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Tender

## Cleaning Equipment

The City of Edinburgh Council

F02: Contract notice

Notice identifier: 2023/S 000-031675

Procurement identifier (OCID): ocids-h6vhtk-03d6a4

Published 26 October 2023, 4:22pm

The closing date and time has been changed to:

**18 December 2023, 10:00am**

See the [change notice](#).

## Section I: Contracting authority

### I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### Email

[nicole.sherry@edinburgh.gov.uk](mailto:nicole.sherry@edinburgh.gov.uk)

#### Country

United Kingdom

## **NUTS code**

UKM75 - Edinburgh, City of

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

## **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>

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

<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**

Cleaning Equipment

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

- 42990000 - Miscellaneous special-purpose machinery

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

Supplies

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

The City of Edinburgh Council (the Council) intends to establish a ranked Framework Agreement for the Supply and Repair of Cleaning Equipment.

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

Value excluding VAT: £1,000,000

#### **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**

Supply of Cleaning Equipment

Lot No

1

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

- 39713410 - Floor-cleaning machines
- 39713430 - Vacuum cleaners
- 39800000 - Cleaning and polishing products
- 39831300 - Floor cleaners
- 42995000 - Miscellaneous cleaning machines
- 39700000 - Domestic appliances
- 42900000 - Miscellaneous general and special-purpose machinery

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

The City of Edinburgh Council (the Council) intends to appoint a maximum of four Contractors to a ranked Framework Agreement for the supply of cleaning equipment. The Facilities Management Team are responsible for ensuring the cleanliness of buildings across the Council including, schools, libraries and corporate buildings and require a range of cleaning equipment to fulfil this responsibility.

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

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Cost / Weighting: 60

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be let for a period of two years with the option to extend for a further two 12-month periods, undertaken at the sole discretion of the Council.

### **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**

Repair and Maintenance of Cleaning Equipment

Lot No

2

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

- 50000000 - Repair and maintenance services
- 50530000 - Repair and maintenance services of machinery
- 50800000 - Miscellaneous repair and maintenance services
- 42900000 - Miscellaneous general and special-purpose machinery
- 39700000 - Domestic appliances

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

The Facilities Management Team are responsible for ensuring the cleanliness of buildings across the City of Edinburgh Council (the Council) including, schools, libraries and corporate buildings. The Council intends to appoint a maximum of four Contractors to a ranked Framework Agreement to provide a repair and maintenance service for cleaning equipment. This Lot will include scheduled annual PAT Testing, reactive repairs in the event of equipment breakdown and the disposal of equipment that is beyond economical repair.

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

Quality criterion - Name: Quality / Weighting: 40

Cost criterion - Name: Cost / Weighting: 60

### **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

This Framework Agreement will be let for a period of two years with the option to extend for a further two 12-month periods, undertaken at the sole discretion of the Council.

### **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

Please see the tender documentation.

All tenderers must be suitably qualified to deliver the required products and services.

Tenderers in Lot 2 must have the relevant training to provide PAT testing.

#### **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)

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing - Question 4B.1 - Contractors are required to have a minimum "general turnover" of GBP 300,000 LOT 1, GBP 200,000 LOT 2 for the last two financial years. Where a Contractor does not have an annual turnover of this value, the Council may exclude the Contractor from the competition or may apply discretion seeking supporting evidence to determine the contractor's suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing - Question 4B.4 - Tenderers will be required to provide the following information in response to 4B.4:

Current ratio for each of the previous two years: 1.10

The formula for calculating a Contractor's current ratio is current assets divided by current liabilities. the acceptable range for each financial ratio is greater than 1.10. Where a Contractor's current ratio is less than the acceptable value, the Council may exclude the Contractor from the competition or may apply discretion seeking supporting evidence to determine the Contractor's suitability to proceed in the competition.

If the Contractor is bidding for both Lots, then the turnover requirement is the sum of the turnover amounts for each Lot (GBP 500,000). However, the current ratio remains at 1.10.

Part IV: Selection criteria - B: Economic and financial standing - 4B.5 - Contractor's are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a) Public Liability Insurance: minimum of GBP 5 million
- b) Product Liability Insurance: minimum of GBP 5 million
- c) Employee Liability Insurance: minimum of GBP 5 million
- d) Vehicle Motor Insurance: minimum of GBP 5 million

Where a Contractor does not hold or commit to obtaining the types and levels of insurance indicated, the Council will exclude the Contractor from the competition.

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

List and brief description of selection criteria

Selection criteria as stated in the procurement tender documents.

Minimum level(s) of standards possibly required

Contract Specific Mandatory Criteria:

It is a mandatory requirement of this Framework Agreement that a prompt payment clause is present in all Contracts used in the delivery of the requirements. This ensures payment of sub-contractors at all stages of the supply chain within 30 days and includes an obligation to provide a point of contact for sub-contractors to refer to in the case of payment difficulties. This will require active monitoring of payment performance as well as the provision of evidence and reports to the Council on request or as contractually scheduled.

Tenderers are asked to confirm that they will pay staff that are involved in the delivery of the

Framework Agreement, and/or any subsequent call off contract (including any agency or sub-contractor staff) directly involved in the delivery of the Framework Agreement, and/or any subsequent call off contract), at least the real Living Wage.

It is a mandatory requirement that tendering organisation's with more than 5 employees have in place a Health & Safety Policy which is approved at a senior level within the organisation and is reviewed regularly. Where a tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the tenderer from the competition.

Part IV: Selection Criteria - C: Environmental Management Measures - Question 4C.7.

Tenderers will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to the provision of a carbon reduction plan.

Where a tenderer's response does not meet these required standards, the Council may exclude the tenderer from the competition or may apply discretion seeking supporting evidence to determine the tenderer's suitability to proceed in the competition.

## **III.2) Conditions related to the contract**

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 8

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-017053](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

28 November 2023

Local time

10:00am

Changed to:

Date

18 December 2023

Local time

10:00am

See the [change notice](#).

#### **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: 4 (from the date stated for receipt of tender)

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

Date

28 November 2023

Local time

10:00am

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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: October 2025 if no extension option is utilised, otherwise October 2027 if an extension is undertaken.

### **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 buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24779. For more information see:

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

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

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 City of Edinburgh Council's Community Benefits will apply to this Framework Agreement as outlined in the document titled CT2991 Community Benefits Guidance which is available to download through PCS-T.

(SC Ref:747596)

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

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

Sherriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom