

United Kingdom-Hamilton: Archive destruction services
OJ S 122/2016 28/06/2016
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: South Lanarkshire Council

Postal address: Council Headquarters, Almada Street

Town: Hamilton

NUTS code: UKM38 South Lanarkshire

Postal code: ML3 0AA

Country: United Kingdom

Contact person: Sharon Barr

E-mail: sharon.barr@southlanarkshire.gov.uk

Telephone: +44 1698454147

Internet address(es):

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

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00410

I.1. Name and addresses

Official name: South Lanarkshire Leisure and Culture Limited

Postal address: Floor 1, North Stand, Cadzow Avenue

Town: Hamilton

NUTS code: UKM38 South Lanarkshire

Postal code: ML3 0LX

Country: United Kingdom

E-mail: customer.services@southlanarkshireleisure.co.uk

Telephone: +44 1698476262

Fax: +44 1698476198

Internet address(es):

Main address: www.slleisureandculture.co.uk

Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24203

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

SLC — Secure Destruction of Confidential Waste.
Reference number: SLC/PS/FINCOR/15/248

II.1.2. Main CPV code

92512100 Archive destruction services

II.1.3. Type of contract

Services

II.1.4. Short description

Secure Destruction of Confidential Waste, Shredding.

II.1.5. Estimated total value

Value excluding VAT: 400 000,00 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

SLC Secure Destruction of Confidential Waste — Collection from one Central Location
Lot No: 2

II.2.2. Additional CPV code(s)

92512100 Archive destruction services

II.2.3. Place of performance

NUTS code: UKM38 South Lanarkshire

II.2.4. Description of the procurement

The Supplier will be required to supply and install confidential waste consoles within all appropriate Council premises (approx 465 consoles are required).

The Council will be responsible for servicing the consoles (collecting waste) and transporting the confidential waste to a central location where it will be stored in locked wheelie bins.

The supplier will be responsible for the secure off-site destruction of confidential waste collected from locked wheelie bins at the central location. The supplier will provide a scheduled service with collections from one location.

The supplier will also be required to provide an ad-hoc service if required. This service shall cover collections from locations throughout South Lanarkshire Council.

II.2.5.

Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 200 000,00 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:

There is an option to extend for up to 24 months subject to satisfactory performance and available budget.

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

Additional Information can be found in the additional information section of the Contract Notice.

II.2. Description

II.2.1. Title

SLC Secure Destruction of Confidential Waste– Collection from all Council Premises
Lot No: 1

II.2.2. Additional CPV code(s)

92512100 Archive destruction services

II.2.3. Place of performance

NUTS code: UKM38 South Lanarkshire

II.2.4. Description of the procurement

The Supplier will be responsible for the supply, installation and servicing of confidential waste consoles, including the secure off-site destruction of confidential waste. The supplier will provide a scheduled service with collections from all Council premises.

The supplier will also be required to provide an ad-hoc service, as required. This service shall cover collections from locations throughout South Lanarkshire Council.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 400 000,00 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:

There is an option to extend the contract for up to 24 months subject to satisfactory performance and available budgets.

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

Additional Information can be found in the Additional Information section of the Contract Notice.

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:

It is a requirement of this tender that if the bidder is UK based they must hold a valid registration with Companies House. Where the bidder is UK based but not registered at Companies House they must be able to verify to the Council's satisfaction that they are trading from the address provided in the tender and under the company name given.

If the bidder is based out-with the UK they must be enrolled in the relevant professional or trade register appropriate to their country as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015.

III.1.2. Economic and financial standing

Minimum level(s) of standards possibly required:

ESPD Question 4B.4 Economic and Financial Standing

The Council will use the following ratios to evaluate a bidder's financial status. Bidders must confirm within their response to the relevant question within the Qualification Envelope that as a minimum, 2 out of the 3 ratios can be met.

Profitability — this is taken as profit after tax but before dividends and minority interests. If a company makes a profit then it is a pass for this ratio;

Liquidity — this is calculated as current assets less stock and work in progress, divided by current liabilities. If the answer is greater than or equal to one then it is a pass for this ratio

Gearing — this is calculated as the total external secured borrowing (short term and long term) divided by shareholder funds expressed as a percentage. If the answer is less than or equal to 100 % it is considered a pass for this ratio.

Where 2 out of the 3 ratios cannot be met, the Council may take the undernoted into consideration when assessing financial viability and the risk to the Council, providing that the Bidder can supply evidence to substantiate any of the mitigating criteria. This list is not exhaustive and other criteria may be considered where proposed by a bidder as mitigating factors:

Would the bidder have passed the checks if prior year accounts had been used?

Were any of the poor appraisal outcomes 'marginal'?

Does the bidder operate in a market which, traditionally, requires lower liquidity or higher debt finance?

Does the bidder have sufficient reserves to sustain losses for a number of years?

Does the bidder have a healthy cash-flow?

Is the bidder profitable enough to finance the interest on its debt?

Is most of the bidder's debt owed to group companies?

Is the bidder's debt due to be repaid over a number of years, and affordable?

Have the bidder's results been adversely affected by 'one off costs' and / or 'one off accounting treatments'?

Do the bidder's auditors (where applicable) consider it to be a 'going concern'?

Do Keynote (where applicable) consider the bidder to be a 'going concern'?

Will the bidder provide a Parent Company Guarantee?

Is the bidder the single supplier/source of the Goods/Works/Services in the marketplace?

The Council will request submission of and assess the bidders financial accounts, and may use Keynote or similar financial verification systems to validate the information provided.

ESPD Question 4B.5 Insurance

The bidder must confirm that they have or will commit to obtain prior to the commencement of the contract, the following levels of Insurance Cover:

Employer's Liability Insurance covering the death of or bodily injuries to employees of the bidder arising out of and in the course of their employment in connection with this contract to the level of 10 000 000 GBP in respect of each claim, without limit to the number of claims.

Public Liability Insurance covering the death of or bodily injury to a person (not an employee of the bidder) or loss of or damage to property resulting from an action or failure to take action by the bidder to the level of 5 000 000 GBP in respect of each claim, without limit to the number of claims.

III.1.3. Technical and professional ability

Minimum level(s) of standards possibly required:

ESPD Question 4C.1.2 Technical and Professional Ability

With reference to the nature and details of the supplies/services that are the subject matter of this tender, relevant examples are to be provided of the supplies/services undertaken by the bidder in the last 3 years.

ESPD Question 4C.9 Technical and Professional Ability (Equipment).

It is a mandatory requirement of the tender and subsequent contract that the successful bidder must have a vehicle capable of on-site shredding available at the commencement of the contract. This will be required for ad-hoc shredding.

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

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: 29/07/2016 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.2.7. Conditions for opening of tenders

Date: 29/07/2016 Local time: 12:00

Place:

South Lanarkshire Council.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

5 years.

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

ESPD Question 4C.12 Quality Control (Supply Contracts Only)

It is a mandatory requirement of this tender and subsequent contract that the successful provider shall ensure that all employees are screened to BS7858:2012

It is also a mandatory requirement of this tender and subsequent contract that all bidders have achieved the following accreditation: BS EN 15713:2009 Secure Destruction of Confidential Material

ESPD Question 4D.1 Health and Safety Questionnaire

It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Health and Safety Questionnaire for evaluation prior to any award being made.

ESPD Question 4D.2 Environmental Management Standards

It is a mandatory requirement of this tender that the bidder recommended for award holds the following environmental standard/accreditation:

ISO 140001:2015 Environmental Management System

ESPD Questions 3A.1 to 3A.8 Serious and Organised Crime — Information Sharing Protocol

It is a requirement of this tender that the bidder recommended for award completes and submits, when requested to by the Council, the Serious and Organised Crime — Information Sharing Protocol form for evaluation prior to any award being made. This does not require to be submitted within the Qualification or Technical Envelopes.

Declarations and Certificates

In an open tendering procedure prior to any award being made the successful bidder, or if restricted tendering procedure prior to the issue of invitation to tender the bidders who are being recommended for issue of tenders, and all bidders at any other time during the procurement process, will in addition provide the undernoted certificates, declarations and/or

completed questionnaires to evidence their compliance with the relevant questions within the Qualification Envelope.

All certificates, declarations and questionnaires can be found within the Attachment area of PCS-T.

ESPD Question 2D.1 Prompt Payment Certificate

Declaration Section Form of Tender

ESPD Question 3D.11 Non-Collusion Certificate

ESPD Question 4C.6 Goods Vehicle Operator's Licence Declaration

ESPD Question 4B.5.1 Insurance Certificates

ESPD Questions 3A.1 to 3A.8 Serious and Organised Crime Declaration

ESPD Question 3A.6 Modern Slavery Act 2015 Declaration

Note: The buyer is using PCS-Tender to carry out this procurement process. Please note this is a separate website and if you are not already registered, registration will be required.

To access PCS-Tender, record your interest in this notice and access the tender documentation please visit <https://www.publictendersscotland.publiccontractsscotland.gov.uk> and search for project Code 6174 under ITTs Open to All Suppliers. Please use the Search /Filter function, then select Project Code from the drop-down. Please note that once you have expressed interest in the ITT it will move to your My ITTs area.

For further information on using PCS-Tender, please read the Supplier Response Guide:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/PCS-TSupplierResponseGuide.pdf>

If you have already registered on Public Contracts Scotland and PCS-Tender and paired your accounts you can access PCS-Tender through your Public Contracts Scotland Control Panel. (SC Ref:451222).

VI.4. Procedures for review

VI.4.1. Review body

Official name: South Lanarkshire Council

Postal address: Council Headquarters, Almada Street

Town: Hamilton

Postal code: ML3 0AA

Country: United Kingdom

Telephone: +44 0169845

Internet address: <http://www.southlanarkshire.gov.uk>

VI.5. Date of dispatch of this notice

23/06/2016