

**United Kingdom-Glasgow: Grounds maintenance services**  
**OJ S 8/2016 13/01/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Partick Housing Association

Postal address: 10 Mansfield Street

Town: Glasgow

Postal code: G11 5QP

Country: United Kingdom

For the attention of: Mr Michael Monaghan

Telephone: +44 1413573773

Fax: +44 1413531155

**Internet address(es):**

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13703](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13703)

Electronic access to information: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Housing and community amenities

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Partick H.A. Close Cleaning and Backcourt Management and Maintenance Services 2016-2019.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Partick, Glasgow.

NUTS code UKM34 Glasgow City

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

Partick Housing Association is a not for profit social housing provider and is a registered social landlord based in the West of Glasgow.

It is the Association's intention to enter into a contract with a single suitable contractor to carry out their Close Cleaning and Backcourt Management and Maintenance Services.

The required works include:

Grounds maintenance.

Grass Cutting — 14nr cutting visits over the course of each growing season (March/April to September/October of each year of the contract would generally constitute the 'growing season'). All grass areas to be edged with edging iron at each visit on completion of cutting works.

Litter Collection — to be carried out on a fortnightly basis over the course of the full year.

During the growing season the fortnightly litter collection visits will be programmed to coincide with the grass cutting visits. All litter to be cleared and removed from back court and front gardens and paths, hard standings and car parks. Litter is deemed to include leaves. All arisings and clippings to be mechanically collected and disposed off site. All hard standings and bin areas to be brushed and kept weed/leaf free.

Weeding — spray all areas and remove weeds once they have died off. Spraying to be carried out over four separate visits to all areas over the course of each complete growing season.

Moss Control — all backcourt areas — including walls and bin stores, etc. up to a height of 2 m — and front access paths to closes to be sprayed with suitable fungicide and to be hard brushed when moss has dried out. This to be carried out over three separate visits to all areas over the course of each complete growing season.

Shrub Beds and Planters — Four separate visits to all areas over the course of each complete growing season to keep all plants and beds in a neat and tidy and weed-free condition. Beds to be edged as appropriate at each visit to keep tidy.

Trees and Hedges — 3 separate visits to all areas over the course of the growing season.

Prune trees and hedges and remove all waste and arisings from site. Check all ties and stakes are secure. Re-secure (or replace if necessary) any loose ties and stakes and report any dead trees to the Association. Include for tidying all hedge beds and keeping in a neat and weed-free condition at all times.

Winter Maintenance — 4 separate visits over the winter season (October/November to February/March) to all areas. Remove all fallen leaves (in addition to routine fortnightly litter collection which shall be ongoing all year round) and brush all pathways including external front paths leading to close entrances and backcourt hard standing areas. Remove all waste from site. Remove any litter/leaf debris, etc. from all shrub and hedge beds, grass areas and tree grilles and dispose of off site.

Generally — Report to Association areas causing tripping hazard or ponding which may have a Health and Safety implication.

Note: — the above specification is for information purposes and is subject to change prior to tender should the association decide to procure the works based on an 'ouput specification' where exact numbers of visits are not specified but rather the contractor must achieve minimum standard at all sites at any given time throughout the year, regardless of the number of visits required in order to achieve the standard. The exact client requirement to be determined following client and resident consultation to be conducted in January 2016.

Bulk uplifts and bin store uplifts.

Bulk Uplifts — On a weekly basis the Contractor shall uplift all bulk items from backcourt areas to the pavement or agreed pick-up locations for uplift by Glasgow City Council Environmental Protection Services before 11:00 on the specified day.

Bin Stores — Every 2 weeks remove and bag all litter and debris from all bin store areas. Sweep out bin store and report back to client any damage or vandalism.

Power-washing — Every 2 months power-wash and disinfect all bins and bin stores in all areas.

Close cleaning.

Basic Specification — Brush down all hard standing outside front and back steps to pavement and backcourt level. Mop down all hard standing areas using proprietary disinfectants. Clean down all banisters and balustrades. Clear cobwebs. Clean all front and back close doors — inside and out — including any glazed panels. Remove any minor graffiti, gums, etc. from common areas. Advise client of any major graffiti and await further instructions. Clean all close windows and ledges — both internally and externally.

Carpeted Closes — Vacuum all carpets from upper landings to ground floor. Brush down all hard standing outside front and back steps to pavement and backcourt level. Mop down all hard standing areas using proprietary disinfectants. Clean down all banisters and balustrades. Clear cobwebs. Clean all front and back close doors — inside and out — including any glazed panels. Remove any minor graffiti, gums, etc. from common areas. Advise client of any major graffiti and await further instructions. Clean all close windows and ledges — both internally and externally.

New Build — Brush down all hard standing outside front and back steps to pavement and backcourt level. Mop down all hard standing areas using proprietary disinfectants. Clean down all banisters and balustrades. Clear cobwebs. Clean all front and back close doors — inside and out — including any glazed panels. Remove any minor graffiti, gums, etc. from common areas. Advise client of any major graffiti and await further instructions. Clean all close windows and ledges — both internally and externally.

Note — the above close cleaning specifications are for information purposes only and may alter slightly.

The frequency of close cleaning at each address shall be identified in the Stage 2 ITT document however, for indicative purposes, the present regimen includes 73nr closes being cleaned on a weekly basis, 82nr closes being cleaned on a fortnightly basis, 1nr close being cleaned every 3 weeks and 3nr closes being cleaned once per month.

Note: to register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at [http://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=427187](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=427187)

#### **II.1.6. CPV code(s)**

77314000 Grounds maintenance services, 90000000 Sewage, refuse, cleaning and environmental services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: no

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The approximate budget cost of the works is 210 000 GBP per annum.

### **II.2.2. Information about options**

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: no

### **II.3. Duration of the contract or time limit for completion**

Start 1.6.2016. Completion 31.5.2019

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The Contract is to be let for a period of 3 years subject to satisfactory performance against published Key Performance Indicators. The Association will retain an option to extend the contract for a maximum period of a further 2 years on a yearly basis.

Further properties may be added to the contract or properties deducted at the discretion of Partick Housing Association Ltd.

The Contractor will be required to have regular liaison with senior management and site supervision to monitor and refine site practice and quality control.

Contractor's senior management and site supervision to attend monthly contract progress meetings.

The Contractor will be expected to be able to offer tenants am and pm appointment slots.

The contractor will be required to employ a dedicated supervisor on the contract, working exclusively for Partick Housing Association within this contract on a full-time basis. however, the supervisor shall at all times remain the employee of the contractor.

### **III.2. Conditions for participation**

#### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money

laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: (1) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(2) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(3) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

(1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(2) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures;

(3) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(4) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.

(5) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

### **III.3.2. 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: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Price. Weighting 60
2. Quality. Weighting 40

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

ESP: 3762

#### **IV.3.2. Previous publication concerning this procedure**

Prior information notice

Notice number in the OJ S: [2015/S 245-445432](#) of 18.12.2015

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

12.2.2016 - 12:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

24.2.2016

#### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

## **VI.2. Information about European Union funds**

### **VI.3. Additional information**

In assessing minimum standards of economic and financial standing, the following will be considered:

— Your company must be solvent, if not a guarantee from a solvent parent company is acceptable.

— Your turnover in the last 2 consecutive years must be a minimum of 415 000 GBP.

— Partick Housing Association will consider a bidders creditor/debtor turnover ratio and if appropriate seek assurances about its manageability.

Partick Housing Association using the financial information supplied will carry out a financial assessment of the Potential Suppliers and, if considered necessary will also use a third party financial assessment service.

(SC Ref:427187).

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

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

#### **VI.4.2. Review procedure**

#### **VI.4.3. Service from which information about the review procedure may be obtained**

### **VI.5. Date of dispatch of this notice**

12.1.2016