

**United Kingdom-Sutton: Grounds maintenance services**  
**OJ S 132/2015 11/07/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Sutton Housing Partnership  
Postal address: Sutton Gate, 1 Carshalton Road  
Town: Sutton  
Postal code: SM1 4LE  
Country: United Kingdom  
Contact person: Property Services  
For the attention of: Mr Dennis Paul  
E-mail: [dennis.paul@suttonhousingpartnership.org.uk](mailto:dennis.paul@suttonhousingpartnership.org.uk)  
Telephone: +44 8001955552

**Internet address(es):**

General address of the contracting authority: [www.suttonhousingpartnership.org.uk](http://www.suttonhousingpartnership.org.uk)  
Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA18821](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA18821)

Electronic access to information: [www.mytenders.org](http://www.mytenders.org)

Electronic submission of tenders and requests to participate: [www.mytenders.org](http://www.mytenders.org)

**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**

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: yes  
Official name: London Borough of Sutton Council

**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**

Grounds Maintenance Contract for Council Housing Sites in London Borough of Sutton.

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

Services

Service category No 14: Building-cleaning services and property management services  
Main site or place of performance: London Borough of Sutton.  
NUTS code UKI22 Outer London - South

### **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 contract principally covers grass cutting maintenance of approximately 120 Council housing sites across the London Borough of Sutton, covering an approximate area of 175 000 m<sup>2</sup> grass. Additional services include grass edging, leaf clearing and maintenance of garage grounds. x16 grass cuts annually across all housing sites. We also require prices for provisional horticulture work (pruning/weeding) though there are no plans to include these items in the contract for the foreseeable future. Contract term is 5 years extendable by 2 years.

Note: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at [http://www.myTenders.org/Search/Search\\_Switch.aspx?ID=157470](http://www.myTenders.org/Search/Search_Switch.aspx?ID=157470)

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [http://www.myTenders.org/sitehelp/help\\_guides.aspx](http://www.myTenders.org/sitehelp/help_guides.aspx)

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

### **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**

X16 grass cuts covering 175 421 m<sup>2</sup> at 119 sites  
x2 grass collections to same sites and area  
x1 grass edging to 43 408 m linear at 119 sites  
x12 maintenance visits (monthly) to 19 garage sites  
x1 leaf collection covering all surfaces within perimeter of 119 sites.

Estimated value excluding VAT:

Range: between 150 000 and 160 000 GBP

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

Options: yes

Description of options: Contract is for 5 years service, extendable by 2 years.

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 60 (from the award of the contract)

### **II.3. Duration of the contract or time limit for completion**

Start 1.4.2016. Completion 31.3.2021

## **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**

30 000 GBP Performance Bond.

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

Delivery Payment: For each set of tasks complete (e.g., all grass cut to 119 sites in completion of a round of work).

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

Private Limited Company or Partnership.

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

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

Description of particular conditions: Contract conditions, specification and method statements.

Carried out to statutory/legislative 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: (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.

### **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.

Minimum level(s) of standards possibly required: Minimum 600 000 GBP per annum total turnover covering grounds maintenance work to housing sites for at least 3 Local Councils or Housing Associations/Bodies for each of the last 3 years.

### **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) All candidates will be required to provide certification from an independent body attesting conformity to environmental management standards in accordance with the Community Eco-Management and Audit Scheme (EMAS); or the European standard BS EN ISO 14001.

(4) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.

(5) Samples, descriptions and/or photographs, the authenticity of which must be certified if the contracting authority so requests.

(6) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

(7) 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.

- (8) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.
- (9) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
- (10) A statement of the technicians or technical services available to the candidate to carry out the work under the contract; or be involved in the production of goods or the provision of services under the contract; particularly those responsible for quality control, whether or not they are independent of the candidate.
- (11) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.
- (12) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **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**

Restricted

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 5

##### **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**

##### **IV.3.2. Previous publication concerning this procedure**

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

12.8.2015 - 16:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

2.9.2015

**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**

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

**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: June 2020.

**VI.2. Information about European Union funds**

**VI.3. Additional information**

The contract Specification is based on a combination of required inputs, processes and outcomes. We will expect the successful contractor to deliver the work from a suitably located, stocked depot located accessible to the sites of work.

(MT Ref:157470).

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

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

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

7.7.2015