

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/041458-2024>

Tender

## **Grounds Maintenance Contract (including Assisted Garden Maintenance)**

Highland Residential (Inverness) Limited

F02: Contract notice

Notice identifier: 2024/S 000-041458

Procurement identifier (OCID): ocids-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](mailto: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](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](http://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](http://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.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=786541](https://www.publiccontractsscotland.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](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](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