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Tender

Grounds Maintenance Contract (including Assisted Garden Maintenance)

Highland Residential (Inverness) Limited

F02: Contract notice

Notice identifier: 2024/S 000-041458

Procurement identifier (OCID): ocds-h6vhtk-04ccc0

Published 23 December 2024, 4:01pm

Section I: Contracting authority

I.1) Name and addresses

Highland Residential (Inverness) Limited

98 – 100 High Street

Invergordon

IV18 0DL

Email

alex.ramsden@highlandresidential.co.uk

Telephone

+44 1349855784

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.highlandresidential.co.uk/0/home/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30339

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Other type

Factor

I.5) Main activity

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Grounds Maintenance Contract (including Assisted Garden Maintenance)

II.1.2) Main CPV code

- 77314000 - Grounds maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Highland Residential is a social enterprise company, a wholly owner subsidiary of Albyn Housing Society Ltd.

Highland Residential is seeking to procure the services of a suitably qualified and experienced contractor(s) for the provision of grounds maintenance to factored sites and assisted garden maintenance (AGM) for eligible tenants' gardens. There is also an element of improvements through landscaping.

There are currently 178 sites where grounds maintenance is required, plus 123 assisted garden maintenance, in various locations across the Highlands.

II.1.5) Estimated total value

Value excluding VAT: £2,050,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lots 1 & 2

II.2) Description

II.2.1) Title

North Highlands including Inverness, Nairn, Alness, Dingwall, Invergordon and other areas

Lot No

1

II.2.2) Additional CPV code(s)

- 77314000 - Grounds maintenance services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Inverness, Alness, Nairn, Invergordon, Wick, Nairn and others

II.2.4) Description of the procurement

This lot includes 159 sites and 114 gardens (numbers subject to change over the duration of the contract).

The purpose is to instil a sense of pride in where our tenants (and owners) enjoy living. Works include:

- Regular grass cutting and maintenance
- Regular shrub/planted areas and hard surfaces maintenance
- Routine maintenance tasks such as leaf clearance and hedge/shrub pruning.
- Litter pick up and disposal
- Planting of new and replacement shrubs, hedges and bulbs etc.
- The design of landscape features as requested by Highland Residential

Having tidy, well-maintained grounds positively impacts on our tenants' (and owners') experience and their overall satisfaction with where they live. It's important that the work is carried out to a consistently high standard, with each site left well-maintained and clean and tidy.

The contractor will be required to submit Key Performance Indicator information and communicate effectively with Highland Residential. Community benefits are contractually required.

II.2.5) Award criteria

Quality criterion - Name: Method Statement / Weighting: 15

Quality criterion - Name: Quality, performance and communications / Weighting: 15

Quality criterion - Name: Resources / Weighting: 20

Quality criterion - Name: Health & Safety / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 10

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £1,825,000

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

2 x 12 months

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Highland Residential may require quotes for additional works over and above the regular maintenance and gardening.

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

Community benefits will be required.

A site visit is mandatory. If a site visit is not carried out, any bid from that bidder will not be compliant.

II.2) Description

II.2.1) Title

Aviemore and Cairngorms

Lot No

2

II.2.2) Additional CPV code(s)

- 77314000 - Grounds maintenance services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Aviemore, Grantown on Spey, Cairngorms

II.2.4) Description of the procurement

This lot includes 19 sites and 9 gardens (numbers subject to change over the duration of the contract).

The purpose is to instil a sense of pride in where our tenants (and owners) enjoy living. Works include:

- Regular grass cutting and maintenance
- Regular shrub/planted areas and hard surfaces maintenance
- Routine maintenance tasks such as leaf clearance and hedge/shrub pruning.
- Litter pick up and disposal
- Planting of new and replacement shrubs, hedges and bulbs etc.
- The design of landscape features as requested by Highland Residential

Having tidy, well-maintained grounds positively impacts on our tenants' (and owners') experience and their overall satisfaction with where they live. It's important that the work is carried out to a consistently high standard, with each site left well-maintained and clean and tidy.

The contractor will be required to submit Key Performance Indicator information and communicate effectively with Highland Residential. Community benefits are contractually required.

II.2.5) Award criteria

Quality criterion - Name: Quality, Performance and Communications / Weighting: 15

Quality criterion - Name: Resources / Weighting: 20

Quality criterion - Name: Health & Safety / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 10

Quality criterion - Name: Method Statement / Weighting: 15

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £195,000

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

2 x 12 month extensions

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Highland Residential may request quotes for additional works on an ad hoc basis, in addition to the regular maintenance and gardening.

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

Community Benefits are required.

Mandatory Site visit required

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

Must have Health & Safety accreditation e.g. SSIP accredited - SafeContractor, CHAS or Constructionline

III.1.2) Economic and financial standing

List and brief description of selection criteria

Public liability insurance GBP5m

Employers Liability insurance GBP5m

Minimum annual turnover of GBP700,000 per annum for Lot 1 and GBP78,000 for Lot 2 in the last 3 years

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please provide 2 examples of past experience from the last 5 years, that provide evidence of experience relevant to the requirements outlined above. Performance data is mandatory. HR reserves the right to contact the referees to validate accuracy.

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Horticultural qualifications are desirable

III.2.2) Contract performance conditions

KPIs included in tender documents

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

28 January 2025

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

IV.2.7) Conditions for opening of tenders

Date

28 January 2025

Local time

12:00pm

Place

Inverness

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: December 2029

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

Please note that you must request a site visit by 8th January 2025 (12.00 midday). A site visit is mandatory.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractscotland.gov.uk/Search/Search_Switch.aspx?ID=786541.

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.

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.

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:

Bidders are required to submit their community benefits as part of their tender response.

(SC Ref:786541)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=786541

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sherriff Court

Inverness

Country

United Kingdom