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Tender

## **SPA BREAKDOWN ROADSIDE ASSISTANCE SERVICE**

Scottish Police Authority

F02: Contract notice

Notice identifier: 2021/S 000-031084

Procurement identifier (OCID): ocds-h6vhtk-0300e3

Published 14 December 2021, 1:05pm

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

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

Scottish Police Authority

1 Pacific Quay, 2nd Floor

Glasgow

G51 1DZ

#### **Email**

[shona.gordon@scotland.pnn.police.uk](mailto:shona.gordon@scotland.pnn.police.uk)

#### **Telephone**

+44 7717878917

#### **Country**

United Kingdom

## **NUTS code**

UKM - Scotland

## **Internet address(es)**

Main address

<http://www.spa.police.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA19762](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA19762)

## **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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/web/login.html>

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/web/login.html>

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

Body governed by public law

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

Public order and safety

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## **Section II: Object**

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

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

SPA BREAKDOWN ROADSIDE ASSISTANCE SERVICE

Reference number

PROC 21 1374

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

- 50118000 - Automobile emergency road services

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

Services

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

Police Scotland's Fleet Department operates a fleet of approximately 3,300 vehicles across the country. These vehicles are supported through both internal and external contractor maintenance facilities.

The Contractor is required to supply a breakdown roadside assistance, repair and recovery for all vehicles owned or operated by the Authority during the period of the Contract together with call handling, deployment, contract management, insurance cover and other necessary facilities all in accordance with the Specification and all to the complete satisfaction of the Chief Constable.

The vehicles will be categorised into groups consisting of: motorcycles, cars and vans up to 3,500kg; and vehicles over 3,500kg. The current approximate number of vehicles operated by Police Scotland is as follows:

- Motorcycles, cars and vans under 3,500kg - 3,200
- Vehicles over 3,500kg - 113

The Service will be delivered primarily and predominantly in Scotland however further assistance across all areas of the United Kingdom may be required, including all islands within the United Kingdom. The successful contractor must be able to cover across all areas.

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

This contract is divided into lots: No

## **II.2) Description**

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

- 50118100 - Breakdown and recovery services for cars
- 50118110 - Vehicle towing-away services
- 50118400 - Breakdown and recovery services for motor vehicles
- 50118500 - Breakdown and recovery services for motorcycles

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

NUTS codes

- UKM - Scotland

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

The Contractor is required to supply a breakdown roadside assistance, repair and recovery for all vehicles owned or operated by the Authority during the period of the Contract together with call handling, deployment, contract management, insurance cover and other necessary facilities all in accordance with the Specification.

### **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

24

This contract is subject to renewal

Yes

#### Description of renewals

The duration of the contract will be two (2) years with the option to extend the Contract for a further one period of up to twenty four (24) months at the sole discretion of the Authority.

#### **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

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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

##### ESPD Question 4A.1 Trade Registers

It is a requirement of this tender that if the Tenderer is UK based they must hold a valid registration with Companies House. Where the Tenderer is UK based but not registered at Companies House they must be able to verify to the SPA's satisfaction that they are trading from the address provided in the tender and under the company name given.

Tenderers within the UK must confirm if they are registered under Companies House within this question.

If the Tenderer is based out-with the UK they must be enrolled in the relevant professional or

trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

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

List and brief description of selection criteria

It is a requirement of this Contract that Tenderers hold, or can commit to obtain prior to the commence of any subsequently awarded Contract, indicated below:

#### **ESPD Question 4B5 Insurances**

Employers (Compulsory) Liability Insurance = 10 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide their current Employers Liability Insurance certificate which should include name of the insurers, policy numbers, expiry date and limits for any one incident and annual aggregate caps and the excesses under the policies.

Public Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Public Liability Insurance certificate.

Product Liability Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Motor Vehicle Insurance = Minimum Third Party Motor Vehicle Liability in respect of any motor vehicle or plated plant used.

Professional Indemnity Insurance = 5 million GBP in respect of each claim without limit to the number of claims. Tenderers may be required to provide a copy of their current Professional Indemnity Insurance certificate.

Documentation requested for the above insurances should include name of insurers, policy numbers, expiry date and limits of any one incident and annual aggregate caps and the excesses under the policies.

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#### **ESPD Question 4B6 Financial Standing:**

The Authority will access a Credit safe report for a Tenderers organisation and use the information contained within to assist with the assessment of the Tenderer's economic and financial standing. Tenders are asked to provide their company number within the ESPD to

allow the Authority to access a Credit Safe Report.

Within such reports, the risk of business failure is expressed as a score of 30 or below (high risk of business failure). In the event that a company is determined to have a risk failure rating of 30 and below i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further.

If you are successful in the award of this contract and your risk failure rating falls below 30 then the SPA reserve the right to remove you from this contract. It is the Contractor's responsibility to ensure that the information held by Credit Safe is accurate and up to date.

For the avoidance of doubt, the SPA will request a report from Credit Safe following the closing date for the receipt of the Tenders to ensure that the most up to date information is used. Where you are not registered on credit safe e.g. charitable organisations or new start companies/ Sole Traders with less than 3 years trading history, discretionary powers are available to the Director of Finance to consider abbreviated accounts along with bankers references etc.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will result in rejection of your submission.

IMPORTANT NOTE: This requirement is not applicable to Sole Traders/ Charities. Sole Traders/ Charities may be required to provide a bankers reference if successful.

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

List and brief description of selection criteria

#### **ESPD Question 4C.1.2 Technical and Professional Ability**

With reference to the nature and details of the supplies/services that are the subject matter of this tender, 2 relevant examples are to be provided of the supplies/services undertaken by the Tenderer in the last 3 years. You must describe in sufficient detail the required experience in terms of the specific supplies/services, the number of required examples, the minimum duration of experience e.g. 3 years and the value / scope of the previous projects e.g. must be of similar value to the contract being procured.

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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

18 January 2022

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: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

18 January 2022

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: November 2025

### **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**

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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#### **Assessment of Employment Status**

Tenderers may be asked to declare whether they intend to provide services through a Personal Service Company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Authority must be aware of any successful tenderer's detailed employment status.

For further information on determining employment status the Government has published guidance on this IR35 Legislation

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#### **Living Wage**

Tenderers will be asked to confirm if they pay all employees as a minimum the Real Living Wage as published by the Living Wage Foundation for statistical information gathering purposes only.

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## Equality and Diversity

Tenderers will be required to comply with the statutory obligations under the Equality Act 2010.

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## Declaration of Non-Involvement in Serious Organised Crime

Tenderers must complete and sign a Declaration of Non-Involvement in Serious Organised Crime form.

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## Subcontractor Detail

Tenderers will be required to provide details of the subcontractors they intend to use in their supply chain. Tenderers are required to complete this section as part of the ESPD.

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## Data Protection

Tenderers must be aware of their obligations under the Data Protection Act 2018 and the GDPR as set out in the Contract.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20223. For more information see:

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

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:

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

- Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)

- SME and social enterprise development
- Community engagement

As part of your response to the Quality criteria, Tenderers are requested to provide an outline of all community benefits you can offer for this contract.

(SC Ref:675712)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom