

**UK-Tavistock: grounds maintenance services**

OJ S 137/2012 19/07/2012

Contract notice

Services

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: West Devon Borough Council

Postal address: Kilworthy Park

Town: Tavistock

Postal code: PL19 0BZ

Country: United Kingdom

For the attention of: Stuart Jellings/Jill Skelton

E-mail: [stuart.jellings@swdevon.gov.uk](mailto:stuart.jellings@swdevon.gov.uk)

Telephone: +44 1822813654

Fax: +44 1803861545

**Internet address(es):**

General address of the contracting authority: [www.westdevon.gov.uk](http://www.westdevon.gov.uk)

**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**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**

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**II.1. Description**

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

Provision of Grounds Maintenance Services.

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

Services

Service category No 27: Other services

Main site or place of performance: West Devon Borough.

NUTS code UKK4 Devon

**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)**

Provision of a grounds maintenance service to include horticultural work the majority of which is grass cutting at varying frequencies, hedge cutting and shrub bed maintenance. The maintenance required includes housing estates, sheltered housing sites, Council buildings, car parks, play areas, closed graveyards, leisure centres and vacant land. The provision of highway verge grass cutting and horticultural maintenance of specified areas of the public highway is also included.

#### **II.1.6. CPV code(s)**

77314000 Grounds maintenance services

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

The procurement is covered by the Government Procurement Agreement: yes

#### **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**

2 year contract with 2 further annual renewal periods subject to satisfactory performance

Estimated value excluding VAT:

Range: between 200 000,00 and 400 000,00 GBP

#### **II.2.2. Information about options**

Options: yes

Description of options: 2 further annual extension periods

Provisional timetable for recourse to these options:

in months: 24 (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**

Start 1.4.2013. Completion 31.3.2017

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

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Bond and surety will be required from successful tenderers. Tenderers will be subjected to stringent selection criteria including financial status, professional and business standing, and health, safety and environmental policies.

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

#### **III.1.3.**

## **Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

### **III.1.4. Contract performance conditions**

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

Description of particular conditions: As detailed in the tender documentation.

### **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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

Membership of a relevant trade association or associations would be an advantage.

#### **III.2.2. Economic and financial ability**

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial

years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

(3) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.

(4) An indication of the proportion of the contract which the services provider intends possibly to subcontract.

(5) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.

Minimum level(s) of standards possibly required.

Candidates will be required to demonstrate technical competence in terms of their own and their staff's capability to carry out the work.

### **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: yes

## **Section IV: Procedure**

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### **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**

WDBC/GM/2012-3

#### **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: 14.9.2012 - 12:00

Payable documents: no

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

21.9.2012 - 12:00

#### **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 days: 90 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 21.9.2012 - 14:00

Place:

Legal Services, Kilworthy House, West Devon Borough Council, Tavistock, PL19 0BZ.

Persons authorised to be present at the opening of tenders: no

## **Section VI: Complementary information**

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### **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**

The Council will include obligations within the contract documentation relating to workforce matters. These obligations will require the service provider to protect the terms and conditions (including pensions) of transferring staff and to employ new joiners on terms and conditions that are overall not less favourable than those of transferred employees and to give them reasonable pension arrangements. Service providers will be required to take account of these obligations in preparing the contract.

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

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

Official name: Monitoring Officer

Postal address: Kilworthy Park

Town: Tavistock  
Postal code: PL19 0BZ  
Country: United Kingdom  
E-mail: [catherine.bowen@swdevon.gov.uk](mailto:catherine.bowen@swdevon.gov.uk)  
Telephone: +44 1822813524  
**Body responsible for mediation procedures**  
Official name: As Above

**VI.4.2. Review procedure**

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

Official name: As Above

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

17.7.2012