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Tender

Provision of a Care and Repair and Small Repairs Service

Inverclyde Council

F02: Contract notice

Notice identifier: 2023/S 000-034511

Procurement identifier (OCID): ocds-h6vhtk-041be2

Published 22 November 2023, 11:18am

Section I: Contracting authority

I.1) Name and addresses

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

Email

procurement@inverclyde.gov.uk

Telephone

+44 1475712634

Country

United Kingdom

NUTS code

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168

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/>

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/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of a Care and Repair and Small Repairs Service

Reference number

CP0531/EPP

II.1.2) Main CPV code

- 79993000 - Building and facilities management services

II.1.3) Type of contract

Services

II.1.4) Short description

This Invitation to Tender is for the Provision of a Care and Repair and Small Repairs Service in the Inverclyde area.

II.1.5) Estimated total value

Value excluding VAT: £696,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

Inverclyde

II.2.4) Description of the procurement

This Contract is for a combined Care and Repair and Small Repairs Service.

The Care and Repair and Small Repairs Service forms part of the Scheme of Assistance designed by the Council under section 72 of the Housing (Scotland) Act 2006.

The services will provide a full project management service to Inverclyde residents. Implementing the Housing (Scotland) Act 2006; Statutory Guidance for Local Authorities – Work to Meet the Needs of Disabled People, this service is to assist the resident group to adapt their homes to enable them to access standard amenities, to promote independence and live in their home for longer.

Inverclyde Council are inviting tenders from service providers who are suitably experienced and have the appropriate expertise to provide the specified Care and Repair and Small Repairs Service.

II.2.5) Award criteria

Quality criterion - Name: Transition of Service / Weighting: 4

Quality criterion - Name: Care and Repair and Small Repairs Service Delivery Plan / Weighting: 15

Quality criterion - Name: Care & Repair and Small Repairs Service Team Structure and Staff / Weighting: 4

Quality criterion - Name: Client Awareness and Access / Weighting: 2

Quality criterion - Name: Managing a Framework of Contractors / Weighting: 2

Quality criterion - Name: Complaints Handling / Weighting: 2

Quality criterion - Name: Outputs / Weighting: 2

Quality criterion - Name: Account Management / Weighting: 1

Quality criterion - Name: Provision of Reports / Weighting: 1

Quality criterion - Name: Social Value Outcome Menu / Weighting: 3

Quality criterion - Name: Social Value Supporting Methodology / Weighting: 2

Quality criterion - Name: Fair Work First / Weighting: 2

Price - Weighting: 60

II.2.6) Estimated value

Value excluding VAT: £696,000

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 Council may, at its sole discretion, extend the contract for a further period of up to two years. Any such option to extend the contract will be subject to the Council's budget availability and satisfactory performance of the contract.

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.

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

4B.1.2

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet risk indicator is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check).

PLEASE NOTE THE IMPORTANT GUIDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

4B.5.1a/4B.5.1b/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:

Employers Liability Insurance - 5M GBP

Public Liability Insurance - 5M GBP

Fidelity Guarantee Insurance/Crime Insurance - 10k GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

4C.1.2 Bidders should provide a minimum of two (2) examples of contractual arrangements they have held over the past three (3) years which best demonstrates their relevant experience to deliver requirements within the Contract which were similar in regards to scope, scale, value and duration.

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

4D.1 QUALITY MANAGEMENT PROCEDURES

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the following:

a. A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

4D.1 HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum OR hold the information contained in the supplier attachment area in PCS-T (file name "Contract Notice Additional Information")

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The service will be monitored against the Key Performance Indicators detailed within the Service Specification.

Note: The list of Key Performance Indicators currently detailed in the Service Specification is not exhaustive and may be subject to variation throughout the duration of any contract awarded.

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

22 December 2023

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: 22 April 2024

IV.2.7) Conditions for opening of tenders

Date

22 December 2023

Local time

12:00pm

Place

Tenders will be opened remotely using the PCS-T Opening Committee feature.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the services are still required and budget is confirmed then a retender may be undertaken.

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

It is a requirement that all personnel who will be employed to deliver this contract are PVG Registered or Disclosure Checked. Details will be required to be displayed to a nominated Council Officer prior to the commencement of the contract

Tenderers will be required to return with their submission a completed Data Protection Certificate, FOI Certificate, No Collusion Certification, S1 Equalities Questionnaire, S2 Equalities Declaration, Prompt Payment Certificate and Tender Declaration Certificate.

It will also be a condition of contract that Tenderers comply with Inverclyde Council's General Conditions of Contract, Special Conditions of Contract, Specification & Contract Information for Tenderers.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25611. 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:

Community Benefits form part of the technical evaluation criteria. 50 Social Value Points would be the Council's expectation for a contract of this value and duration. It will be a contractual requirement that the successful tenderer deliver the Community Benefits

offered during the contract period.

(SC Ref:750475)

VI.4) Procedures for review

VI.4.1) Review body

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House,1 Nelson Street,

Greenock

PA15 1TR

Country

United Kingdom