

UK-Oldbury: Tree-maintenance services

OJ S 15/2013 22/01/2013

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Sandwell MBC

Postal address: Procurement Services Sandwell Council House

Town: Oldbury

Postal code: B69 3DB

Country: United Kingdom

For the attention of: Lisa Poole

E-mail: purchasing@sandwell.gov.uk

Telephone: +44 1215693815

Internet address(es):General address of the contracting authority: www.sandwell.gov.ukAddress of the buyer profile: www.sandwell.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**

Regional or local authority

I.3. Main activity

General public services

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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

The Provision of Tree Maintenance Services and Arboricultural Services

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

Services

Service category No 27: Other services

NUTS code UKG34 Dudley and Sandwell

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)

Sandwell Metropolitan Borough Council under the care of the Councils Urban Forestry Unit Ground Care Services deals with the inspection and maintenance of the Councils tree stock. This work is primarily on highways parks and open spaces although they do carry out work on all other Council land where trees are located at the request of the Land Manager.

Additional work is undertaken for Sandwell Homes within the gardens of tenanted homes and sheltered accommodation Sandwell Leisure Trust Sandwell Metropolitan Borough Council Cultural Services Sandwell Education Authority and Sandwell Metropolitan Borough Council Highways Maintenance.

The Council does not assist with work on trees located on private land unless it is deemed to be dead diseased or dangerous.

All trees that fall under the ownership or management of Sandwell Metropolitan Borough Council are protected.

Therefore it is illegal for anyone other than instructed and approved tree surgeons to prune fell or carry out any form of works to these trees.

For this purpose the Council has identified its requirement to establish a Framework Agreement appointing suitably qualified and experienced Contractors.

Responsive service delivery will be required to undertake identified reactive and planned maintenance and arboricultural services relating to trees and shrubs which fall under Sandwell Metropolitan Borough Councils ownership or management on an as and when required basis within the Borough of Sandwell.

The Framework Agreement will include but not limited to provision of the following tree maintenance services and arboricultural services.

Tree pruning tree cutting tree clearing tree maintenance hedge cutting pruning crown reduction tree removal felling sectional dismantling crane assisted tree removals stump removal. stump chemical treatment associated waste removal large shrub removal emergency call out make safe 24 hour response arboricultural advice and tree surveys.

The Council shall determine on an individual project basis throughout the term of this Framework Agreement which particular Services it shall require from time to time based on those Services identified in the Councils Invitation to Tender.

If the Council decides to source services through the Framework Agreement then it may Call Off services those as covered within the schedule of rates submitted as part of the tender submissions in accordance with the terms laid down in the Invitation to Tender.

Standard service Call Off appointments will be awarded utilising the criteria set out in the Framework Agreement which the successful Contractors will be required to complete should they be appointed under this Tender.

In the event of the Council identifying additional tree maintenance services and arboricultural services not yet identified or covered within the schedule of rates submitted as part of the tender submissions in accordance with the terms laid down in the Invitation to Tender the Council will open competition to all successful Tenderers under the Framework Agreement. Additional service CallOff Contracts will be awarded utilising the criteria set out in the Framework Agreement.

II.1.6. CPV code(s)

77211500 Tree-maintenance services, 77211300 Tree-clearing services, 77211400 Tree-cutting services, 77340000 Tree pruning and hedge trimming, 77341000 Tree pruning

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

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

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:

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: The Council shall treat as ineligible and shall not shortlist a Tenderer if the Council has actual knowledge that the Tenderer or its directors or any other person who has powers of representation decision or control of the Tenderer has been convicted of any of the offences detailed within Regulation 23 of The Public Contracts Regulations 2006 which implements Article 45 1 of the 2004 EU Public Sector Procurement Directive.

The successful Tenderer is required to demonstrate that it is of reliable standing having no directors whom have been involved in an organisation that has been liquidated or gone into receivership have no outstanding claims or litigation against the organisation had no contractual damages financial penalties levied against it as a result of failure to perform in accordance with Contract or Framework Agreement conditions in the last 5 years had no Contract or Framework Agreement terminated within the last 5 years or withdrawn from a Contract or Framework Agreement prematurely within the last 5 years.

III.2.2. Economic and financial ability

List and brief description of conditions: Tenderers shall prove to the Council that they are of sufficient stature and have sufficient financial standing to perform the requirements of the Framework Agreement and all Call Off Contracts construed under it.

The Council will obtain an independent financial report for all private limited or public limited companies that have registered trading accounts with Companies House from ICC Information Ltd a business information service provider who undertake assessments of trading accounts that were registered at Companies House.

The Council where appropriate and if necessary in the event of a Tenderer expressing its intention to rely upon the capacities of other entities or members in the group of companies may obtain an independent financial report on such entity or member to determine their ability to provide the necessary resources for performance of Contracts construed under the Framework Agreement.

The Council reserves the right to be provided with an undertaking from the entity or member being relied upon.

The Council shall consider such information as it considers appropriate to determine the economic and financial standing of a Tenderer as set out in the Public Contract Regulations 2006.

The ICC business report provides a procurement limit value.

The procurement limit provides information relating to a company's financial strength which is determined by its tangible net worth taken from the latest financial accounts.

It provides an indication of the strength of the organisation to cope with adverse trading periods.

Tangible net worth is defined as shareholder funds less any intangible assets.

Minimum levels of insurance cover are required.

Minimum level(s) of standards possibly required: The required procurement credit limit for this Framework Agreement has been set at 50 000.

The levels of insurance cover required for the Framework Agreement are as follows:

Public Products Liability Cover 5 Million per claim.

Employers Liability Cover 5 Million per claim.

Professional Indemnity Cover 1 Million per claim.

III.2.3. Technical and professional ability

List and brief description of conditions:

The successful Tenderer is required to have experience of undertaking similar supply provision for 2 Contracts or Framework Agreements within the last 3 years relative to the size scope and nature of the subject matter of the Framework Agreement.

The Company will be required to have a Company biosecurity working practices protocol which meets with all current directives legislation and published best practice industry standards.

The Company will be required to have a Company bat and wildlife working policy document which meets with all current directives legislation and published best practice industry standards.

The Company will be required to have sufficient levels of manpower equipment and vehicles to ensure safe timely and appropriate execution service lead times work planning completion and business continuity plans.

Due to the nature of the Framework Agreements it is a statutory requirement that the Tenderers who are appointed to deliver the Framework Agreement meet and comply with all duties imposed upon them by the Provision of The Health and Safety at Work Act in addition to all other Health and Safety assessments and conditions required by specific regulations and codes of practice relating to the subject matter of the Framework Agreement and requested by

the Council during the term of the Framework Agreement.

The Duty of Care afforded by the appointed Tenderers will be not only to their own employees but also to persons including representatives of Sandwell Metropolitan Borough Council and all users of the land surrounding upon which the services are to be undertaken including members of the public.

The Council will only consider Tenderers who meet the Councils standards for Health and Safety.

For this purpose Tenderers are required to complete the Health and Safety questions within the Invitation to Tender and submit all relating requested documents and information.

The information submitted will be assessed by one of the Councils qualified Health and Safety Officers against the criteria detailed below by the Councils Health and Safety Officer and determined as meeting the required standards clearly showing the protective and preventative measures implemented and thus demonstrating how the Tenderer undertakes service delivery relative to the subject matter of this framework agreement in a safe manner.

Minimum level(s) of standards possibly required:

The successful Tenderer is required to have experience of undertaking similar supply provision for 2 Contracts or Framework Agreements within the last 3 years relative to the size scope and nature of the subject matter of the Framework Agreement.

The Company will be required to have a Company biosecurity working practices protocol which meet with all current directives legislation and published best practice industry standards
The Company will be required to have a Company bat and wildlife working policy document which meets with all current directives legislation and published best practice industry standards.

A minimum of two fully equipped and appropriately qualified 3 man operational arboricultural unit including vehicles and all necessary equipment for the undertaking of tree services on a planned services schedule or emergency call out basis.

The Tenderer is required to detail the number of 3 man operational arboricultural units and the vehicles and equipment available for usage.

Confirmation of the ability to execute and complete planned service delivery within 30 days of receipt of request.

Confirmation of the ability to provide fully equipped and appropriately qualified 3 man operational arboricultural unit including vehicles and all necessary equipment for evening service delivery on a planned service schedule or emergency call out basis.

The Tenderer is required to detail the number of 3 man operational arboricultural units and the vehicles and equipment available for usage.

Successful assessment by CHAS or an SSIP assessment scheme offering equivalence to CHAS within the last 3 years and not withdrawn or expired or the answers provided by the economic operator and all information and documents provided have been assessed against the criteria detailed in the invitation to tender by the Councils Health and Safety Officer and determined as meeting the required standards clearly demonstrating they have a health and safety management system in place with protective and preventative measures implemented and thus demonstrating how the Tenderer undertakes service delivery relative to the subject matter of this framework agreement in a safe manner.

The Tenderer is required to be able to comprehensively demonstrate that it has sufficiently ensured quality assurance on other Contracts or Framework Agreements relative to the subject matter of the Framework Agreement opportunity with particular regards to continuous delivery and maintenance of quality assurance.

The Tenderers response must include an evidenced statement and details of the following key principles.

Evidence of Independent Quality Accreditation such as ISO9001 or an acceptable European

equivalent if held.

How it has managed and developed other Contracts or Framework Agreements.

The quality assurance processes operated to prevent and address incorrect service delivery and provision.

How it deals with and responds to enquiries from customers in relation to the provision of advice.

Monitoring and management of employees.

How it dealt with complaints and disputes and resolved such together with indicative timescales and the persons responsible for speedy and satisfactory conclusion.

Details of management information provided.

How it ensured key performance indicators were adhered to monitored and reported upon.

How it measured and reported upon customer satisfaction.

Confirmation of the ability to provide fully equipped and appropriately qualified 3 man operational arboricultural unit including vehicles and all necessary equipment for evenings Monday to Friday and Saturday working on a planned service schedule or emergency call out basis The Tenderer is required to detail the number of 3 man operational arboricultural units and the vehicles and equipment available for usage.

Confirmation of the ability to provide fully equipped and appropriately qualified 3 man operational arboricultural unit including vehicles and all necessary equipment for Sunday working on a planned service schedule or emergency call out basis The Tenderer is required to detail the number of 3 man operational arboricultural units and the vehicles and equipment available for usage.

Confirmation of the ability to execute emergency service delivery within a maximum of 1.5 hours of receipt of request.

Details of business continuity plans for major incidents such as swine flu epidemic in the case of all staff being ill.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: yes

Reference to the relevant law, regulation or administrative provision: The Tenderer is required to be an Arboricultural Association Approved Contractor or a suitable European equivalent. The Tenderer will be required to evidence the assessment criteria of any equivalent proposed to confirm how this is equal to or greater than the assessment criteria of the Arboricultural Association accreditation.

The Tenderer is required to have appropriately qualified managerial staff whom are responsible for the ensuring of safe and appropriate execution of tree maintenance services and arboricultural services and advice qualified to minimum standards such as ISA Certified Arborists Royal Forestry Society Certificate in Arboriculture RFS Cert Arb City and Guilds Phase II. Certificate in Arboriculture The Arboricultural Association Technicians Certificate AA Tech Cert National Certificate and National Diploma in Arboriculture NCArb ND Arb Higher National. Certificate and Higher National Diploma in Arboriculture HNC HND FDS Sc The Royal Forestry Society Professional Diploma PD ArbRFS.

The Tenderer is required to have appropriately qualified operational staff whom are responsible for the ensuring of safe and appropriate execution of tree maintenance service and advice qualified to minimum standards of the National Proficiency Tests Council in the use of chainsaws tree climbing aerial rescue and the use of chippers and stump grinders NPTC.

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

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

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

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

IV.3.2. Previous publication concerning this procedure

no

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

Time limit for receipt of requests for documents or for accessing documents: 26.2.2013 - 17:00
Payable documents: no

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

4.3.2013 - 12:00

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

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

Duration in days: 120 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

This tender exercise is being executed electronically in conjunction with a company called eThree via their externally hosted web server.

If you are interested in participating in this tender exercise you will need to register on eThrees website at the following address <http://e-three.force.com/supplierzone>

Then follow the registration procedure.

There are self help registration guides and videos to assist you.

Should you have any problems at this stage eThree provide both email and telephone support.

Links and numbers are listed on the registration page.

Following registration please confirm by email to TSPCM_team@sandwell.gov.uk in order for your company to be invited to participate.

If you have any technical queries relating to the electronic tendering process please contact the eSourcing Team at the following email address or contact them directly

TSPCM_team@sandwell.gov.uk

Sam Tuner

Tel: +44 1215693619

Anita Patel

Tel: +44 1215693809

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**

17.1.2013