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Tender

## **HCC Nov 2021 - The Provision of a Grounds Maintenance Minor Works Service**

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2021/S 000-028251

Procurement identifier (OCID): ocids-h6vhtk-02f5c8

Published 11 November 2021, 3:45pm

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

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

Hertfordshire County Council

Pegs Lane

HERTFORD

SG13 8DE

#### **Contact**

Strategic Procurement Group

#### **Email**

[anita.shipman@hertfordshire.gov.uk](mailto:anita.shipman@hertfordshire.gov.uk)

#### **Telephone**

+44 01707292601

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.supplyhertfordshire.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.supplyhertfordshire.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<http://www.supplyhertfordshire.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**

HCC Nov 2021 - The Provision of a Grounds Maintenance Minor Works Service

Reference number

HCC2113275

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

- 77310000 - Planting and maintenance services of green areas

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

Services

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

Hertfordshire County Council (the 'Council') is currently out to procurement for the provision of a Grounds Maintenance Minor Works Service. Please note there is also a Lot for general Maintenance Work. Further information in regards to this opportunity can be found in II.2.4) Description of the procurement field (OJEU Contract Notice refers). Organisations wishing to take part in this project are invited to "express interest" which will give access to the full procurement documents in the e-tendering system. Please see VI.3) Additional information for further information. Any questions relating to this procurement must be made via the correspondence area in the e-Tendering system, in accordance with the procurement documents and can be addressed to the main contact as shown in the details above.

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

Value excluding VAT: £2,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

**II.2.1) Title**

Minor Works - North Hertfordshire

Lot No

1

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

- 77310000 - Planting and maintenance services of green areas

**II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots) and this Lot is for North Hertfordshire. There will be regular, allocated work within each Lot as detailed in the Tender documentation. Please be aware that whilst regular, allocated work is detailed within each Lot, there is no guarantee of minimum levels of work and there may be the removal of sites or the addition of work throughout the life of the Contract. Work may be removed from a Lot, for example, if a Council owned site was sold, or work may be added, for example, if a current school was closed and the former school site needed to be maintained, or for other reasons. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term for all Lots inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 - £300,000. The estimated annual value if this Lot is approximately £40,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process may be executed as a deed, please see the information in the Instructions to Tenderers document. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement

documents

#### **II.2.6) Estimated value**

Value excluding VAT: £240,000

#### **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 Contract will be reviewed at the end of the Contract period.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The Contract has the option to extend for a period of up to 24 months.

#### **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) Description**

#### **II.2.1) Title**

Minor Works - East Hertfordshire

Lot No

2

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

- 77310000 - Planting and maintenance services of green areas

**II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots) and this Lot is for East Hertfordshire. There will be regular, allocated work within each Lot as detailed in the Tender documentation. Please be aware that whilst regular, allocated work is detailed within each Lot, there is no guarantee of minimum levels of work and there may be the removal of sites or the addition of work throughout the life of the Contract. Work may be removed from a Lot, for example, if a Council owned site was sold, or work may be added, for example, if a current school was closed and the former school site needed to be maintained, or for other reasons. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term for all Lots inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 - £300,000. The estimated annual value if this Lot is approximately £35,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process may be executed as a deed, please see the information in the Instructions to Tenderers document. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £210,000

### **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 Contract will be reviewed at the end of the Contract period.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

There is the option to extend the Contract for a period of up to 24 months.

### **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) Description**

### **II.2.1) Title**

Minor Works - South Hertfordshire

Lot No

3

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

- 77310000 - Planting and maintenance services of green areas

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots) and this Lot is for South Hertfordshire. There will be regular, allocated work within each Lot as detailed in the Tender documentation. Please be aware that whilst regular, allocated work is detailed within each Lot, there is no guarantee of minimum levels of work and there may be the removal of sites or the addition of work throughout the life of the Contract. Work may be removed from a Lot, for example, if a Council owned site was sold, or work may be added, for example, if a current school was closed and the former school site needed to be maintained, or for other reasons. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term for all Lots inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 - £300,000. The estimated annual value if this Lot is approximately £25,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process may be executed as a deed, please see the information in the Instructions to Tenderers document. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £150,000

#### **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

The Contract will be reviewed at the end of the Contract period.

#### **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) Description**

#### **II.2.1) Title**

Minor Works - West Hertfordshire

Lot No

4

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

- 77310000 - Planting and maintenance services of green areas

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots) and this Lot is for West Hertfordshire. There will be regular, allocated work within each Lot as detailed in the Tender documentation. Please be aware that whilst regular, allocated work is detailed within each Lot, there is no guarantee of

minimum levels of work and there may be the removal of sites or the addition of work throughout the life of the Contract. Work may be removed from a Lot, for example, if a Council owned site was sold, or work may be added, for example, if a current school was closed and the former school site needed to be maintained, or for other reasons. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term for all Lots inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 - £300,000. The estimated annual value if this Lot is approximately £15,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process may be executed as a deed, please see the information in the Instructions to Tenderers document. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £90,000

#### **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 Contract will be reviewed at the end of the Contract period.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

This Contract has a possible extension of up to 24 months.

### **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) Description**

### **II.2.1) Title**

Minor Works - Central Hertfordshire

Lot No

5

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

- 77310000 - Planting and maintenance services of green areas

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots) and this Lot is for Central Hertfordshire. There will be regular, allocated work within each Lot as detailed in the Tender documentation. Please be aware that whilst regular, allocated work is detailed within each Lot, there is no guarantee of minimum levels of work and there may be the removal of sites or the addition of work throughout the life of the Contract. Work may be removed from a Lot, for example, if a Council owned site was sold, or work may be added, for example, if a current school was closed and the former school site needed to be maintained, or for other reasons. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term for all Lots inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 -

£300,000. The estimated annual value if this Lot is approximately £35,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process may be executed as a deed, please see the information in the Instructions to Tenderers document. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £210,000

#### **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 Contract will be reviewed at the end of the Contract period.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

There is the option to extend this Contract for up to 24 months.

### **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) Description**

### **II.2.1) Title**

Minor Works - Schedule of Rates for Call Out / Emergency Work non Grounds Maintenance

Lot No

6

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

- 79993000 - Building and facilities management services

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

NUTS codes

- UKH23 - Hertfordshire

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

Hertfordshire County Council ("the Council") has a requirement for a Grounds Maintenance Minor Works Service. This service comprises of five main contract package areas (referred to as Lots). This additional Lot is a Schedule of Rates for Call-Out / Emergency Works - Non Grounds Maintenance Work. This work will be ordered on an as required basis only. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term inclusive of the approximate value for extensions. For the avoidance of doubt, the estimated annual value of the total Contract will be approximately £150,000 - £300,000. The estimated annual value if this Lot is approximately £20,000. The Contract will be awarded for an initial term of four years, with the option to extend the Contract up to two further years. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £120,000

**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 Contract will be reviewed at the end of the Contract period.

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: Yes

Description of options

This Contract has the option to extend for up to 24 months on an annual basis.

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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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

14 December 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

14 December 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes



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

Please note Hertfordshire County Council has worked closely with its districts and partners to create a joint procurement portal called supply Hertfordshire. This portal provides an e-Tendering system which is run by In-Tend. To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.co.uk](mailto:support@in-tend.co.uk) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00. The Council reserves the right at any time to cease the procurement process and not award a Contract or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Contract.

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

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

High Court, Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

High Court, Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Chief Legal Officer, Hertfordshire County Council

Pegs Lane

Hertford

SG13 8DE

Country

United Kingdom

