing estate that supports many line of business applications with a digital transformation underway to move these line of business systems to the Cloud with a preference to supplier hosting solutions.

-Bidders must provide a hosted service (Software as a Service).

-Proposed solutions must be hosted within the UK or European Union borders

-Data is protected from unauthorised use, disclosure and change

IMPLEMENTATION & FUTURE:

- Planning activities required
- Methodology to be used
- Training & Knowledge Transfer
- Future Proofing (to support technology, environmental and legislative changes)

A detailed specification is contained within the “Documents for Tenderers” folder, which is accessible (and downloadable) within the PCS-T Tendering System.

The Contract must be carried out in accordance with the information provided within this Contract Notice and the Invitation to Tender documents (ITT) which will be published within the PCS-T Tendering System.

II.2.5) Award criteria

Quality criterion - Name: Business Requirements: / Weighting: 50%

Quality criterion - Name: Digital / Weighting: 15%

Quality criterion - Name: Technical Requirements: / Weighting: 20%

Quality criterion - Name: Implementation and Future: / Weighting: 10%

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

Quality criterion - Name: OVERALL QUALITY / Weighting: 80%

Price - Weighting: 20%

II.2.6) Estimated value

Value excluding VAT: £225,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The Contract will be awarded for a total of 60 months (36+12+12). Following expiry of the Contract, the Council may elect to re-tender requirements.

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

PLEASE BE AWARE OF THE EXCLUSION GROUNDS.

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

Bidders must respond to 4B.4; 4B.5.1a; 4B.5.1b and 4B.5.2:

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4B.4 - Bidders will be required to state the value(s) for the following financial ratio: “Acid Test” ratio of 1.00 and above.

The acceptable range for “Acid Test” financial ratio is the bidders most recent financial year where fully audited accounts are available.

The “Acid Test” financial ratio will be calculated as follows: Liquid Assets (Cash and Cash Equivalents + Marketable Securities + Accounts Receivable) / Current Liabilities

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4B.5.1a; 4B.5.1b and 4B.5.2 - The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

4B.5.1a Professional Risk Indemnity: 5m GBP (FIVE MILLION POUNDS STERLING)

4B.5.1b Employer's (Compulsory) Liability: 10m GBP (TEN MILLION POUNDS STERLING)

Other Insurance:

4B.5.2 Public Liability: 10m GBP (TEN MILLION POUNDS STERLING)

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Minimum level(s) of standards possibly required

4B.4 - The Acid Test (or Quick Ratio) compares a company's most short-term assets to its most short-term liabilities to see if a company has enough cash to pay its immediate liabilities, such as short-term debt. The Acid Test ratio disregards current assets that are difficult to liquidate quickly such as inventory.

Within the Qualification Envelope, the bidder should state their Acid Test ratio score (using the calculation above) for their most recent financial year where fully audited accounts are available.

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Bidders who fail to provide a response to this question or fail to achieve an Acid Test ratio score of 1.00 or above within their Tender may be assessed as a FAIL and be excluded from the Procurement.

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4B.5.1a; 4B.5.1b and 4B.5.2 - Within the Qualification Envelope, bidder's should confirm whether or not they:

- have the required minimum levels of insurance,

- do not have the required minimum levels of insurance but commit to obtaining required levels of insurance if successful in being appointed;

- do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance, or

- are exempt from requiring the minimum levels of insurance required by the Council.

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Bidders that do not have required minimum levels of insurance and do not commit to obtaining required levels of insurance will be assessed as a FAIL and be excluded from the Procurement.

Bidders who fail to provide a response to this question within their Tender may be assessed as a FAIL and be excluded from the Procurement.

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

4B.4; 4B.5.1a; 4B.5.1b and 4B.5.2 will be assessed on a Pass /Fail basis.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders must respond to SPD Questions 4C.1.2 and 4C.10.

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4C.1.2 - Bidders will be required to provide TWO examples that demonstrate that they have the relevant experience to deliver the services of the Councils Services within the Contract as described in part II.2.4 the Contract Notice or the relevant section of the Site Notice.

Examples provided should be similar in regards to scope, scale and duration to demonstrate that a Tenderer meets the Councils Services within the Contract.

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

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No questions from Section D of the SPD (Scotland) (Quality assurance schemes and Environmental standards) will be used, so no statements for those questions are listed in this Contract Notice.

Minimum level(s) of standards possibly required

4C.1.2 - Bidders will be required to provide TWO examples that demonstrates that they have the relevant experience to deliver the services. Bidders should provide a detailed scope of the contracts within their response:

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(For evaluation - weighted 100%)

Pass = Bidder who scores an average weighted score of 60% and above.

Fail = Bidder who scores below an average weighted score of 60%.

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The Bidder response to question 4C.1.2 will be scored as follows:

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Score – Definition

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100 Response is completely relevant. It is unlikely that the response could be more comprehensive or be improved upon. It provides comprehensive evidence and full assurance that the candidate fully meets the required standard in this selection criterion.

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90 Response is almost entirely relevant. The response is comprehensive, unambiguous and demonstrates a thorough understanding of what is required in respect of this selection criterion, and provides convincing evidence of their capacity/ability/ experience in this area.

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80 Response is highly relevant. Detailed response demonstrates a thorough understanding of the selection criterion and provides a high level of detail as to their capacity/ability/experience in this area.

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70 Response is relevant. The response is sufficiently detailed to demonstrate a thorough understanding of the selection criterion and provides evidence of a reliable level of capacity/ability/experience in this area.

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60 Response is substantially relevant and acceptable and demonstrates a broad understanding of the selection criterion to a satisfactory depth but evidence of capacity/ability/experience in this area could have been more detailed.

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50 Response is at least 50% relevant and acceptable. The response demonstrates an understanding of the selection criterion but lacks detail of evidence of capacity/ability/experience in this area.

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40 Response is partially relevant but evidence presented is not sufficiently detailed to demonstrate a reliable level of capacity/ability/experience in this area. There is a lack of depth of detail or understanding in many areas.

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30 Response has some relevance but is generally insufficient. The response addresses some elements of the requirement but contains limited evidence as to the candidate's capacity/ability/experience in this area.

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20 Response demonstrates a lack of understanding and little pertinent limited evidence as to the candidate's capacity/ability/experience in this area.

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10 Response demonstrates little evidence of the candidate's understanding or explanation of the candidate's capacity/ability/experience in this area.

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0 Nil or irrelevant response

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4C.10 - Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract. Response to 4C.10 will not be evaluated.

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III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per the contract documentation.

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 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

22 November 2021

Local time

12:00pm

Place

North Lanarkshire

Information about authorised persons and opening procedure

Corporate Procurement Team

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The Contract will be awarded for a total of 60 months (36+12+12). Following expiry of this Contract, the Council may elect to re-tender requirements.

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

Late Tenders will not be considered under any circumstances.

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The Council will not provide additional notification to any Bidder of the rejection of a late Tender.

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For the avoidance of any doubt, automated messages confirming receipt of a Tender should not be taken to imply acceptance of it by the Council.

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Tenderers are therefore 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.

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The council reserves the right before moving from selection stage to award stage to request candidates produce supporting documentary evidence or certificates referenced in their SPD response. In any case, these must be provided prior to contract award.

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Tenderers must respond to a series of Selection Questions within the PCS-T Qualification Envelope;

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Tenderers must download and complete a range of Award Questions and Statements located within the PCS-T Technical Envelope;

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Tenderers must download and complete a Pricing Schedule located within the PCS-T Commercial Envelope.

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The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19900. For more information see:

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

(SC Ref:671154)

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts

Edinburgh

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.