

United Kingdom-Glasgow: Landscaping work

OJ S 177/2013 12/09/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Whiteinch & Scotstoun Housing Association Ltd

Postal address: The Whiteinch Centre, 1 Northinch Court

Town: Glasgow

Postal code: G14 0UG

Country: United Kingdom

For the attention of: Liz Battersby

Telephone: +44 1419592552

Internet address(es):Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA15182**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**

Body governed by public law

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: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Whiteinch & Scotstoun HA: Grounds Maintenance Term Contract 2014-19.

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

Services

Service category No 1: Maintenance and repair services

Main site or place of performance: Glasgow G14.

NUTS code UK United Kingdom

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)

Whiteinch & Scotstoun Housing Association is inviting applications from suitably qualified and experienced contractors to be considered to be invited to submit a quality/ price tender for the provision of Grounds Maintenance services for the period 1.4.2014 to 31.3.2019.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=277612

II.1.6. CPV code(s)

45112700 Landscaping work, 45112712 Landscaping work for gardens, 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

The contract is a Term Maintenance Contract for the provision of grounds maintenance throughout the Association's stock base. The work to be undertaken comprises the provision of grounds maintenance/ landscaping works, for the period 1.4.2014 to 31.3.2019, comprising of but not restricted to: grass cutting; weeding; pruning; tree maintenance including pruning, crown thinning and removal; garden care; litter picking; backcourt clearance of landscape materials including leaves; gritting and snow clearance; and sweeping car parking bays. The stock base consists of 1 300 owned and 600 factored properties comprising: 2, 3, 4, 5, 6 storey traditional and modern tenemental properties; 2 storey housing; and 1 multi storey block.

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

Start 1.4.2014. Completion 31.3.2019

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

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: The criteria important to the Employer for provision of the contract are that the successful contractor: is experienced in terms of local Housing Association/ Co-operative/ RSL contracts of a similar size and nature; has the knowledge and track record to effectively meet the administration requirements of such contracts; has an appropriately skilled and qualified workforce; has the appropriate technical knowledge; is adequately resourced; has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; can respond quickly, flexibly, pro-actively and responsively from a local base; can maintain service continuity/ presence; can comply with the Employer's code of conduct (including working with vulnerable and/or elderly tenants, being considerate, tidy, identifiable and professional etc.); has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; and has the appropriate organisational and financial standing to be considered for carrying out the works. The successful contractor will also be expected to: respond timeously to 'one off' requests for landscaping works and quotations; target zero defects; employ effective KPI performance, reporting and monitoring systems including reporting data in line within the requirements of the social housing charter (ARC); a sustainable pricing strategy and a Quality Management system to ensure there is a single, clearly identified local point of contact/ quality controller and that quality is managed effectively. Support for 'wider role' and/ or community benefit initiatives will also be expected.

Candidate contractors will also be expected to meet the criteria and provide the information outlined on the attached pre-qualification questionnaire, which is to be downloaded from this site and completed for return in hard copy and on CD to Whiteinch & Scotstoun Housing Association on/ by Wednesday 16.10.2013 at 12noon.

Candidate contractors must have the ability to provide evidence of experience of completion of a minimum of 3 similar contracts in the past three years and Whiteinch & Scotstoun Housing Association must be permitted to obtain references from the respective Employer(s). Candidates must also provide 2 references, on the reference form downloaded from this site. References are to be arranged by the candidate, completed by the referee and submitted directly by the referee by e-mail to the Employer [to lbattersby@wsha.org.uk], to be received on or before the deadline for submission of this PQQ.

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 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

(8) 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 statements of accounts or extracts from those accounts relating to their business.

Refer requirements stated in pre-qualification questionnaire

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 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

(4) 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;

(5) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;

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

(7) 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.

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

(9) 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.

Minimum level(s) of standards possibly required:

The criteria important to the Employer for provision of the contract are that the successful contractor: is experienced in terms of local Housing Association/ Co-operative/ RSL contracts of a similar size and nature; has the knowledge and track record to effectively meet the administration requirements of such contracts; has an appropriately skilled and qualified workforce; has the appropriate technical knowledge; is adequately resourced; has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; can respond quickly, flexibly, pro-actively and responsively from a local base; can maintain service continuity/ presence; can comply with the Employer's code of conduct (including working with vulnerable and/or elderly tenants, being considerate, tidy, identifiable and professional etc.); has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; and has the appropriate organisational and financial standing to be considered for carrying out the works. The successful contractor will also be expected to: respond timeously to 'one off' requests for landscaping works and quotations; target zero defects; employ effective KPI performance, reporting and monitoring systems including reporting data in line within the requirements of the social housing charter (ARC); a sustainable pricing strategy and a Quality Management system to ensure there is a single, clearly identified local point of contact/ quality controller and that quality is managed effectively. Support for 'wider role' and/ or community benefit initiatives will also be expected. Candidate contractors will also be expected to meet the criteria and provide the information outlined on the attached pre-qualification questionnaire, which is to be downloaded from this site and completed for return in hard copy and on CD to Whiteinch & Scotstoun Housing Association on/ by Wednesday 16.10.2013 at 12noon.

Candidate contractors must have the ability to provide evidence of experience of completion of a minimum of three similar contracts in the past 3 years and Whiteinch & Scotstoun Housing Association must be permitted to obtain references from the respective Employer(s). Candidates must also provide 2 references, on the reference form downloaded from this site. References are to be arranged by the candidate, completed by the referee and submitted directly by the referee by e-mail to the Employer [to lbattersby@wsha.org.uk], to be received on or before the deadline for submission of this PQQ.

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

Section IV: Procedure

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 number of candidates: 5

Objective criteria for choosing the limited number of candidates: The criteria important to the Employer for provision of the contract are that the successful contractor: is experienced in terms of local Housing Association/ Co-operative/ RSL contracts of a similar size and nature; has the knowledge and track record to effectively meet the administration requirements of such contracts; has an appropriately skilled and qualified workforce; has the appropriate technical knowledge; is adequately resourced; has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; can respond quickly, flexibly, pro-actively and responsively from a local base; can maintain service continuity/ presence; can comply with the Employer's code of conduct (including working with vulnerable and/or elderly tenants, being considerate, tidy, identifiable and professional etc.); has the ability to work in partnership with the Employer to provide effectively managed access, administration, financial/ payment and certification systems; and has the appropriate organisational and financial standing to be considered for carrying out the works. The successful contractor will also be expected to: respond timeously to 'one off' requests for landscaping works and quotations; target zero defects; employ effective KPI performance, reporting and monitoring systems including reporting data in line within the requirements of the social housing charter (ARC); a sustainable pricing strategy and a Quality Management system to ensure there is a single, clearly identified local point of contact/ quality controller and that quality is managed effectively. Support for 'wider role' and/ or community benefit initiatives will also be expected.

Pre-Qualification questionnaires will be scored in accordance with the marks stated at the head of each section. The pre-qualification scores for sections 6.0 - 13.0 inclusive will be evaluated to determine the candidate contractors to be invited to submit a quality/ cost tender. The best six candidate contractors who pass the thresholds and with the highest percentage scores of or above 50% may be invited to tender. Other candidate contractors who score 60% or above may also be invited to tender.

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

16.10.2013 - 12:00

IV.3.5.

Estimated date of dispatch of invitations to tender or to participate to selected candidates

18.11.2013

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

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Candidate contractors will be required to complete the pre-qualification questionnaire, the purpose being to identify a number of suitably qualified and experienced candidates who meet the threshold to be invited to tender.

Candidate contractors must submit the pre-qualification questionnaire, which is to be downloaded from this site and completed for return in hard copy and on CD to Whiteinch & Scotstoun Housing Association on/ by Wednesday 16.10.2013 at 12noon. Do not submit by e-mail. References must also be submitted by Referees, direct to the Employer, as stated in the PQQ.

Questionnaires will be scored in accordance with the marks stated at the head of each section. The pre-qualification scores for sections 6.0 - 13.0 inclusive will be evaluated to determine the candidate contractors to be invited to submit a quality/ cost tender.

The best 6 candidate contractors who pass the thresholds and with the highest percentage scores of or above 50 % may be invited to tender. Other candidate contractors who score 60% or above may also be invited to tender.

For the successful candidate contractors, evaluation of a future Stage 2 quality questionnaire/ price tender will be as follows:

For those candidate contractors who are invited to tender, the tender will comprise a pricing document and tender quality questionnaire (TQQ). The criteria for scoring will be to reach a percentage score as follows:

(1) Price (tender)- deducting 1 % from 100 for every percentage point each tender is in excess of the lowest tender, prior to weighting.

(2) Quality- in accordance with the criteria and marks stated in the TQQ and converted to a percentage, prior to weighting.

(3) Price/ Quality percentage scores will be evaluated on a 30 % tender price/ 70 % tender quality basis to determine the total score and the preferred candidate contractor.

(SC Ref:277612)

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

10.9.2013