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Tender

## **Provision of a Removals, Packing and Storage Service for Domestic Properties**

East Renfrewshire Council

F02: Contract notice

Notice identifier: 2023/S 000-037104

Procurement identifier (OCID): ocds-h6vhtk-042666

Published 18 December 2023, 12:23pm

The closing date and time has been changed to:

**5 February 2024, 12:00pm**

See the [change notice](#).

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

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

East Renfrewshire Council

Eastwood HQ, Eastwood Park,

Giffnock

G46 6UG

#### **Contact**

Chris Turner

#### **Email**

[christurner@eastrenfrewshire.gov.uk](mailto:christurner@eastrenfrewshire.gov.uk)

**Telephone**

+44 7587342868

**Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00183](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00183)

**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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of a Removals, Packing and Storage Service for Domestic Properties

Reference number

ERC000322

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

- 63121000 - Storage and retrieval services

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

Services

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

The Housing Service department at East Renfrewshire Council is responsible for the discharge of some statutory duties owed to homeless citizens of East Renfrewshire. Citizens require assistance with the removal, transfer and storage of belongings, sometimes for an unspecified amount of time. East Renfrewshire Council is legally obliged to provide this assistance.

The Council have various types of customers, some of which require short term uplift and storage of belongings; others require a more long term solution.

The approximate level of usage of the service is as follows:

- 66 movements per year (i.e 33 uplifts and redelivery)
- 43 units (250 cubic foot) of storage in use at any given time
- An average of 9 months in storage for each person

The figures above are indicative of the current level of usage of the service. No guarantee can be given in relation to future levels.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PSC-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this OJEU Contract Notice when completing the SPD in PCS-T.

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

Value excluding VAT: £168,000

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

This contract is divided into lots: No

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

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

- 63121100 - Storage services

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance

East Renfrewshire

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

The Contractor will provide removal, transfer and storage of belongings as determined and notified by East Renfrewshire Council Housing Service or Housing maintenance team, in accordance with Health and Safety Regulations and all associated standards.

Contractor will provide a short and long term storage solution, often for an unspecified amount of time, and must demonstrate that they have adequate storage to meet the needs of this contract.

East Renfrewshire Council requires a single Contractor to uplift within a property, all furniture items, goods, fixture/fittings and any other household item (this list is not exhaustive) and deliver to/from properties, with capacity to conduct requests where specified within 48 hours of request for standard requests.

Due to the nature of the service on occasion East Renfrewshire Council may instruct the contractor to carry out an emergency removal, the Contractor will be required to respond

and arrive at the designated property within 4 hours of the request being made. Emergency requests are infrequent approx. 10 per year the contractor may also be required to provide assistance preparing for a move.

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

Quality criterion - Name: Removals Methodology / Weighting: 20

Quality criterion - Name: Implementation / Weighting: 15

Quality criterion - Name: Storage Methodology / Weighting: 20

Quality criterion - Name: Fair Working Practices / Weighting: 5

Quality criterion - Name: Community benefits / Weighting: 10

Quality criterion - Name: Complaints Procedure / Weighting: 10

Quality criterion - Name: Contract Management / Weighting: 10

Quality criterion - Name: Sustainability / Weighting: 5

Quality criterion - Name: Carbon Footprint Reduction / Weighting: 5

Price - Weighting: 60

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

Value excluding VAT: £168,000

#### **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

Up to 2 x 12 month extensions dependant on budget and satisfactory performance

#### **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**

The Council reserves the right to spend up to 250,000 GBP (excluding VAT) over the duration of the contract (Including extensions), should additional requirements for housing be identified, or, to facilitate commercial moves such as office relocation.

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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

Bidders must hold an appropriate operator's licence as issued by the Driver and Vehicle Standards Agency (DVSA)

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

To establish the financial standing of a bidder, the Council will:

Take into account a risk report provided independently by Creditsafe. Within such reports, the risk of business failure is expressed as a score ranging from 1 -100. In the event that a company is determined to have a risk failure rating of below 30 i.e. that the company is considered to have a high risk of business failure, the submission will not be considered further. Where the score is 30+ the Council will consider all information available from the report.

Where you are not registered on credit safe e.g. charitable organisations, new start companies and Sole Traders you are to submit 2 years financial accounts, including Profit & Loss Statement and Balance Sheet for consideration.

It should be noted that in addition to the above checks the Council reserves the right at its own discretion to seek such other information from the applicant in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to determine the applicant's economic and financial standing. Additional information can include an analysis of turnover, solvency ratios and profitability ratios and will be detailed within the Qualification Envelope question within PCS-Tender. The final decision on bidder inclusion rests with the Council.

The successful tender will be expected to maintain a Creditsafe level of 30+ throughout the contract period. The offer of any extension to the contract will be dependent on an acceptable crediting rating of 30+. The council reserve the right to terminate the contract should the financial standing decline to an unacceptable level.

Tenderers should be aware that any outstanding County Court Judgements will have a detrimental effect on the rating held by Credit Safe and it is your responsibility to ensure that the information held by Credit Safe is accurate and up to date - failure to do so will

result in rejection of your submission.

It should be noted that the maximum business that can be passed to a sub-contractor or members of a consortia under this contract cannot be more than 50% of their annual turnover. The council reserves the right to request evidence of the other SPD areas in relation to the selection criteria of suitability, economic and financial standing and quality assurance schemes and environmental management standards. For the avoidance of doubt where a subcontractor or participants of a group who meet the compulsory exclusions grounds shall be replaced at the request of the Council and the Council may request the replacement where the discretionary exclusion grounds are met.

#### Turnover Requirement

Bidders will be required to have a minimum 'general' annual turnover of at least 84,000 GBP for the previous 2 financial years.

Bidders who cannot meet the required level of turnover will be excluded from the tender.

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:

Employer's (Compulsory) Liability Insurance = 5 million GBP

Public Liability Insurance = 5 million GBP

Third Party Motor Vehicle Insurance

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

List and brief description of selection criteria

##### Health and Safety Management

The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 45001 (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 the bidder must have a regularly reviewed and documented policy for Health and Safety management

##### Environmental Management

The bidder must hold a UKAS (or equivalent) accredited independent third-party

certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management

Bidders who intend to use a supply chain to deliver the requirements detailed in the Contract Notice, must confirm they have (or have access to) the relevant supply chain management and tracking systems to ensure a resilient and sustainable supply chain. Bidders must provide a response at SPD Q4.C.4 and this will include confirmation that they have the systems in place to pay subcontractors through the supply chain promptly and effectively, and provide evidence when requested of:

a) their standard payment terms.

b) ?95% of all supply chain invoices being paid on time (in accordance with the terms of contract) in the last financial year.

Bidders unable to confirm (b) must provide an improvement plan, signed by their Director, which improves payment performance. It should be noted that where a bidder is unable to confirm or provide a satisfactory improvement plan the Council reserves the right to remove you from the process.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2C.1 of the qualification envelope.

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

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

Conditions of contract are East Renfrewshire Council Conditions of Contract for the Purchase of services

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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**

Originally published as:

Date

22 January 2024

Local time

12:00pm

Changed to:

Date

5 February 2024

Local time

12:00pm

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**

Tender must be valid until: 22 January 2024

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

Date

22 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: Q3 2027

### **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**

Prompt Payment-The successful tenderer shall, as a condition of being awarded the contract, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these services 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 subcontractors in respect of payments due to any sub-sub-contractors, if any.

The Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period. Failure to supply the information within timeframe requested may result in your bid being rejected & the Council proceeding with the procurement exercise to the next appropriate bidder. Additional information pertaining to this contract notice is contained within the Tender documents. Applicants must ensure they read in line with this contract notice

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25755. 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:

East Renfrewshire Council is committed to maximising community benefits from contracts for works, goods and services in which the

Council has an interest. Community benefits should improve the economic, social or environmental wellbeing of the area. Under this contract the successful Contractor will be requested to support East Renfrewshire Council's economic, environmental and social regeneration objectives to achieve benefits for our identified beneficiary hierarchy.

Tier 1. Targeted recruitment and training for priority employability groups.

Tier 2. Work experience placements for the same target groups.

Tier 3. Curriculum support for schools and those on employability pathways.

Tier 4. Community Enhancement for community groups and projects.

Tier 5. Small and Medium Enterprises and Social Enterprise Organisations supply chain support.

Community Benefits has been included as a mandatory requirement. Minimum Community Benefit Points (CBP) Required - 5 Community Benefits points per year of the contract

(SC Ref:752822)

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

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

Paisley Sheriff Court and Justice of the Peace

Paisley

Country

United Kingdom