

**United Kingdom-Leicester: Supply services of personnel including temporary staff**

OJ S 164/2014 28/08/2014

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Blaby District Council

Postal address: Desford Road, Narborough

Town: Leicester

Postal code: LE19 2EP

Country: United Kingdom

For the attention of: Karen Appleby

E-mail: [kla@blaby.gov.uk](mailto:kla@blaby.gov.uk)**Internet address(es):**General address of the contracting authority: [www.blaby.gov.uk](http://www.blaby.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**

Depot Specialist Agency Staff.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: In the District of Blaby.

NUTS code UKF22 Leicestershire CC and Rutland

**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 supplier will provide specialist temporary staff for Neighbourhood Services across one or more of the following three lots (please note that you will not be required to indicate which Lot (s) you are bidding for until the Tender stage of this procurement):

Lot 1: Waste Management Driver/Loader (HGV).

Lot 2: Waste Management Loaders/Environmental Maintenance Operatives (General).

Lot 3: Environmental Maintenance Operatives (Skilled).

Suppliers will be asked to provide the highest quality, suitably qualified staff to meet the Council's specific requirements, these staff will be employed by the Agency under Swedish Derogation. These requirements include the provision of the temporary staff at either 1 working day's notice or in some circumstances at 30 minutes notice. The Supplier will also be required to transport their staff to either the Council's Depot (Littlethorpe, Leicester) or the place of work (should work have already started). Suppliers should note that staff may be required to work unsociable hours which would therefore require transport to be provided during those unsociable hours. Staff provided by the Supplier must meet the levels of experience and training required by the Council and other requirements to be detailed in the Specification. The service is an essential component in the internal organisation of Blaby District Council. The Supplier must therefore be prepared to work closely with the Council to ensure its fitness for purpose, its reliability and its effectiveness.

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

79620000 Supply services of personnel including temporary staff

### **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: yes

Tenders may be submitted for one or more lots

### **II.1.9. Information about variants**

Variants will be accepted: yes

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

The value quoted is designed to cover the whole cost of the service for the entire length of the Contract.

Estimated value excluding VAT:

Range: between 1 000 000 and 1 350 000 GBP

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

Options: no

### **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: 60 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Waste Management Driver/Loader (HGV)

**1) Short description**

Temporary and permanent staff of the Neighbourhood Services Team will be expected to have been trained in a range of appropriate skills. These may include driving a Refuse/Recycling vehicle as supplied by the Council and supervising the Loaders on the vehicle's crew. Staff will also require HGV2, up to date Drivers CPC, as well as relevant Health and Safety Training. Further information will be available in the Specification.

**2) CPV code(s)**

79620000 Supply services of personnel including temporary staff

**3) Quantity or scope**

The value quoted is designed to cover the whole cost of the services for the entire length of the contract.

Estimated value excluding VAT:

Range: between 10 000 and 50 000 GBP

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

Lot No: 2

Lot title: Waste Management Loaders/Environmental Maintenance Operatives (General)

**1) Short description**

Temporary and permanent staff of the Neighbourhood Services Team will be expected to have been trained in a range of appropriate skills including Manual Handling, reversing assistant training and certified bin lift training.

To assist in the provision of the Environmental Maintenance service, exact requirements will depend on specific skills but will include cleansing and horticultural tasks. Staff members will require a driving licence, safe removal of asbestos training, manual handling training, use of strimmers training. Up to date driver's CPC is desirable. Further information will be available in the Specification.

**2) CPV code(s)**

79620000 Supply services of personnel including temporary staff

**3) Quantity or scope**

The value quoted is designed to cover the whole cost of providing the services for the entire length of the contract.

Estimated value excluding VAT:

Range: between 840 000 and 1 000 000 GBP

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

Lot No: 3

Lot title: Environmental Maintenance Operatives (Skilled)

**1) Short description**

Temporary and permanent staff of the Neighbourhood Services Team will be expected to have been trained in a range of appropriate skills in order that they can assist in the provision of the Environmental Maintenance Service. Cleansing and horticultural provision will be expected

and other duties will depend on the staff member's training and expertise. A C1+E driving licence will be required, as well as training on manual handling and use of strimmers. Experience of using ride on mowers and an up to date driver's CPC will also be required. Further information will be available in the Specification.

**2) CPV code(s)**

79620000 Supply services of personnel including temporary staff

**3) Quantity or scope**

The value quoted is designed to cover the whole cost of providing the services for the entire length of the contract.

Estimated value excluding VAT:

Range: between 180 000 and 300 000 GBP

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

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

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

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

Where a parent company exists, a parent company guarantee is required.

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

Open book costing is expected. The payment arrangements will be agreed with the successful bidder and laid out in a final contract.

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

Bidders may be one or more organisations bidding under the leadership of a prime contractor. The prime contractor will be responsible for the fulfilment of any contract awarded.

**III.1.4. Contract performance conditions**

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

Description of particular conditions: The services are to be undertaken in conformance with all relevant legislation and standards.

**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: Tenders may be excluded if a director/partner /proprietor is in the state of bankruptcy, has been convicted of a criminal offence relating to business of professional conduct, has committed grave misconduct in the course of business, has not fulfilled conditions relating to payment of taxes, or is guilty of misrepresentation in supplying information.

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

List and brief description of conditions: Company turnover, pre tax profit, organisation's net worth, present cash and credit position, meeting banking agreements, meeting obligations to

pay creditors and/or staff. Tenderer's information will be used in this evaluation and this may be cross checked with reputable credit checking agencies.

Minimum level(s) of standards possibly required: A Pre Qualification Questionnaire must be completed and economic viability and resilience demonstrated.

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

Minimum level(s) of standards possibly required:

A Pre Qualification Questionnaire must be completed and minimum standards of technical and professional ability and resilience demonstrated sufficient to undertake the services.

### **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**

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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: and Maximum number 8

Objective criteria for choosing the limited number of candidates: The detailed selection criteria and weightings will be set out in the pre qualification questionnaire.

#### **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**

BDCDAS

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

no

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

Payable documents: no

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

8.10.2014 - 17:00

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

24.11.2014

**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: 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 value quoted is designed to cover the whole cost of providing the services over the entire life of the contract. Questions should be addressed by email to the contact name/email address on this notice. Return of Pre Qualification Questionnaires (and their attachments) will be via post to Blaby District Council, address details will be provided in the documentation.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Blaby District Council  
Postal address: Desford Road, Narborough  
Town: Leicester  
Postal code: LE19 2EP  
Country: United Kingdom  
E-mail: [sp5@blaby.gov.uk](mailto:sp5@blaby.gov.uk)  
Telephone: +44 1162750555

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Blaby District Council will incorporate a minimum 10 day standstill period at the point of notification of the decision to award the contract. The decision notice will incorporate the award criteria, the reasons for the decision, the reasons (if any) why a tenderer did not meet any specification, the identity of the successful tenderer and a precise statement of when the standstill period is expected to end. Any appeal or challenge against an award decision must be communicated to the address stated in Section I.1 above within the standstill period. If an appeal or challenge to the award of the contract has not been successfully resolved the Public Contracts Regulations 2006 (as amended) provide for aggrieved parties to take action in the High Court. Any such action must be brought promptly (generally within 3 months although this time period may be reduced to

30 days in certain circumstances). Where a legal challenge is made after the contract has been entered into then that contract could be declared ineffective and/or shortened and/or a fine imposed by the Court.

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

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

27.8.2014