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Tender

## **Managed Service for Term Operational Resource**

Perth & Kinross Council

F02: Contract notice

Notice identifier: 2023/S 000-028193

Procurement identifier (OCID): ocds-h6vhtk-04035f

Published 25 September 2023, 12:56pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

#### **Email**

[Sarahlang@pkc.gov.uk](mailto:Sarahlang@pkc.gov.uk)

#### **Telephone**

+44 1738475000

#### **Country**

United Kingdom

#### **NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

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

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00372](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372)

**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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Managed Service for Term Operational Resource

Reference number

PKC12192

#### **II.1.2) Main CPV code**

- 79620000 - Supply services of personnel including temporary staff

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Managed Service for Term Operational Resource Contract is to provide staff into short term and fixed term posts to work in conjunction with Council staff performing Refuse Collection, Street Sweeping, Waste Disposal and Grounds Maintenance activities.

#### **II.1.5) Estimated total value**

Value excluding VAT: £12,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79620000 - Supply services of personnel including temporary staff

#### **II.2.3) Place of performance**

NUTS codes

- UKM77 - Perth & Kinross and Stirling

#### **II.2.4) Description of the procurement**

Managed Service for Term Operational Resource Contract is to provide staff into short term and fixed term posts to work in conjunction with Council staff performing Refuse Collection, Street Sweeping, Waste Disposal and Grounds Maintenance activities.

There may be an additional requirement for the provision ad hoc cover in respect of cleaning staff at Pullar House.

The contract is required to place additional staff within the Operations Division at key times of the year. This demand is created due to peaks in work such as grass cutting, green waste collection and summer holiday cover. The temporary workers are embedded within full time staff squads, receive the same induction and specialist training and access to the same welfare facilities. This service will be provided on the basis of a 'managed service' where the contracted provider (the tenderer) will ensure that workers are recruited and managed to achieve the objectives of the contract. The tenderer's manager will be accountable to the Council Operations Manager.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Council shall have the option of extending the Contract on the same terms and conditions (either singly or in phases) for a further period (or periods) of up to 3 years after the expiry of the term.

#### **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**

The estimated value of this contract is 3m to 6 million GBP in the initial 3 year period, potentially 6 to 12 million GBP including extensions.

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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

N/A

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

4B.4

Bidders will be required to state the values for the following for the last 2 financial years:

Current Ratio (Current Assets divided by Current Liabilities)

Net Assets (Net Worth) (value per the Balance Sheet, no calculations required)

4B.5.1

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.

Minimum level(s) of standards possibly required

4B.4

The acceptable range is:

Current Ratio it is expected that the ratio is equal to or greater than 1, i.e. Current Assets will equal or exceed Current Liabilities. Reasons for not meeting the required test to be disclosed by tenderers together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

Net Assets (Net Worth) it is expected that the Net Worth will be positive, i.e. a Net Assets position. Reasons for not meeting the required test to be disclosed together with appropriate supporting evidence to confirm the suitability of the tenderer for the contract.

A Credit Reference will be undertaken prior to appointment; bidders will therefore be expected to have a satisfactory Credit Reference rating.

#### 4B.5.1

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability Insurance = 5 million GBP

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

#### C: Technical and Professional Ability

4C.1.2 Bidders will be required to provide 3 examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Recruitment of staff across a broad range of manual disciplines, staff management, staff training and the successful performance of a managed service contract in environmental circumstances.

#### D: Quality Assurance

##### 4D.1 Quality Management Procedures

The bidder must be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons.

##### 4D.2 Environmental Management

The bidder must be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards.

Minimum level(s) of standards possibly required

4C.1.2 Bidders will be required to provide 3 examples that demonstrate that they have the relevant experience to deliver the services as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

Recruitment of staff across a broad range of manual disciplines, staff management, staff training and the successful performance of a managed service contract in environmental circumstances.

#### 4D.1 Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent)

Or

The bidder must have relevant policies and/or procedures as set out in the Instructions for Tenderers Document, Evaluation.

#### 4D.2 Environmental Management

1 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR

The bidder must have relevant policies and/or procedures as set out in the Instructions for Tenderers Document, Evaluation.

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## **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

25 October 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

25 October 2023

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: April 2029

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25156. For more information see:

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

The Contracting Authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

Perth and Kinross Council does not anticipate the need to Sub-Contract.

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:

The Council is committed to maximising Community Benefits from its Contracts. Community Benefits improve the economic, social, or environmental wellbeing of the area. Suppliers are required to support the Council with this.

More information about the Council's approach to Community Benefits and current community requirements in the Council area can be found at our website.

Based on the estimated spend of the contract the successful supplier will be required to deliver a minimum number of Community Benefits points in line with the Annual spend thresholds below:

The Council will calculate which Annual Spend Threshold has been met.

The supplier will communicate with the Council's designated person to finalise the Benefits that they will be offering.

The supplier must report delivered Community Benefits to the Council's designated

person on a six monthly basis.

(SC Ref:745577)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Perth Sheriff Court

Tay Street

Perth

PH2 8NL

Country

United Kingdom

Internet address

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