

**United Kingdom-Edinburgh: Floor coverings**

OJ S 41/2020 27/02/2020

Contract notice

Supplies

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Hanover (Scotland) Housing Association

Postal address: 95 McDonald Road

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH7 4NS

Country: United Kingdom

Contact person: Will Anderson

E-mail: [cpt@hanover.scot](mailto:cpt@hanover.scot)

Telephone: +44 1313707455

**Internet address(es):**Main address: <http://www.hanover.scot>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12742](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12742)**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**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 abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Housing and community amenities

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

CR-H0434 Provision and Installation of Floor Coverings Contract 2020-24

Reference number: CR-H0434

**II.1.2. Main CPV code**

44112200 Floor coverings

**II.1.3. Type of contract**

Supplies

**II.1.4. Short description**

The contract will cover approx.164 developments throughout Scotland which can be found at Appendix 1 and is split into East, North and West. Due to the proximity of some of the developments to both the East and West areas, Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

Please state which lots you are applying to bid for on the pricing schedule. These must agree with your ESPD submission.

**II.1.5. Estimated total value**

Value excluding VAT: 935 700,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

**II.2. Description**

**II.2.1. Title**

North Area  
Lot No: 2

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

44112200 Floor coverings

**II.2.3. Place of performance**

NUTS code: UKM5 North Eastern Scotland  
Main site or place of performance: As listed in Appendix 1 Geographic Lots — Doc 1.

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

Requirement

Supply, deliver and install flooring to internal areas as instructed.

Provision of quarterly spend reports by development and by product category.

Provision of price and product updates.

Deliveries and fittings by pre-arrangement – on-site staff are available during certain ‘core’ hours only which vary depending on the number of units within each development.

Tenant consultation must be carried out, when choosing flooring. Provision of reasonable sized samples to allow tenant consultation for each project when choosing flooring. Liaison with development managers is required to facilitate this.

Provision of a reverse logistics approach for removal of old flooring and its disposal or recycling in accordance with the appropriate environmental regulations and legislation.

Provision of a nominated point of contact to provide a support link between development and supplier to deal with order or delivery anomalies as they occur.

Provision of customer satisfaction surveys to capture feedback of the service from both a staff and tenant perspective.

Provision of storage capacity of orders pre-delivery.

Provision of a flooring repairs service

Attendance at regular contract and service delivery review meetings to be held at Hanover's head office in Edinburgh.

Carry out any repairs or preparation required to sub floor before the laying of new flooring. This includes but is not restricted to screed or fitting a base plywood floor as appropriate and identified in the site survey.

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

Criteria below

Quality criterion - Name: Understand contract requirements / Weighting: 30 %

Quality criterion - Name: Customer service / Weighting: 20 %

Quality criterion - Name: Corporate social responsibility / Weighting: 10 %

Cost criterion - Name: Ultimate cost / Weighting: 40 %

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

Value excluding VAT: 935 700,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/05/2020 End: 30/04/2021

This contract is subject to renewal: yes

Description of renewals:

The service will be required from 1.5.2020 and be for 1 year initially with an option to extend year on year for a further 3 years, dependent on satisfactory performance until 30.4.2024.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

The contract will cover approx. 164 developments throughout Scotland which can be found at Appendix 1 and is split into East, North and West. Due to the proximity of some of the developments to both the East and West areas, Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

#### **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**

Should a tenderer wish to go for more than one lot, a single ESPD would cover all lots. NOTE: any subcontractors would have to submit an individual ESPD per contractor.

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

#### **II.2.1. Title**

CR-H0434 — Provision and Installation of Floor Coverings 2020-24

Lot No: 3

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

44112200 Floor coverings

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

NUTS code: UKM8 West Central Scotland

Main site or place of performance: A per listed in Appendix 1 Geographical lots — Doc 1.

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

The contract will cover approx.164 developments throughout Scotland which can be found at Appendix 1 and is split into East, North and West. Due to the proximity of some of the developments to both the East and West areas, Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

Please state which lots you are applying to bid for on the pricing schedule. These must agree with your ESPD submission.

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

Criteria below

Quality criterion - Name: Understand contract requirements / Weighting: 30 %

Quality criterion - Name: Customer service / Weighting: 20 %

Quality criterion - Name: Corporate social responsibility / Weighting: 10 %

Cost criterion - Name: Ultimate cost / Weighting: 40 %

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

Value excluding VAT: 935 700,00 GBP

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/05/2020 End: 30/04/2021

This contract is subject to renewal: yes

Description of renewals:

13. The service will be required from 1.5.2020 and be for 1 year initially with an option to extend year on year for a further 3 years, dependent on satisfactory performance until 30.4.2024.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: yes

Description of options:

The contract will cover approx.164 developments throughout Scotland which can be found at Appendix 1 and is split into East, North and West. Due to the proximity of some of the developments to both the East and West areas, Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

#### **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**

Should a tenderer wish to go for more than one lot, a single ESPD would cover all lots. Note: any subcontractors would have to submit an individual ESPD per contractor.

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

#### **II.2.1. Title**

East Area

Lot No: 1

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

44112200 Floor coverings

**II.2.3. Place of performance**

NUTS code: UKM7 Eastern Scotland

Main site or place of performance: As listed in Appendix 1 (Doc 1).

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

The contract will cover approx.164 developments throughout Scotland which can be found at Appendix 1 and is split into East, North and West. Due to the proximity of some of the developments to both the East and West areas, Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

Please state which lots you are applying to bid for on the pricing schedule. These must agree with your ESPD submission.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Understand contract requirements / Weighting: 30 %

Quality criterion - Name: Customer service / Weighting: 20 %

Quality criterion - Name: Corporate social responsibility / Weighting: 10 %

Cost criterion - Name: Ultimate cost / Weighting: 40 %

**II.2.6. Estimated value**

Value excluding VAT: 935 700,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/05/2020 End: 30/04/2021

This contract is subject to renewal: yes

Description of renewals:

The service will be required from 1.5.2020 and be for 1 year initially with an option to extend year on year for a further 3 years, dependent on satisfactory performance until 30.4.2024.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Hanover reserves the right to move these developments between East and West. Hanover reserves the right to add or subtract developments throughout the life of the contract.

Please state which lots you are applying to bid for on the pricing schedule. These must agree with your ESPD submission.

**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**

Should a tenderer wish to go for more than one lot, a single ESPD would cover all lots. Note: any subcontractors would have to submit an individual ESPD per contractor.

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

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### 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:

Hanover (Scotland) Housing Association requires the design, supply, delivery and installation of flooring for the communal areas of our rented developments. This includes all communal areas as instructed. The service will include:

- interior design – offering advice on colour and style,
- site survey and measurement,
- quotations provided quickly and in a clear format that includes all costs inclusive of VAT,
- flooring selection process,
- final installation,
- removal and safe and ethical disposal of any packaging materials from site,
- remove all old replaced flooring from site and dispose of this safely and ethically,
- all flooring materials must be from sustainable sources and evidence provided by appropriate documentation,
- in some instances channelling of solid floors may be required prior to screeding or flooring being placed in-situ, this will be for the installation of structured wiring.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

#### III.2.2. Contract performance conditions

Should you be chosen as the successful tenderer, the basis of appointment will be by a formal contract (SMWC). Hanover shall conduct a formal review of contractor performance after each year. The review will measure the contractor's performance against agreed key performance indicators (KPIs) which may involve customer satisfaction and sustainability.

If the contractor's performance against these agreed KPI's is deemed by Hanover to be consistently negative and poor, the contractor will receive 3 months notice, of Hanover's intention to terminate the contract without prejudice.

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Open procedure

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

#### 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.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2016/S 213-387685](#)

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 25/03/2020 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **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: 30/04/2020

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

Date: 01/04/2020 Local time: 12:00

Place:

PCS Portal.

Information about authorised persons and opening procedure: Irene Saunders — BIM Will Anderson — PM

### **Section VI: Complementary information**

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

This is a recurrent procurement: no

#### **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**

Checklist

34) In order to allow Hanover (Scotland) housing association to fully evaluate completed tenders, tenderers are advised to ensure that their responses include all of the following information:

34.1) ESPD completed in full

34.2) Schedule 1 – Fully completed invitation to tender (ITT) document including:

Criterion A: ultimate cost — fully completed pricing schedule and FOT: ultimate cost;

Criterion B: Statement outlining response to award criterion B: understanding contract requirements – note that response must be limited to 3 No A4 pages;

Criterion C: Statement outlining response to award criterion C: customer service – note that response must be limited to 3 No A4 pages;

Criterion D: Statement outlining response to award criterion D: corporate social responsibility – note that response must be limited to 2 No A4 pages.

34.3) Schedule 2: signed statement of compliance or ability to comply with the specifications, scope of requirements and terms and conditions as set out in this document;

34.4) Schedule 3: fully completed parent company guarantee (if applicable);

34.5) Schedule 4: fully completed freedom of information request (if applicable);

34.6) Schedule 5: non-collusion certificate;

34.7) Schedule 6: conflict of interest;

34.8) Schedule 7: anti-corruption;

34.9) Schedule 8: declaration regarding statutory terms for all workers.

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=615828](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=615828).

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. (SC Ref:615828).

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

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

Official name: Edinburgh Sheriff Court/Sheriff Court House

Postal address: 27 Chamber Street

Town: Edinburgh

Postal code: EH1 1LB

Country: United Kingdom

Telephone: +44 1312252525

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

24/02/2020