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Tender

Glasgow City Centre Tree Planters and Maintenance

Glasgow City Council

F02: Contract notice

Notice identifier: 2024/S 000-035001

Procurement identifier (OCID): ocds-h6vhtk-04b230

Published 29 October 2024, 12:39pm

Section I: Contracting authority

I.1) Name and addresses

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

Contact

Molly Doherty

Email

molly.doherty@glasgow.gov.uk

Country

United Kingdom

NUTS code

UKM82 - Glasgow City

Internet address(es)

Main address

www.glasgow.gov.uk

Buyer's address

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

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

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

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

Glasgow City Centre Tree Planters and Maintenance

Reference number

GCC006319CPU

II.1.2) Main CPV code

- 71421000 - Landscape gardening services

II.1.3) Type of contract

Services

II.1.4) Short description

This requirement is for the purchase, installation and maintenance of 21 large planters, 21 container grown trees, suitable herbaceous perennials/ornamental grasses (approximately 15-20 per planter) and a suitable soil medium in Glasgow City Centre.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 03452000 - Trees

- 77211500 - Tree-maintenance services
- 71421000 - Landscape gardening services
- 77211600 - Tree seeding

II.2.3) Place of performance

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow City Centre.

II.2.4) Description of the procurement

This requirement is for the purchase, instillation and maintenance of 21 large planters, 21 container grown trees, suitable herbaceous perennials/ornamental grasses (approximately 15-20 per planter) and a suitable soil medium in Glasgow City Centre.

At the point of site placement of the planters, on Argyle Street, Jamaica Street, Union Street and Gordon Street the successful supplier will commence a maintenance programme for 12 months. The repositioning of planters will not affect the fixed maintenance period.

The planters are expected to be in place for around 5 years – 10 years

II.2.5) Award criteria

Quality criterion - Name: Expertise / Weighting: 10

Quality criterion - Name: Programme / Weighting: 10

Quality criterion - Name: Personnel / Weighting: 5

Quality criterion - Name: Methodology / Weighting: 5

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

Price - Weighting: 65

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

system

Duration in months

15

This contract is subject to renewal

No

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

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

Insurance Requirements

Minimum level(s) of standards possibly required

Glasgow City Council's Insurance Requirements are:

- Employer's Liability insurance to the value of at least TEN MILLION (10,000,000 GBP)

POUNDS STERLING in respect of any one claim and unlimited in the period.

- Public Liability Insurance to the value of at least FIVE MILLION POUNDS

STERLING (5,000,000 GBP) in respect of any one claim and unlimited in the period including Pollution and Contamination cover (sudden and unforeseen) and in the aggregate.

- Products Liability insurance to the value of at least FIVE MILLION (5,000,000 GBP)

POUNDS STERLING in respect of any one claim and in the aggregate.

- AT LEAST statutory Motor insurance cover as per the Road Traffic Act 1988.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Question 4C.1

Please provide relevant examples of services carried out in the past three years as specified in the Contract Notice.

Please note that you are required to provide 2 examples of a similar size or value within the last THREE years, from either the public or private sector where you have delivered similar

Tree Planting and Maintenance Services. Relevant examples should indicate project value, brief description and contract details.

Minimum level(s) of standards possibly required

Weighting

The weighting will be out of 100% with 50% attributed to each example. A minimum pass mark of 60 out of 100 is required overall for this question. Any Bidder who fails to achieve the minimum score for this question will be excluded at this stage.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As referred to in ITT Document GCC006319CPU - Tree Planters and GCC006319CPU - Terms and Conditions.

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

8 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: 15 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

8 November 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Bidders must hold certificates for Quality Assurance and Environmental Management Standards or comply with all questions noted in SPD Section 4D.

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.

Bidders must complete Appendix 16 – 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 as Appendix 10.

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

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 27871. 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 10 points is required; community benefit points will be

triggered once the spend reaches 50,000 GBP.

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<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:

Bidders must indicate the type and volume of any Community Benefits outcomes they propose to deliver. The outcomes offered, however, must meet the minimum Community Benefit Points (CBP) as stipulated below:

Minimum Community Benefit Points (CBP) Required = 10

The outcomes may be chosen from any of the Themes available on the Menu.

Bidders must confirm that they will meet these obligations in full by completing the relevant areas within the Community Benefits Menu.

(SC Ref:781494)

VI.4) Procedures for review

VI.4.1) Review body

Glasgow Sheriff Court and Justice of the Peace

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

glasgow@scotcourts.gov.uk

Country

United Kingdom

Internet address

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 ("the 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 conclude the framework agreement. 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 dispatch of the notice referred to in Regulation 85(1) of the Public Contracts (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 conclude the framework agreement system 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.