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Tender

## **Retail Coffee Systems and Hot Beverage Consumables including Maintenance and Repair**

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-033413

Procurement identifier (OCID): ocids-h6vhtk-04acf3

Published 16 October 2024, 3:54pm

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Email**

[caroline.dougan@glasgow.gov.uk](mailto:caroline.dougan@glasgow.gov.uk)

#### **Telephone**

+44 1412876845

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://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**

Retail Coffee Systems and Hot Beverage Consumables including Maintenance and Repair

Reference number

GCC005927CPU

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

- 03131100 - Coffee beans

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

Supplies

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

Provision of Supply (lease) and installation of hot beverages machines supplies including coffee beans (triple certification) with 2 options, medium and high-quality blend options, filter coffee, soluble coffee, whitener and teabags etc to council service areas that rely upon these supplies to assist them to deliver services to their end users.

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

This contract is divided into lots: No

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

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

- 15860000 - Coffee, tea and related products

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

NUTS codes

- UKM82 - Glasgow City

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

The objective of this procurement exercise is to appoint a Supplier to provide the Provision of Supply (leasing), Delivery, Installation inclusive of maintenance, annual Pressure Systems Safety Regulation (PSSR) 2000, Ad-hoc Repairs/Service of Hot Beverage Machines and Hot Beverage Consumables

This will include the supply, delivery, installation and ongoing maintenance, regulated annual checks, ad hoc service/repairs and hot beverage consumables of the following elements-

Lease of Hot Beverage Machines and supply of associated products

Barista Espresso machines

Automatic Grinder and knock out drawer

Bean to Cup automated with milk fridge machine

Short term hire of event equipment including Bean to Cup automated machines for major events/hospitality

Soluble Hot Beverage machines

The successful Supplier must also provide:-

Arrangement for annual PSSR regulatory checks

Supply and delivery of hot beverage consumables

Maintenance/Ad-hoc repairs

The lease of the hot beverage machines will include arrangement for installation, maintenance, annual regulatory PSSR checks and repairs.

The hot beverage machine for installation will be supplied by the successful Supplier and will be required to be installed into the named premises within the Glasgow area.

The council will not lease the machines directly with any 3rd party, the lease contract will be directly with the successful Supplier.

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

Quality criterion - Name: Service Delivery / Weighting: 36

Quality criterion - Name: Training (Machines) / Weighting: 5

Quality criterion - Name: Maintenance and Annual PSSR / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 9

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 40

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

Value excluding VAT: £1,056,520

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

Duration in months

63

This contract is subject to renewal

Yes

Description of renewals

12 months prior to the expiry date, the council may consider commencing a new tender process.

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

Variants will be accepted: No

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

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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**

List and brief description of selection criteria

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process-

There is a minimum financial requirement that affects trading performance, and balance sheet strength.

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### **Trading Performance**

An overall positive outcome on EBITDA earnings over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA/Turnover

#### **Balance Sheet strength**

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required for the last 2 individual years filed in order for the 3 year profitability requirement to be verified.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee (in the Council style) if the Parent company satisfies the financial requirements stipulated above.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) most recent sets of annual audited accounts including profit and loss information.

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are-

Bidder shall take out and maintain, throughout the period of the contract, Employer's Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000) in respect of any one claim and unlimited in the period.

Bidder shall take out and maintain, throughout the period of the contract, Public Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000) in respect of any one claim and unlimited in the period.

Bidder shall take out and maintain, throughout the period of the contract, Products Liability insurance to the value of at least TEN MILLION POUNDS STERLING (10,000,000) in respect of any one claim and unlimited in the period.

Motor Insurance – Bidder shall take out and maintain throughout the period of their services, at least statutory Motor insurance cover as per the Road Traffic Act 1988.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the

express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of tendering then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained

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

List and brief description of selection criteria

Please refer to Document One - Invitation to Tender within the Attachment area of the portal within PCST for further details.

#### **Technical & Professional Ability**

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement.

Bidders are required to respond to question 4C.1.2 within the qualification submission of the tender.

Please provide 2 relevant examples of supplies and or services carried out during the last five years as specified in the Contract Notice and Document One ITT:

Example 1 50 percent

Example 2 50 percent

Total Section 100 percent

Bidders must score a minimum threshold of 60% out of 100% in total for these example questions.

Any Bidder who fails to achieve the minimum points score for any question will be disqualified.

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

#### **III.2.2) Contract performance conditions**

As referred to in Document One - Invitation to Tender and Document Two -Terms and Conditions



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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

15 November 2024

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

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

Date

15 November 2024

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: Jan 2029

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

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

Economic operators may be excluded from this competition if they are in any situations referred to in regulation 58 of the Public Contracts

(Scotland) Regulations 2015.

For SPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; Bidders should hold the relevant certificates for Quality Assurance

Schemes and Environmental Management Standards . If Bidders do not hold the relevant certificates, they will be required to respond to

supporting questions.

Bidders must complete Document Eight – Health and Safety Questionnaire and submit it with the tender submission (Only bidders who

pass the health and safety aspect shall be considered.

Freedom of Information Act

Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information they wish the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers Amendments

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this

offer.

### Prompt Payment

The successful Supplier shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any.

### Non Collusion

Bidders will be required to complete the Non Collusion certificate.

### Insurance Mandate

All successful suppliers will be required to sign an Insurance Mandate, contained in the buyers attachments area within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the attachments area within the PCS Tender portal and are reference Document Two.

Additional information pertaining to this contract notice is contained in the Invitation to Tender Document One.

Bidders must ensure they read all the attachments available in the attachment area in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27339. 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:

Minimum Community Benefits 70 points is required; community benefit points will be triggered once the spend reaches 50,000 GBP.

(SC Ref:780607)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

Internet address

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

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures:

Glasgow City Council must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates

concerned of its decision to award the contract. The Council must allow a period of at least the relevant standstill period (where the notice

is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last

notice is sent, when sent by other means the period is 15 days) to elapse between the

date of despatch of the notice referred to in Regulation

86 of The Public Contract (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any

eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the

Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council

must not enter into the contract unless the proceedings are determined, discontinued or disposed of;

or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and

the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further

clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own

independent legal advice when they consider appropriate to do so.