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Tender

## **Cloch Housing Association - Two Year Landscape Maintenance Contract 2024-2026**

Cloch Housing Association

F02: Contract notice

Notice identifier: 2023/S 000-034415

Procurement identifier (OCID): ocds-h6vhtk-041ba6

Published 21 November 2023, 2:23pm

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

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

Cloch Housing Association

19 Bogle Street

Greenock

PA15 1ER

#### **Contact**

David Burrows

#### **Email**

[dburrows@clothhousing.org.uk](mailto:dburrows@clothhousing.org.uk)

#### **Telephone**

+44 1475783637

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.clochhousing.org.uk>

**I.3) Communication**

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

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

Additional information can be obtained from another address:

A.D.A Construction Consultants Ltd

Pavilion 3, St James Business Park, Linwood Road

Paisley

PA3 3BB

**Contact**

Alan Shanks

**Email**

[alan.shanks@ada-cc.co.uk](mailto:alan.shanks@ada-cc.co.uk)

**Telephone**

+44 1418160184

**Country**

United Kingdom

## **NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

## **Internet address(es)**

Main address

<https://www.ada-cc.co.uk>

Tenders or requests to participate must be submitted electronically via

<https://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

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

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

Other type

Registered Social Landlord

## **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**

Cloch Housing Association - Two Year Landscape Maintenance Contract 2024-2026

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

- 71421000 - Landscape gardening services

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

## Services

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

The Contract will principally comprise litter picking, grass cutting, shrub bed, hedging and leaf collection landscape maintenance services to existing properties and common landscaped areas throughout Greenock, Inverkip and Port Glasgow, Inverclyde to the areas detailed within the Landscape Architects tender drawings. The Contract may also include bulk uplifts, tree maintenance services, tree and stump removal works, and repairs to existing damaged grass and other landscaped areas.

The commencement date for the Measured Term Contract is currently estimated to be 1st March 2024 and the completion date is 28th February 2026.

Subject to satisfactory performance of the Contractor, which will be assessed through measurement of the Key Performance Indicator's (Refer Tender Document F), it is intended that the Contract will be extended on an annual basis by a maximum of three further years until 2029. Orders for future landscape maintenance services may be placed by Cloch Housing Association during Years Three, Four and Five, or at any point until expiry of the Measured Term Contract (maximum of five years from the date of entering into the Contract).

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

Value excluding VAT: £528,750

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

This contract is divided into lots: No

## **II.2) Description**

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

- 77314000 - Grounds maintenance services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Greenock, Port Glasgow and Inverkip, Inverclyde

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

The procurement is being undertaken in accordance with Regulation 28 'Open Procedure' of the Public Contracts (Scotland) Regulations 2015.

Bidders are also advised that Cloch Housing Association will hold a Meet the Buyer/Site Visit Event during the tender period. The Event will be free of charge and shall provide a site visit to several estates to illustrate Cloch Housing Association's landscape maintenance requirements contained within the tender documentation and challenges of undertaking the landscape maintenance in particular estates including areas of the estates with embankments that will be maintained during the Contract.

The Meet the Buyer/Site Visit Event will be attended A.D.A Construction Consultants and the person from Cloch Housing Association that is currently responsible for the management of the landscape maintenance Contract. The Meet the Buyer/Site Visit Event will commence at 10am GMT on Friday 1st December at the junction of Irwin Street/Gibshill Road. The Meet the Buyer/Site Visit Event will involve visits to the following estates in sequence;

1. Irwin Street/Lansbury Street/Poplar Street
2. Clynder Road/Aberfoyle Road
3. Clydeview Road/Whinhill Crescent (back gardens)
4. Lyle Street (Wellpark area) backcourts of tenement flats

To record your interest in the Meet the Buyer/Site Visit Event, please email the names of your organisations delegates to [alan.shanks@ada-cc.co.uk](mailto:alan.shanks@ada-cc.co.uk) not later than 12noon GMT on Thursday 30th November 2023. Bidders are asked to keep the maximum number of persons that will attend the Event on behalf of their organisation to four delegates.

Bidders are also advised that Cloch Housing Association will not provide transport to delegates between the sites/estates during the Event and Bidders will be required to make their own transportation arrangements. Bidders are also advised that free of charge on street parking is available at each of the sites/estates.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £528,750

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

Start date

1 March 2024

End date

28 February 2026

This contract is subject to renewal

Yes

Description of renewals

May take up option of twelve month extensions up to a maximum of three further years (2026-2029) at an estimated value 105750 GBP (excluding VAT) per annum.

**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.

SPD (Scotland) v1.3\_0 Question 2D.1.2- Bidders must provide a separate SPD response (Sections A and B of this Part and Part III) for

each subcontractor.

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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

Please refer to these statements when completing Section 4B of the SPD (Scotland) v1.3\_0.

Question 4B.1.1 - Bidders will be required to have a minimum 'general' yearly turnover of 211500 GBP for the last two years.

Question 4B.1.2 - Bidders will be required to have an average yearly turnover of a minimum of 211500 GBP for the last two years.

Question 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.5.1 and 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 insurances indicated below:

Employer's (Compulsory) Liability Insurance - 5,000,000 GBP Public Liability Insurance - 5,000,000 GBP

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

List and brief description of selection criteria

4C.1.2 - Bidders will be required to provide two examples that demonstrate that they have the relevant experience to deliver the services/supplies as described in part II.2.4 of the Find a Tender Service Contract Notice or the relevant section of the Site Notice.

4C.8.1 - Bidders will be required to confirm their average annual manpower for the last three years.

4C.8.2 - Bidders will be required to confirm their and the number of managerial staff for the last three years.

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 Find a Tender Service Contract Notice or the relevant section of the Site

Notice.

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

Minimum level(s) of standards required:

SPD Scotland, Part C Technical and Professional Ability - Bidders responses to Part C of the SPD will be limited to a maximum of nine A4 single sided pages, excluding any certification that a Bidder submits in support of their response, which must be completed in English using Arial 11 font

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

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

The performance of the successful Bidder will be monitored through the Key Performance Indicators described within Tender Document F Key Performance Indicators attached to this Contract Notice.

Where performance falls below the minimum acceptable level during the Contract, the successful Bidder will be required to produce a Remedial Plan for the approval of Cloch Housing Association.

Failure to produce a Remedial Plan or implement an approved Remedial Plan will be deemed to be a breach of the Contract, which may lead to the termination of the successful Bidder's 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

## **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

10 January 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**

Tender must be valid until: 9 April 2024

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

Date

10 January 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: 2025 at the earliest if the optional 12 month extensions are not applied

### **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**

SPD Scotland Part IV Section C 'Technical and Professional Ability' will be scored on a pass or fail basis using the following scoring methodology;

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. A Tenderer which scores '0 –

Unacceptable' against any question may be disqualified.

1 - 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.

2 - 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.

3 - 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.

4 – Very Good - Response is largely relevant and very good. The response demonstrates a very good understanding of the requirements and

provides adequate details on how the requirements will be fulfilled.

5 - 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.

A Tenderer will be required to achieve a minimum score of 2 against each Question within Part C, i.e. a score of 2 or greater shall represent

a Pass whereas a score of 1 or lower will represent a Fail.

Cloch Housing Association will disregard, and not evaluate the remainder of a Tenderers bid should the Tenderer fail to achieve the minimum score of 3 (a Pass) against any of the Questions included with Part C. Part D - Quality Assurance Schemes and Environmental Management Standards. Please refer to Tender Document E

'Standardised Statements' when completing Part IV Section D 'Quality assurance schemes and environmental management standards'.

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=751080](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=751080).

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:

A summary of the expected community benefits has been provided within Tender Document J attached to the Contract Notice

(SC Ref:751080)

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

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

Greenock Sheriff Court and Justice of the Peace Court

Greenock

Country

United Kingdom