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Tender

## **Grampian Housing Association Ltd. - Open Space Maintenance Term Contract 2022 - 2027**

Grampian Housing Association Ltd

F02: Contract notice

Notice identifier: 2021/S 000-029589

Procurement identifier (OCID): ocids-h6vhtk-02fb06

Published 29 November 2021, 3:25pm

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

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

Grampian Housing Association Ltd

Huntly House, 74 Huntly Street

ABERDEEN

AB10 1TD

#### **Contact**

Margaret Waddell

#### **Email**

[Margaret.Waddell@grampianhousing.co.uk](mailto:Margaret.Waddell@grampianhousing.co.uk)

#### **Telephone**

+44 1224202900

#### **Fax**

+44 1224645526

**Country**

United Kingdom

**NUTS code**

UKM5 - North Eastern Scotland

**Internet address(es)**

Main address

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

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA14462](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14462)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<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

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

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.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Other type

Housing Association

### **I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

Grampian Housing Association Ltd. - Open Space Maintenance Term Contract 2022 - 2027

Reference number

GHA2141

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

- 77314000 - Grounds maintenance services

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

Services

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

The principle objective of this tender is to appoint a Contractor/ Contractors to provide open space maintenance works, tree surgery works, assisted garden maintenance works and one off works within void property gardens within the following independent areas: -

Aberdeen City;

Aberdeenshire North; and

Aberdeenshire South

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

Value excluding VAT: £809,000

### **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**

Open Space Maintenance Term Contract 2022 - 2027 - Aberdeen City

Lot No

1

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City - Refer to map attached to this Contract Notice for area boundary

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

The principle objective of this tender is to appoint a Contractor/ Contractors to provide open space maintenance works, tree surgery works, assisted garden maintenance works and one off works within void property gardens within the following independent areas: -

Aberdeen City;

Aberdeenshire North; and

Aberdeenshire South

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £504,000

**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 Employer has intimated that the Term Contract will be reviewed at the end of the three year period with the possibility of the Contract being extended for another two single one-year periods thereafter on an individual year-by-year basis, however the Employer cannot provide any guarantee that the Contract will be extended beyond the initial three year period.

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

The process we will apply will be:

Stage 1 — Pre-Qualification via the SPD (Scotland) Document. The SPD (Scotland) asks bidders general questions; when completing, bidders must have regard for the statements in this Notice that detail specific requirements. For each lot bidders must:

- Bidder's must pass the minimum standards sections of the SPD (Scotland). Statements including the specific requirements for these questions can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.
- Complete the scored SPD Section 4C Technical and Professional ability. Statements for these scored questions can be found in Section III.1.3) of this Notice and are the same for all Lots unless otherwise indicated. Section 4C will be scored as per the scoring methodology detailed below.

Part III. and Section B & D of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the SPD (Scotland) will be scored in the following way:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

25 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

50 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

75 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

100 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

- The responses to the questions of Section III.1.3 of the Contract Notice will be weighted the following way: Please see SPD (Scotland)

Question 4C.1.2: 25%, 4C.7: 15%, 4C.8.1: 25%, 4C.8.2: 15%, 4C.9: 20% and 4C.10: 0%.

- We will take the five highest scoring bidders through and they will be invited to submit a tender.

Stage 2 — Invitation to Tender (ITT) and submission of shortlisted bidder tender returns. These must be received no later than the date and time detailed within the ITT documentation.

We will evaluate shortlisted tenderers' ITT submissions via a Quality/Cost evaluation. The quality and commercial scores will be combined to provide each supplier with an overall score.

#### **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**

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.

Please note that the estimated value stated in Section II.2.6) Estimated Value is based on the full potential five year duration of Lot 1 of the contract only.

## **II.2) Description**

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

Open Space Maintenance Term Contract 2022 - 2027 - Aberdeenshire North

Lot No

2

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeenshire North - Refer to map attached to this Contract Notice for area boundary

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

The principle objective of this tender is to appoint a Contractor/ Contractors to provide open space maintenance works, tree surgery works, assisted garden maintenance works and one off works within void property gardens within the following independent areas: -

Aberdeen City;

Aberdeenshire North; and

Aberdeenshire South

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

Quality criterion - Name: Quality / Weighting: 60



Cost criterion - Name: Cost / Weighting: 40

**II.2.6) Estimated value**

Value excluding VAT: £139,000

**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 Employer has intimated that the Term Contract will be reviewed at the end of the three year period with the possibility of the Contract being extended for another two single one-year periods thereafter on an individual year-by-year basis, however the Employer cannot provide any guarantee that the Contract will be extended beyond the initial three year period.

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

The process we will apply will be:

Stage 1 — Pre-Qualification via the SPD (Scotland). The SPD asks bidders general questions; when completing, bidders must have regard for the statements in this Notice that detail specific requirements. For each lot bidders must:

- Bidder's must pass the minimum standards sections of the SPD (Scotland). Statements including the specific requirements for these questions can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.
- Complete the scored SPD Section 4C Technical and Professional ability. Statements for these scored questions can be found in Section III.1.3) of this Notice and are the same for all Lots unless otherwise indicated. Section 4C will be scored as per the scoring methodology detailed below.

Part III. and Section B & D of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the SPD (Scotland) will be scored in the following way:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

25 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains insufficient/limited detail or explanation to demonstrate previous relevant experience/ capacity/capability.

50 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar

nature.

75 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

100 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

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Question 4C.1.2: 25%, 4C.7: 15%, 4C.8.1: 25%, 4C.8.2: 15%, 4C.9: 20% and 4C.10: 0%.

- We will take the five highest scoring bidders through and they will be invited to submit a tender.

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We will evaluate shortlisted tenderers' ITT submissions via a Quality/Cost evaluation. The quality and commercial scores will be combined to provide each supplier with an overall score.

#### **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**

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.

Please note that the estimated value stated in Section II.2.6) Estimated Value is based on the full potential five year duration of Lot 2 of the contract only.

## **II.2) Description**

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

Open Space Maintenance Term Contract 2022 - 2027 - Aberdeenshire South

Lot No

3

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM5 - North Eastern Scotland

Main site or place of performance

Aberdeenshire South - Refer to map attached to this Contract Notice for area boundary

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

The principle objective of this tender is to appoint a Contractor/ Contractors to provide open space maintenance works, tree surgery works, assisted garden maintenance works and one off works within void property gardens within the following independent areas: -

Aberdeen City;

Aberdeenshire North; and

Aberdeenshire South

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

Quality criterion - Name: Quality / Weighting: 60

Cost criterion - Name: Cost / Weighting: 40

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

Value excluding VAT: £166,000

**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 Employer has intimated that the Term Contract will be reviewed at the end of the three year period with the possibility of the Contract being extended for another two single one-year periods thereafter on an individual year-by-year basis, however the Employer cannot provide any guarantee that the Contract will be extended beyond the initial three year period.

**II.2.9) Information about the limits on the number of candidates to be invited**

Maximum number: 5

Objective criteria for choosing the limited number of candidates:

The process we will apply will be:

Stage 1 — Pre-Qualification via the SPD (Scotland). The SPD asks bidders general questions; when completing, bidders must have regard for the statements in this Notice that detail specific requirements. For each lot bidders must:

- Bidder's must pass the minimum standards sections of the SPD (Scotland). Statements including the specific requirements for these questions can be found within Section III.1.1, III.1.2 and III.1.3 of the Contract Notice.
- Complete the scored SPD Section 4C Technical and Professional ability. Statements for these scored questions can be found in Section III.1.3) of this Notice and are the same for all Lots unless otherwise indicated. Section 4C will be scored as per the scoring methodology detailed below.

Part III. and Section B & D of Part IV will be scored on a pass/fail basis, and Section C of Part IV of the SPD (Scotland) will be scored in the following way:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

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75 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

100 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

- The responses to the questions of Section III.1.3 of the Contract Notice will be weighted the following way: Please see SPD (Scotland)

Question 4C.1.2: 25%, 4C.7: 15%, 4C.8.1: 25%, 4C.8.2: 15%, 4C.9: 20% and 4C.10: 0%.

- We will take the five highest scoring bidders through and they will be invited to submit a tender.

Stage 2 — Invitation to Tender (ITT) and submission of shortlisted bidder tender returns. These must be received no later than the date and time detailed within the ITT documentation.

We will evaluate shortlisted tenderers' ITT submissions via a Quality/Cost evaluation. The quality and commercial scores will be combined to provide each supplier with an overall score.

#### **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**

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.

Please note that the estimated value stated in Section II.2.6) Estimated Value is based on the full potential five year duration of Lot 3 of the contract only.

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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

III.1.1 of the notice is NOT APPLICABLE to this procurement exercise.

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

List and brief description of selection criteria

This section refers to Section B of Part IV of the SPD (Scotland) and covers questions 4B.1.1, 4B.3, 4B.5.1b, 4B.5.2 and 4B.5.3 of the SPD (Scotland):

4B.1.1: Bidders will be required to have a minimum “general” yearly turnover of 240,000 GBP for the last 3 (Three) years.

4B.3: Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

4B.5.1b: 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:

Employer’s (Compulsory) Liability Insurance = minimum cover of 5,000,000 GBP

4B.5.2: 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:

Public Liability Insurance = minimum cover of 10,000,000 GBP.

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

List and brief description of selection criteria

4C.1.2: Bidders will be required to provide 3 relevant examples that demonstrate that they, the Bidder and not specific individuals/ employees, have the relevant experience to deliver the services as described in part II.2.4 of each Lot of the Contract Notice.

4C.7: Bidders will be required to confirm that they will employ environmental management



measures that meet the following requirements:

COSHH Regulations - The Contractor's attention is drawn to the current Control of Substances Hazardous to Health (COSHH) Regulations that lay down essential requirements which must be adhered to. The Contractor must at all times comply with any Codes of Practice issued under the authority of these regulations; failure to do so may result in the imposition of penalties under the Health & Safety at Work Act 1974.;

Control of Pesticides Regulations - Current Edition - The Contractor's attention is drawn to the Control of Pesticides Regulations and any subsequent amendment or additional requirements. In particular the Contractor must adhere at all times to guidelines for the use of chemicals and must use only approved chemicals. Prior approval of the Senior Property and Estate Management Officer must be sought before any particular chemical is used and must be provided with copies of all relevant data sheets, COSHH and risk assessment documents prior to use.; and

Environmental Protection Act 1990 - The Contractor's attention is drawn to the Environmental Protection Act 1990 and is reminded of their obligation under this Act and under any Codes of Conduct or directives issued under Authority of the Act.

Bidders are required to provide documented evidence to substantiate their answer.

4C.8.1: Bidders will be required to confirm their average annual manpower for the last three years specifically in relation to delivery of the services as described in part II.2.4 of each Lot of the Contract Notice.

4C.8.2: Bidders will be required to confirm the number of managerial staff for the last three years specifically in relation to delivery of the services as described in part II.2.4 of each Lot of the Contract Notice.

4C.9: Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4 in the Contract Notice. A list of all relevant tools, plant or technical equipment that they currently have or have access too must be provided as part of this answer, not just a 'yes' or 'no'.

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

4D.1, 4D.1.1 & 4D.1.2 - For a description of selection criteria associated with Section D of Part IV of the SPD (Scotland) (Quality Assurance Schemes and Environmental Management Standards), please refer to word file attached to this Contract Notice named '4D.1 - Quality Assurance Schemes and Environmental Management Standards - Selection Criteria'.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted 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

29 December 2021

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

14 January 2022

#### **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**

Tender must be valid until: 14 April 2022

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **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**

The award criteria questions and weightings will be published in the ITT.

Award criteria scoring will be the following:

0 - Unacceptable: Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

25 - Poor: Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

50 - Acceptable: Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

75 - Good: Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

100 - Excellent: Response is completely relevant and excellent overall. The response 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=673915](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=673915).

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:

To Be Confirmed at Stage 2

(SC Ref:673915)

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

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

Aberdeen Sheriff Court

53 Castle Street

ABERDEEN

AB11 5BB

Telephone

+44 01224657200

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/aberdeen-sheriff-court-and-justice-of-the-peace-court>