

United Kingdom-Belfast: Grounds maintenance services
OJ S 67/2015 04/04/2015
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Helm Housing Ltd
Postal address: Helm House, 38-52 Lisburn Road
Town: Belfast
Postal code: BT9 6AA
Country: United Kingdom
Contact person: Rand Associates Consultancy Services Ltd UKN
For the attention of: David Miller
E-mail: etenders@rand-associates.co.uk
Telephone: +44 1737249475
Fax: +44 1737242012

Internet address(es):

General address of the contracting authority: www.helmhousing.org
Address of the buyer profile: www.helmhousing.org

Additional information can be obtained from:

Official name: Rand Associates Consultancy Services Ltd
Postal address: Bell House, 107 Bell Street
Town: Reigate
Postal code: RH2 7JB
Country: United Kingdom
For the attention of: David Miller
E-mail: etenders@rand-associates.co.uk
Telephone: +44 1737249475
Fax: +44 1737242012

Internet address: <https://etenders.rand-associates.co.uk>

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

Official name: Rand Associates Consultancy Services Ltd
Postal address: Bell House, 107 Bell Street
Town: Reigate
Postal code: RH2 7JB
Country: United Kingdom
For the attention of: David Miller
E-mail: etenders@rand-associates.co.uk
Telephone: +44 1737249475
Fax: +44 1737242012
Internet address: <https://etenders.rand-associates.co.uk>

Tenders or requests to participate must be submitted: Official name: Rand Associates Consultancy Services Ltd
Postal address: Bell House, 107 Bell Street

Town: Reigate
Postal code: RH2 7JB
Country: United Kingdom
For the attention of: David Miller
E-mail: etenders@rand-associates.co.uk
Telephone: +44 1737249475
Fax: +44 1737242012
Internet address: <https://etenders.rand-associates.co.uk>

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

II.1. Description

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

Estate Services — Periodic and Routine Grounds Maintenance and Estate Services.

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

Services

Service category No 1: Maintenance and repair services

Main site or place of performance: Various schemes in Northern Ireland.

NUTS code UKN Northern Ireland

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)

The Contracting Authority owns and manages more than 163 general needs, sheltered and supported housing schemes in and around Northern Ireland. The Contracting Authority's mission is to create strong and sustainable communities where people flourish and they are committed to making a positive difference to peoples's lives.

The quality of the Grounds Maintenance Services the Contracting Authority provides is therefore of paramount importance in ensuring customer satisfaction in the services they deliver. The Contracting Authority are seeking therefore to appoint a Service Provider who can deliver Grounds Maintenance Services to the highest possible standards and can demonstrate to the satisfaction of the Contracting Authority a proven track record in the delivery of these services.

Expressions of interest are welcome from not only suitable Service Providers but also social enterprises providing they are able to comply with the minimum levels for participation as set out herewith.

The successful Service Provider must be able to show a commitment to providing effective services that provide value for money to the Contracting Authority and its tenants and customers. The successful Service Provider will need to have demonstrated a commitment to

addressing welfare to work/worklessness, focussing on the young and long term unemployed on estates. The Contracting Authority will also be seeking to encourage the Service Provider to engage with social enterprises in the delivery of services and will require the successful Service Provider to co-operate with the Contracting Authority in working towards a partnership approach to operating the service and managing the contract.

The Contract will be for 12 months commencing on or about the 1.7.2015 and with the option for an extension to this initial period for a period of up to a further 24 months all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

The Contracting Authority reserves the right to withdraw from this procurement procedure at anytime without awarding a contract. Applicants are to be responsible for all of the costs and expenses they incur as a result of participating in this procurement process irrespective of whether the procedure is completed or is abandoned without any appointment.

Tenderers should note that, during the Contract period, other Department for Social Development Registered Housing Associations in Northern Ireland may join the Employer by acceding to the Contract and require Works to be provided to them under the Contract. For a list of all Registered Housing Associations that may potentially seek to use this Contract, Tenderers should refer to the Department for Social Development website www.dsdni.gov.uk

II.1.6. CPV code(s)

77314000 Grounds maintenance services, 77340000 Tree pruning and hedge trimming, 77312000 Weed-clearance services, 77312100 Weed-killing services, 45112710 Landscaping work for green areas

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

The procurement is covered by the Government Procurement Agreement: no

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 Contracting Authority is seeking Service Provider(s) to provide Grounds Maintenance Services to their various schemes located in Northern Ireland. The total property portfolio comprises over 163 general needs, sheltered, and supported housing schemes in receipt of grounds maintenance services. Full details of all schemes that receive grounds maintenance services and which are to be included in the proposed contract are provided in the tender documents. Units and schemes may be added or deleted both prior to tender and during the contract period in accordance with the Trusts development and acquisitions/disposals programme.

The proposed scope of the Grounds Maintenance Services will comprise but not be limited to external common area litter picking, bulk debris/fly tipping removal, grass cutting, shrub/rose bed maintenance, hedge maintenance, weed/moss control, culvert clearing works, environmental works, sweeping and litter picking to hard surface areas, litter picking to horticultural areas and other activities generally associated with landscaping/grounds maintenance as will be specified in the tender documents. Optional grounds maintenance works to tenants gardens and to void properties will also be included in the tender documents.

The provision of an 'on-demand' out of hours service will also be required. Further comprehensive details of the scope of Grounds Maintenance services is provided in the tender documents

Service Provider(s) must be able to show a commitment to providing effective services that provide value for money. The proposed contract period will be 12 months commencing on or about the 1.7.2015 and with the option for an extension to this initial period for a period of up to a further 24 months all subject to provisions for earlier termination including a break clause and annual renewals based on meeting and maintaining Key Performance Indicators.

The Service Provider(s) will be required to provide a customer focused service and show commitment to providing effective services that provide value for money to the Contracting Authority and their residents and must be responsive to achieve collaborative working practises, innovation and continuous improvement.

TUPE may apply in respect of contractors currently undertaking the service.

The Contract will be based on the NHF 2011 Form of Contract 2011 (Rev 2:2014) (Estate Services) incorporating aspects of the M3NHF Schedule of Rates: Estate Services Version 6.2. The core services have an estimated value of approximately 145 000 GBP per annum.

Optional services and responsive maintenance in connection with the Core Services may be procured at the discretion of the Contracting Authority, there will be no guarantee as to the minimum value of the optional services and responsive maintenance, the optional services and responsive maintenance have an estimated annual value up to approximately 30 000 GBP.

Estimated value excluding VAT: 525 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The Contracting Authority will have the Option to extend the Contract Period from its initial 12 month term by a further period of up to 24 months by means of one or more extensions.

Provisional timetable for recourse to these options:
in months: 12 (from the award of the contract)

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: 36 (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

Any deposits, bonds or guarantees required by the Contracting Authority are set out in the Tender Documents.

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

As detailed in the Tender Documents.

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

Where Economic Operators intend to form a consortium they may be required to incorporate a

company to form a special purpose vehicle. Economic Operators forming a consortium will be expected to have joint and several liability.

III.1.4. Contract performance conditions

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

Description of particular conditions: Details of any conditions are set out in the Tender Documents, these may include conditions relating to environmental and social requirements.

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: All Economic Operators that respond to this notice will receive as part of the Tender Documentation, a Financial, and Technical Capacity and Capability Statement to be completed requiring financial and technical capacity data.

III.2.2. Economic and financial ability

List and brief description of conditions: The information and formalities set out in Article 47 of Directive 2004/18/EC and the Public Contracts Regulations 2015. These requirements are set out in the Statement referred to in 111.2.1 above.

Minimum level(s) of standards possibly required: (if applicable)

These are set out in the Statement.

Minimum level(s) of standards possibly required: A minimum annual turnover of 350 000 GBP.

III.2.3. Technical and professional ability

List and brief description of conditions:

The information and formalities set out in Article 48 of Directive 2004/18/EC and the Public Contracts Regulations 2015. These requirements are set out in the Statement referred to in 111.2.1.

Minimum level(s) of standards possibly required:

These are set out in the Statement.

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: no

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: no

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

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

ES/HMTC/15

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: 23.4.2015 - 17:00
Payable documents: no

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

30.4.2015 - 13:00

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 months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

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

Economic operators are advised that TUPE provisions may apply in respect of this procurement.

All documentation can be downloaded from <https://etenders.rand-associates.co.uk>
eTender@Rand is Rand Associates Consultancy Services Ltd's e-procurement portal (the 'Portal') for downloading/submission of tender documentation, and communicating requests for and responses to clarification.

All requests for Tender Documentation, communications and submissions of Tenders must be made via the Portal, which can be accessed at <https://etenders.rand-associates.co.uk>

After creating an account on eTenders@Rand, users will receive an email with a link to activate their account.

Once activated and logged in, users will need the following code to register for the Tender Documentation: HelmGM1

Economic operators may seek clarification where they consider any part of the documentation or any other aspect of this procurement is unclear. All queries and any clarification must be communicated using the secure email messaging function within the Portal, but to be received no later than 17:30 on 23.4.2015. This will provide an audit trail of all clarification requests and responses issued. It will not be possible to respond to any queries received after that stipulated date and time.

It is the economic operators' responsibility to regularly monitor communications raised and issued through the Portal. Responses to requests for clarification will be communicated by Rand Associates Consultancy Services Ltd to all economic operators through the Portal secure email messaging system. The identity of the economic operator seeking clarification will not be disclosed to other economic operators.

When uploading Tender Documentation, economic operators must be aware of any speed limitations of their internet connection, system configuration and general web traffic etc. as these may impact on the time taken to complete the transaction. Uploading of submissions must be completed by the deadline closing date and time. Do not wait until too near the closing time on the return date. The closing deadline for uploading completed Tender submissions is 30.4.2015 at 13:00 Please note that the Portal will not permit tender submissions to be uploaded after the closing deadline. Tender submission documents will be visible to Helm Housing Ltd and Rand Associates Consultancy Services Ltd only after the closing deadline.

Should users have any queries, or experience difficulties with the registration or download /upload system, they should contact the eTenders@Rand helpdesk by calling +44 1737225077 (ask for Paul Dugdale or Jonathan Case) or email etenders@rand-associates.co.uk

VI.4. Procedures for review

VI.4.1. Review body

Official name: Royal Courts of Justice

Postal address: Chichester Street

Town: Belfast

Postal code: BT1 3JF

Country: United Kingdom

Body responsible for mediation procedures

Official name: Royal Courts of Justice

Postal address: Chichester Street

Town: Belfast

Postal code: BT1 3JF

Country: United Kingdom

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: The Contracting Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. If an appeal regarding the award of a contract has not been successfully resolved, the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk to take action in the High Court (Northern Ireland). Any such action must be brought within 3 months. Where a contract has

not been entered into, the Court may order the setting aside of the award decision or order the Contracting authority to amend any document and may award damages. If the Contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be 'in effective'. Contract has been entered into the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the contract to be 'in effective'.

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

Official name: ERG Service Desk, Cabinet Office

Postal address: Roseberry Court, St Andrews Business Park

Town: Norwich

Postal code: NR7 0HS

Country: United Kingdom

E-mail: servicedesk@cabinet-office.gsi.gov.uk

Telephone: +44 8450004999

VI.5. Date of dispatch of this notice

30.3.2015