

**United Kingdom-Paisley: Storage and warehousing services**

OJ S 46/2020 05/03/2020

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: The Renfrewshire Council

Postal address: Renfrewshire House, Cotton Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1JB

Country: United Kingdom

E-mail: [graeme.clark@renfrewshire.gov.uk](mailto:graeme.clark@renfrewshire.gov.uk)

Telephone: +44 3003000300

**Internet address(es):**Main address: <http://www.renfrewshire.gov.uk>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00400](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00400)**I.1. Name and addresses**

Official name: Renfrewshire Leisure Ltd

Postal address: The Lagoon Centre, Christie Street

Town: Paisley

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Postal code: PA1 1NB

Country: United Kingdom

E-mail: [julie.telford@renfrewshire.gov.uk](mailto:julie.telford@renfrewshire.gov.uk)

Telephone: +44 1416187390

**Internet address(es):**Main address: <http://www.renfrewshireleisure.com>Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA23182](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23182)**I.2. Information about joint procurement**

The contract involves joint procurement

**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.publictendersscotland.publiccontractsscotland.gov.uk/>**I.4. Type of the contracting authority**

Regional or local authority

## **I.5. Main activity**

General public services

## **Section II: Object**

---

### **II.1. Scope of the procurement**

#### **II.1.1. Title**

Removal, Relocation and Warehouse Storage Services

Reference number: RC-CPU-18-500

#### **II.1.2. Main CPV code**

63120000 Storage and warehousing services

#### **II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The Council is seeking to establish a multi supplier ranked framework agreement for removal, relocation and warehouse storage services for the Council and Renfrewshire Leisure Ltd.

#### **II.1.5. Estimated total value**

Value excluding VAT: 500 000,00 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**

Removal, Relocation and Warehouse Storage Services for Ad-hoc requirements

Lot No: 1

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

98340000 Accommodation and office services, 63122000 Warehousing services

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

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire

Main site or place of performance: Renfrewshire.

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

Service providers appointed onto the framework will be required to undertake the following related services:

Removal and relocation services: dis-assembly, removal or relocation and rebuild of office furniture items and storage units, monitor arms, desk power supplies from one office premises to another. Disposal and recycling of obsolete, defective or life expired items, processed to comply with Waste recycling and WEEE regulations.

Removal and warehouse storage services — removal of office furniture or equipment from a premises and delivered to and stored at the service providers warehouse storage facility using Inventory management storage techniques.

The Council would expect as a minimum the following items to be transported and be available at site:

Pallet skates, Qty 4

Hydraulic moving lifting trolleys with securing straps; CE test certificates Qty 1  
Sack barrows, Qty 4  
Double sided trolley with securing straps /cage for desks; Qty 2  
For vehicle loading a tailgate loading or a vehicle lifting jib -all vehicles  
Vehicle storage compartments /frame for safe distributed/securing of loads  
Electric power tools Qty 4 for dismantling or assembling furniture items  
Move storage crates  
Toolkit Qty 4  
Cleaning equipment  
PPE safety wear

Lot 1 of the framework may also be utilised by Renfrewshire Leisure Ltd. Should Renfrewshire Leisure Limited award any contracts under the framework the contract shall be between Renfrewshire Leisure Ltd and the service provider.

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

Criteria below

Quality criterion - Name: Community benefits outcome menu / Weighting: 3

Quality criterion - Name: Community benefits supporting methodology / Weighting: 2

Quality criterion - Name: Fair work practices / Weighting: 5

Quality criterion - Name: Methodology and approach for removal services and office accommodation changes / Weighting: 10

Quality criterion - Name: Methodology and approach for warehouse storage of inventory or property / Weighting: 2

Quality criterion - Name: Inventory procedure / Weighting: 2

Quality criterion - Name: Warehouse storage facilities / Weighting: 2

Quality criterion - Name: Training records / Weighting: 3

Quality criterion - Name: Business continuity and contingency plan / Weighting: 1

Price - Weighting: 70

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

Value excluding VAT: 375 000,00 GBP

#### **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:

The framework agreement will be for an initial period of three (3) years with the option, at the sole discretion of Renfrewshire Council, to extend the framework agreement for a period of one (1) year up to a maximum contract period of four (4) years.

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

Variants will be accepted: no

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

Options: no

#### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **II.2. Description**

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

Removal, Relocation and Warehouse Storage Services for Homeless Services  
Lot No: 2

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

63120000 Storage and warehousing services, 98392000 Relocation services

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

NUTS code: UKM83 Inverclyde, East Renfrewshire and Renfrewshire  
Main site or place of performance: Renfrewshire.

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

Service providers appointed onto the framework will be required to undertake the following related services:

Removal and relocation services — removal and relocation of furniture and personal belongings from one premises to another

Removal and warehouse storage services — removal of furniture and personal belongings from a premises and delivered to and stored at the service providers warehouse storage facility  
The Council would expect as a minimum the following items to be transported and be available at site:

Pallet skates, Qty 4

Hydraulic moving lifting trolleys with securing straps; CE test certificates Qty 1

Sack barrows, Qty 4

For vehicle loading a tailgate loading or a vehicle lifting jib -all vehicles

Vehicle storage compartments/frame for safe distributed/ securing of loads

Electric Power tools Qty 4 for dismantling or assembling furniture items

Toolkit Qty 4

Cleaning equipment

PPE safety wear

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

Criteria below

Quality criterion - Name: Community benefits outcome menu / Weighting: 3

Quality criterion - Name: Community benefits supporting methodology / Weighting: 2

Quality criterion - Name: Fair work practices / Weighting: 5

Quality criterion - Name: Methodology and approach for removal services / Weighting: 10

Quality criterion - Name: Methodology and approach for warehouse storage of property / Weighting: 2

Quality criterion - Name: Inventory procedure / Weighting: 2

Quality criterion - Name: Warehouse storage facilities / Weighting: 2

Quality criterion - Name: Training / Weighting: 3

Quality criterion - Name: Business continuity and contingency plan / Weighting: 1

Price - Weighting: 70

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

Value excluding VAT: 125 000,00 GBP

### **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:

The framework agreement will be for an initial period of three (3) years with the option, at the sole discretion of Renfrewshire Council, to extend the framework agreement for a period of one (1) year up to a maximum contract period of four (4) years.

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

Variants will be accepted: no

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

Options: no

### **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**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **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:

Tenderers are required to be a member of the British Association of Removers (BAR) or an equivalent body.

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

List and brief description of selection criteria:

4B.5.1 The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant contract notice (employer's compulsory liability insurance).

4B.5.2 The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant contract notice (For other insurances).

4B.6 Concerning any other economic or financial requirements, that may have been specified in the relevant contract notice, the bidder declares that:

Minimum level(s) of standards possibly required:

4B.5.1 - 4B.5.3 It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Lot 1

Employer's (compulsory) liability insurance = minimum GBP 5 million

Public liability = minimum GBP 1 million

Building and contents insurance = bidders should provide evidence that their property policy extends to cover their clients' assets in their custody and care. Bidders will be required to provide evidence by way of a letter from their insurance broker.

Statutory third party motor vehicle cover = GBP 5 million

Lot 2

Employer's (compulsory) liability insurance = minimum GBP 5 million

Public liability = minimum GBP 1 million

Buildings and contents insurance = bidders should provide evidence that their property policy extends to cover their clients' assets in their custody and care. Bidders will be required to provide evidence by way of a letter from their insurance broker.

Statutory third party motor vehicle cover = GBP 5 million

4B.6 The Council will use a Dun and Bradstreet (D&B) failure score of 20 or above.

It is recommended that bidders review their own D&B failure score in advance of submitting their ESPD submission. If, following this review, bidders consider that the D&B failure score does not reflect their current financial status; the bidder should give an explanation within the ESPD Submission, together with any relevant supporting independent evidence.

Where the bidder is under no obligation to publish accounts and therefore does not have a D&B failure score, they must provide their audited financial accounts for the previous 2 years as part of their ESPD Submission in order that the Council may assess these to determine the suitability of the bidder to undertake a contract of this size.

Where the bidder intends to sub-contract more than 25 % of any contract value of a single sub-contractor, the bidder may be required to provide a D&B comprehensive report on all the sub-contractors they intend to utilise. The Council reserves the right to request one copy of all sub-contractor last 2 financial years' audited accounts and details of significant changes since the last financial year end.

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

List and brief description of selection criteria:

4C.1.2 For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last 3 years as specified in the contract notice:

4C.9 Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:

4C.10 Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract.

4D.1 Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?

4D.2 Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards?

Minimum level(s) of standards possibly required:

4C.1.2 Bidders will be required to provide examples that demonstrate that they have relevant experience to deliver the services/supplies as described in part II.2.4) of the OJEU contract notice or the relevant section of the site notice. Bidders are required to provide two examples per lot the bidder is bidding for.

4C.9 Bidders will be required to demonstrate that they have (or have access to) the relevant tools, plant or technical equipment to deliver the types of requirements detailed in II.2.4) in the OJEU contract notice or the relevant section of the site notice for the lot/lots the bidder is bidding for.

4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4D.1 Quality management procedures

1) The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

Or

2) The bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

4D.2 Environmental management

1) The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

Or

2) The bidder must have the following:

Documented arrangements checking, reviewing and where necessary improving, the bidder's environmental management performance and the environmental impact of this organisation, demonstrating that it has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic intervals. These must include details of the procedures in place to access and deal with environmental risks.

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

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 6 In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/a

#### **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: 06/04/2020 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: 03/09/2020

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

Date: 06/04/2020 Local time: 12:00

Place:

Renfrewshire House, Paisley.

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

---

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

If the services are still required following expiry of the framework then a re-tender may take place.

#### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

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

The recommended tenderer(s) will be required to provide at request for documentation stage the following documents:

Health and safety questionnaire and supporting documents.

S1 equalities questionnaire

S2 equalities declaration

S3 tender compliance certificate

S4 no collusion certificate

S5 prompt payment certificate

S9 list of proposed domestic sub-contractors

QMS certification/policy

EMS certification/policy

Insurance certificates/broker letter

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 15705. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343> (SC Ref:614810)

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

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

Official name: Please see Section VI.4.3

Town: Please see Section VI.4.3

Country: United Kingdom

##### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

An economic operator that suffers, or risks suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 (as amended) may bring proceedings in the Sheriff Court or the Court of Session.

#### **VI.5.**

**Date of dispatch of this notice**

02/03/2020