

**United Kingdom-Glasgow: Taxi services**  
**OJ S 71/2020 09/04/2020**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Glasgow City Council

Postal address: Chief Executives Department, City Chambers

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G2 1DU

Country: United Kingdom

Contact person: Raji Purba

E-mail: [caroline.dougan@glasgow.gov.uk](mailto:caroline.dougan@glasgow.gov.uk)

Telephone: +44 1412879077

Fax: +44 1412879399

**Internet address(es):**

Main address: [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Address of the buyer profile: [http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**I.1. Name and addresses**

Official name: The Wheatley Housing Group Limited

Postal address: 25 Cochrane Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G1 1HL

Country: United Kingdom

Contact person: Carol Ballingall

E-mail: [procurement@wheatley-group.com](mailto:procurement@wheatley-group.com)

Telephone: +44 8004797979

**Internet address(es):**

Main address: <http://www.wheatley-group.com>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10306](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10306)

**I.1. Name and addresses**

Official name: Scottish Government

Postal address: Area 3A South, Victoria Quay, The Shore

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH6 6QQ

Country: United Kingdom

Contact person: Neil Mactavish

E-mail: [Neil.Mactavish@gov.scot](mailto:Neil.Mactavish@gov.scot)

Telephone: +44 131

**Internet address(es):**

Main address: <http://www.scotland.gov.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**I.1. Name and addresses**

Official name: Registers of Scotland

Postal address: Meadowbank House, 153 London Road

Town: Edinburgh

NUTS code: UKM75 Edinburgh, City of

Postal code: EH8 7AU

Country: United Kingdom

Contact person: Graham Jameson

E-mail: [procurementhelpdesk@ros.gov.uk](mailto:procurementhelpdesk@ros.gov.uk)

Telephone: +44 1314793610

**Internet address(es):**

Main address: <http://www.ros.gov.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00366](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00366)

**I.1. Name and addresses**

Official name: Scottish Courts and Tribunals Service

Postal address: Saughton House, Broomhouse Drive

Town: Edinburgh

NUTS code: UKM Scotland

Postal code: EH11 3XD

Country: United Kingdom

Contact person: Steven Young

E-mail: [procurement@scotcourts.gov.uk](mailto:procurement@scotcourts.gov.uk)

Telephone: +44 1314443300

Fax: +44 1314432610

**Internet address(es):**

Main address: <http://www.scotcourtribunals.gov.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00396](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396)

**I.1. Name and addresses**

Official name: Disclosure Scotland

Postal address: 1 Pacific Quay

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G51 1DZ

Country: United Kingdom

Contact person: Leanne Baillie

E-mail: [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk)

Telephone: +141 3143097

**Internet address(es):**

Main address: <http://www.disclosurescotland.co.uk/>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA16222](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16222)

**I.1. Name and addresses**

Official name: Transport Scotland  
Postal address: Buchanan House, 58 Port Dundas Road  
Town: Glasgow  
NUTS code: UKM82 Glasgow City  
Postal code: G4 0HF  
Country: United Kingdom  
Contact person: Steven Wyllie  
E-mail: [info@transport.gov.scot](mailto:info@transport.gov.scot)  
Telephone: +44 1412727100

**Internet address(es):**

Main address: <http://www.transport.gov.scot>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00099](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00099)

**I.1. Name and addresses**

Official name: Scottish Prison Service  
Postal address: Calton House, 5 Redheughs Rigg  
Town: Edinburgh  
NUTS code: UKM75 Edinburgh, City of  
Postal code: EH12 9HW  
Country: United Kingdom  
Contact person: Alan McConnach  
E-mail: [andrew.door@sps.pnn.gov.uk](mailto:andrew.door@sps.pnn.gov.uk)  
Telephone: +44 1313303790

**Internet address(es):**

Main address: <http://www.sps.gov.uk>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00384](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00384)

**I.1. Name and addresses**

Official name: National Records of Scotland  
Postal address: Ladywell House, Ladywell Road  
Town: Edinburgh  
NUTS code: UKM75 Edinburgh, City of  
Postal code: EH12 7TF  
Country: United Kingdom  
Contact person: Ruth Wildgoose  
E-mail: [sue.barber@nrscotland.gov.uk](mailto:sue.barber@nrscotland.gov.uk)  
Telephone: +44 1313144215

**Internet address(es):**

Main address: <http://www.nrscotland.gov.uk>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474)

**I.1. Name and addresses**

Official name: University of Strathclyde  
Postal address: 40 George Street, Procurement Department

Town: Glasgow  
NUTS code: UKM82 Glasgow City  
Postal code: G1 1QE  
Country: United Kingdom  
Contact person: Sharon Griffin  
E-mail: [procurement.enquiries@strath.ac.uk](mailto:procurement.enquiries@strath.ac.uk)  
Telephone: +44 1415484281

**Internet address(es):**

Main address: <http://www.strath.ac.uk/>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00113](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00113)

**I.1. Name and addresses**

Official name: Glasgow Caledonian University  
Postal address: 70 Cowcaddens Road  
Town: Glasgow  
NUTS code: UKM82 Glasgow City  
Postal code: G4 0BA  
Country: United Kingdom  
Contact person: Alana McGowan  
E-mail: [procurement@gcu.ac.uk](mailto:procurement@gcu.ac.uk)  
Telephone: +44 1413313578

**Internet address(es):**

Main address: <http://www.gcu.ac.uk/procurement>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00195](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00195)

**I.1. Name and addresses**

Official name: City of Glasgow College  
Postal address: 190 Cathedral Street  
Town: Glasgow  
NUTS code: UKM82 Glasgow City  
Postal code: G4 0RF  
Country: United Kingdom  
Contact person: Deborah Fagan  
E-mail: [procurement@cityofglasgowcollege.ac.uk](mailto:procurement@cityofglasgowcollege.ac.uk)  
Telephone: +44 1413755167

**Internet address(es):**

Main address: <http://www.cityofglasgowcollege.ac.uk/>  
Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00453](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00453)

**I.1. Name and addresses**

Official name: Glasgow Clyde College  
Postal address: 50 Prospecthill Road  
Town: Glasgow  
NUTS code: UKM82 Glasgow City  
Postal code: G42 9LB  
Country: United Kingdom  
Contact person: Danielle Gough  
E-mail: [dgough@glasgowclyde.ac.uk](mailto:dgough@glasgowclyde.ac.uk)

Telephone: +44 141273155

**Internet address(es):**

Main address: <http://www.glasgowclyde.ac.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00457](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00457)

**I.1. Name and addresses**

Official name: Glasgow Kelvin College

Postal address: 123 Flemington Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G21 4TD

Country: United Kingdom

Contact person: Alison Lees

E-mail: [ALees@glasgowkelvin.ac.uk](mailto:ALees@glasgowkelvin.ac.uk)

Telephone: +44 1416305000

**Internet address(es):**

Main address: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA22362](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA22362)

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA22362](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA22362)

**I.1. Name and addresses**

Official name: University of Glasgow

Postal address: Procurement Office (Tay House)

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G12 8QQ

Country: United Kingdom

Contact person: Andrew.Fitzpatrick@glasgow.ac.uk

E-mail: [Marylise.Tate@glasgow.ac.uk](mailto:Marylise.Tate@glasgow.ac.uk)

Telephone: +44 1413304113

Fax: +44 000000000

**Internet address(es):**

Main address: <http://www.gla.ac.uk/>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00108](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00108)

**I.1. Name and addresses**

Official name: Glasgow School of Art

Postal address: 167 Renfrew Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G3 6RQ

Country: United Kingdom

Contact person: Christopher Edwards

E-mail: [c.edwards@gsa.ac.uk](mailto:c.edwards@gsa.ac.uk)

Telephone: +44 1413534500

**Internet address(es):**

Main address: <http://www.gsa.ac.uk/>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00197](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00197)

### **I.1. Name and addresses**

Official name: Glasgow Life (Culture & Sport Glasgow)

Postal address: 38 Albion Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G1 1LH

Country: United Kingdom

Contact person: Lorraine Simpson

E-mail: [info@glasgowlife.org.uk](mailto:info@glasgowlife.org.uk)

Telephone: +44 1412875104

#### **Internet address(es):**

Main address: [www.glasgowlife.org.uk](http://www.glasgowlife.org.uk)

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10287](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10287)

### **I.1. Name and addresses**

Official name: City Building (Glasgow) LLP

Postal address: 350 Darnick Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G21 4BA

Country: United Kingdom

Contact person: Maureen Mitchell

E-mail: [maureen.mitchell@citybuildingglasgow.co.uk](mailto:maureen.mitchell@citybuildingglasgow.co.uk)

Telephone: +44 1412872328

#### **Internet address(es):**

Main address: <http://www.citybuildingglasgow.co.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11002](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11002)

### **I.1. Name and addresses**

Official name: City Property (Glasgow) LLP

Postal address: 229 George Street

Town: Glasgow

NUTS code: UKM82 Glasgow City

Postal code: G1 1QU

Country: United Kingdom

Contact person: Jeanette Evans

E-mail: [info@citypropertyglasgow.co.uk](mailto:info@citypropertyglasgow.co.uk)

Telephone: +44 1412876161

#### **Internet address(es):**

Main address: <http://www.citypropertyglasgow.co.uk>

Address of the buyer profile: [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA22542](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA22542)

### **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: [www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.  
publictendersscotland.publiccontractsscotland.gov.uk](http://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**

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

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

Provision of Taxi and Private Vehicle Hire

Reference number: GCC004961CPU

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

60120000 Taxi services

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

Services

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

The council invites tender bids for the provision of taxi and private vehicle hire services for the purposes of transporting employees, clients/customers and delivery of ready-made meal prepared by council staff.

The main objective for this procurement exercise is suppliers to deliver a robust and reliable service aligned to the council's objectives and maintaining the high standards required at all times. Time management is an imperative element of this agreement of which drivers must arrive on the schedule times as dictated by the council representative.

Given the criticality of vulnerable children and adults, suppliers must give priority to such bookings.

Procurement has been split into the following three lots:

- lot 1: standing order work, scheduled (pre-planned),
- lot 2: ad hoc work, non-scheduled,
- lot 3: meal delivery work, both scheduled and non-scheduled.

Bidders must be able to adhere to the scope of requirements as detailed in document one - invitation to tender.

All drivers' for lots 1 and 2 must have valid enhanced disclosure clearance of which the council requires "Protecting Vulnerable Groups (PVG) Scheme" membership. This is required for all drivers who are conducting regulated work on behalf of the council in accordance with the terms of Part 2 of Schedule 2 of the PVG (Scotland) Act 2007. Bidders at the award stage have been asked to confirm that all drivers who will be providing a service under this agreement for lots 1 and 2 shall have PVG scheme membership. Only those bidders who confirm that drivers will have PVG scheme membership at the framework start date, will proceed to the next stage of procurement process.

The estimated annual value of this framework agreement shall be GBP 7.5 000 000.

**II.1.5. Estimated total value**

Value excluding VAT: 30 000 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 3

**II.2. Description****II.2.1. Title**

Ad Hoc Work – Non-Scheduled

Lot No: 2

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

64120000 Courier services, 60120000 Taxi services, 60170000 Hire of passenger transport vehicles with driver, 60171000 Hire of passenger cars with driver

**II.2.3. Place of performance**

NUTS code: UKM82 Glasgow City

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

Provision of a taxi and/or private hire service on an ad-hoc basis (non-scheduled service) mainly for officers/members of the City Council on council business, but in addition to this providing transportation for vulnerable adults, children with additional support needs, children and escorts as and when required.

Runs shall be required 7 days a week, 24 hours (52 weeks of the year) including public holidays.

Journeys will vary on length from 1 mile to 50 miles.

Some of these journeys will form part of a court order so must be complete correctly of which the supplier will be advised at time of placing the order.

Single journeys may require multiple pickups of which the bidder must calculate the most cost-effective route and advise the council.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Fair working practice / Weighting: 5

Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 40

**II.2.6. Estimated value**

Value excluding VAT: 8 000 000,00 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 council will have an option to extend the framework agreement for a period of up to 12 months which will be exercised by the council serving notice on the bidder in accordance with the council's terms and conditions.

**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**

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

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

Standing Order Work – Scheduled (Pre-planned)  
Lot No: 1

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

64120000 Courier services, 60120000 Taxi services, 60170000 Hire of passenger transport vehicles with driver, 60171000 Hire of passenger cars with driver

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

NUTS code: UKM82 Glasgow City

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

Provision of taxi and/or private vehicle hire service on a standing order basis (pre-scheduled) for the transportation of vulnerable adults, children with additional support needs, young people, children, escorts and officers/members of the council on business.

Runs shall be required 7 days a week, 24 hours (52 weeks of the year) including public holidays.

Journeys will vary on length from 1 mile to 50 miles.

Some of these journeys will form part of a court order so must be completed correctly of which the supplier will be advised at time of placing the order.

Single journeys may require multiple pickups of which the bidder must calculate the most cost-effective route and advise the council.

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

Criteria below

Quality criterion - Name: Fair working practice / Weighting: 5

Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 40

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

Value excluding VAT: 20 000 000,00 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 council will have an option to extend the framework agreement for a period of up to 12 months which will be exercised by the council serving notice on the bidder in accordance with the council's terms and conditions.

##### **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**

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

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

Meal Delivery Work – Both Scheduled and Non-scheduled  
Lot No: 3

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

15894210 School meals, 55521100 Meals-on-wheels services, 55524000 School catering services, 55523100 School-meal services, 60171000 Hire of passenger cars with driver, 60170000 Hire of passenger transport vehicles with driver, 60120000 Taxi services, 64120000 Courier services, 55521200 Meal delivery service

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

NUTS code: UKM82 Glasgow City

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

Provision of a taxi/private hire vehicle service used to deliver meals.

- must adhere to health and safety legislation,
- the vehicles used to transport food must have the ability to convey the fully insulated food transport boxes in a completely horizontal position to avoid spillages within the boxes which would render the food contained within unable to be utilised,

Vehicles must be able to accommodate the following quantities of boxes:

- vehicle 1: transportation of up to four boxes,
- vehicle 2: transportation of 5 to 20 boxes,
- vehicle 3: transportation of 20 boxes or more. Note that sizes of boxes will vary as detailed below:

Kanga box:

- EX1217SZ, full size 200 mm deep, outer measurement 600Lmm x 400Dmm x 280Hmm,
- EX2217, full size 1/2 size 200 deep, outer measurement 600Lmm x 400Dm x 320Hmm,
- EX1117SZ, full size 100mm deep, outer measurement 390Lmm x 330D x 280Hmm.

Generally short journeys of a moderate frequency. Although simplistic in the requirement, this is a key service and must be delivered timeously and correctly.

Supplier will collect and deliver readymade meals and associated menu products from council premises within the boundaries of Glasgow.

Deliveries will predominantly be from one council premises to another to include but not limited to education, social work, property and land service, encore, etc.

Property and land services, deliveries shall be mainly Monday to Friday basis term time during the hours of 10.30-13.30, however the council may require this service outwith the above of which the suppliers must accommodate.

Social work may require this service and deliveries will require a 52 week service inclusive of public holidays from 10.30 to 14.30.

Encore may require this service on adhoc basis and deliveries 52 weeks and public holidays from 08.00 to 10.00.

Education may require this service on adhoc basis, and deliveries 52 weeks and public holidays from 10.00 to 14.30.

Runs will also be required out with term time to accommodate meal delivery to 52 week nurseries and holiday clubs, etc.

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

Criteria below

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

Quality criterion - Name: Quality / Weighting: 55

Price - Weighting: 40

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

Value excluding VAT: 2 000 000,00 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 council will have an option to extend the framework agreement for a period of up to 12 months which will be exercised by the council serving notice on the bidder in accordance with the council's terms and conditions.

#### **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**

### **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:

As stated in document one - Invitation to tender

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

List and brief description of selection criteria:

Financial:

In order to pass the financial check section of the contract, it is mandatory for companies to attain the undernoted:

— bidders must comply with the undernoted financial requirements in order to participate in the tendering process,

— there is a minimum financial requirement that affects trading performance and balance sheet strength,

— financial requirements should be calculated on latest filed accounts with company house,

- for non-UK companies, ratios should be calculated on information contained in most recent audited accounts,
- for sole traders information should be based on accounts independently prepared from a reputable source.

Trading performance:

- an overall positive outcome on pre-tax profits over a 3 year period,
- exceptional items occurring in the normal course of business and non-recurring items can be excluded from the calculation,
- the above would be expressed in the ratio pre-tax profit/turnover,

Balance sheet strength:

- net worth of the organisation must be positive,
- intangibles can be included for purposes of the total assets figure,
- the above would be expressed in the ratio total assets/total liabilities,
- applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements or the period in which they have been trading,
- applicants who do not comply with the above financial requirements but are part of a group, can provide a parent guarantee if the parent company satisfies the financial requirements stipulated above,
- where an applicant is a group of economic operators (such as a consortium), the lead party of that group must comply with the minimum financial requirements.

Bidders will be required to provide adequate assurance of financial strength to successfully complete their contractual obligations, and have available their two (2) recent sets of annual audited accounts including profit and loss information.

The council reserves the right at its own discretion to seek such other information from the bidder in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

Bidders who are subsequently appointed to the framework shall, during the lifetime of the framework agreement, inform the council immediately of any material changes to the information provided in their submission in relation to economic and financial standing. The council notes Regulation 60(9) and 60(11) of the Public Contracts (Scotland) Regulations 2015 and reserves the right to refuse to award a contract following a mini-competition should the bidder no longer meet the requirements set out in this ESPD.

Any bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

Minimum level(s) of standards possibly required:

Insurances:

All insurance figures are review able by Glasgow City Council for each project being tendered. Glasgow City Council will make the final decision on the level required for each project. There may be an option to require a lower level of insurance cover depending on the risk involved however all changes to the standard insurance requirements must be approved in advance by Financial Services (Insurance Section).

Glasgow City Council's insurance requirements are:

- bidder shall take out and maintain, throughout the period of the contract, employer's liability insurance to the value of at least ten million pounds sterling (GBP 10 000 000) in respect of any one event and unlimited in the period,
- bidder shall take out and maintain, throughout the period of the contract, public liability insurance to the value of at least five million pounds sterling (GBP 5 000 000) in respect of any one event and unlimited in the period,

— bidder shall take out and maintain, throughout the period of the contract, at least statutory motor insurance cover as per the Road Traffic Act 1988,

— policies should contain an indemnity to principal clause.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states by the council and any organisation shall not sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, unless the council agrees otherwise. It is the express responsibility of the lead organisation to ensure this is the case.

Should the bidder not have the specified insurances at the time of tendering then, the bidder must certify in their response to this ITT that the specified insurance will be obtained.

If the bidder does not have the specified insurances or not certify an undertaking to do so, this will result in the bidder not being taken to the next stage in the evaluation process.

Confirmation of Insurances:

The bidder is required to confirm that these levels of insurance would be in place should the bidder be awarded this contract.

All successful suppliers will be required to sign an insurance mandate, which will be issued in conjunction with the award letter authorising the council to request copies of insurance documents from the supplier's insurance provider.

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

List and brief description of selection criteria:

Please refer to "document two" supplier guidance document within the attachment area of the portal within PCST of which bidders must answer all the questions.

4C.1.2 ESPDS: please provide two relevant examples of services carried out during the last three years as specified in the contract notice: (examples from both public and/or private sector).

For each example the bidder must complete the template provided and provide the following information but not be limited to:

1. Full scope of the contract to include what services are being supplied;
2. Customer name;
3. Contract start date and contract end dates;
4. Contract value;
5. Contract description.

The weighting will be 40 % for each example with a total of 80 % attributed to two examples.

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

The weighting will be 20 % for question 4C.9.

Evaluation process: a minimum pass mark of 60 % out of 100 % is required in total for this section.

Any bidder who fails to achieve the minimum score for this section will be excluded at this stage.

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

### **III.2.2. Contract performance conditions**

KPIs as detailed terms and conditions.

## **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**

The procurement involves the establishment of a framework agreement  
Framework agreement with several operators

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **IV.2. Administrative information**

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

Date: 27/05/2020 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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date: 27/05/2020 Local time: 12:00

Place:

Glasgow.

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

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

This framework is for 36 months with a potential 12 month extension. Therefore it is estimated that the notice for this re-tender will be issued in 2023/2024.

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

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Information regarding the European Single Procurement document and contracting authority specific requirements can all be found in "Document two" Supplier Guidance Document, which is available within the attachment area of Public Contracts Scotland.

For ESPD Questions 4D.1, 4D1.1, 4D1.2, 4D2, 4D2.1 and 4D2.2; applicants should hold the relevant certificates for Quality Control, Environmental Management Services and Health & Safety. If bidders do not hold the relevant certificates, they will be required to respond to supporting questions as detailed in Document Two at the Request For Documentation Stage. Freedom of Information Act — Information on the FOI Act is contained in Appendix A of the ITT. Applicants must note the implications of this legislation and ensure that any information

they wish the council to consider withholding is specifically indicated on the FOI certificate (NB the council does not bind itself to withhold this information).

Tenderers amendments — Applicants must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer.

Prompt payment — The successful tenderer shall, as a condition of being awarded the tender, be required to demonstrate to the council's satisfaction that all funds due to the tenderer's permitted sub-contractors in respect of these works are paid timeously and that as a minimum invoices rendered by subcontractors shall (unless formally disputed by the tenderer) be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors, if any.

Non Collusion — Applicants will be required to complete the non collusion certificate.

Insurance mandate - All successful suppliers will be required to sign an insurance mandate, contained in the buyers attachments area within the PCS tender portal authorising the council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and conditions are located within the attachments area within the PCS tender portal (Document eight)

Additional information pertaining to this contract notice is contained in the Invitation to Tender (Document one) and ESPD Statements (Document two) documents situated within the attachments area of PCS-T.

Bidders must ensure they read all the nine attachments available in the suppliers attachment area in line with this contract notice.

The buyer is using PCS-Tender to conduct this ITT exercise. The project code is 14931. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

The contracting authority does not intend to include a sub-contract clause as part of community benefits (as per Section 25 of the Procurement Reform (Scotland) Act 2014) in this contract for the following reason:

the council does not foresee bidders sub contracting this service.

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

The council is seeking mandatory community benefits, please refer to document one-Invitation to tender document (SC Ref:616693).

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

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

Official name: Glasgow Sheriff Court and Justice of the Peace Court

Postal address: PO BOX 23 1 Carlton Place

Town: Glasgow

Postal code: G5 9DA

Country: United Kingdom

E-mail: [glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Fax: +44 1412879399

Internet address: [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

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

Precise information on deadline(s) for review procedures:

Precise information on deadline(s) for review procedures:

— Glasgow City Council must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract. The council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 86 of The Public Contract (Scotland) Regulations 2015 (“the Regulations”). The council is obliged to comply with the regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the council must not enter into the contract unless the proceedings are determined, discontinued or disposed of;

— Or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the regulations. Economic operators can write to the council seeking further clarification on the notice, to which the council must respond within 15 days. Economic operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.

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

07/04/2020