

**UK-Hemel Hempstead: grounds maintenance services**  
**OJ S 195/2012 10/10/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Hightown Praetorian & Churches Housing Association

Postal address: Hightown House, Maylands Avenue

Town: Hemel Hempstead

Postal code: HP2 4XH

Country: United Kingdom

Contact person: Procurement

For the attention of: Mark Salmon/Carol Brown

E-mail: [procurement@hpcha.org.uk](mailto:procurement@hpcha.org.uk)

Telephone: +44 1442292392

Fax: +44 1442215978

**Internet address(es):**

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

Address of the buyer profile: [http://www.mytenders.org/search/Search\\_AuthProfile.aspx?ID=AA0119](http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA0119)

**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**

Grounds Maintenance Services.

**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: Herts, Beds and Bucks.

NUTS code UKH2 Bedfordshire and Hertfordshire

**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)**

Hightown Praetorian & Churches Housing Association (HPCHA) are looking to appoint contractors to deliver their Grounds Maintenance Service.

The property included in these contracts totals approximately 1 800 dwellings, spread over approx 80 dispersed sites across Hertfordshire, Bedfordshire and Buckinghamshire, with the greatest concentration around Hemel Hempstead and St Albans. Sites vary in age and size; from individual converted houses to larger estates of up to 100 dwellings. Due to the geographical spread of the housing stock managed by HPCHA, we will be looking to tender these services through the five separate lots. The initial length of the proposed contract for each of the lots will be 3 years commencing on the 2.4.2013 and expiring on the 30.11.2015. Two extensions of a further one year each may be granted, subject to satisfactory performance. 30 Applicants are invited to apply for one or more of the Lots.

— Lot 1 – Aylesbury, Leighton Buzzard, Buckingham & Wing,

— Lot 2 – Chesham, Hemel Hempstead (some sites), Berkhamstead & Tring,

— Lot 3 – St Albans (some sites), Radlett, Hemel Hempstead (some sites), Watford & Bushey,

— Lot 4 – St Albans (some sites) & London Colney,

— Lot 5 – Stevenage, Knebworth & Hitchin.

The Grounds Maintenance Service will include all or elements of the following types of work:

— Grass cutting and lawn care,

— Maintenance of shrub and flower beds,

— Maintenance of hedges,

— Weed control for hard landscaped areas,

— Litter and leaf clearance,

— One off works to renovate or clear neglected or overgrown areas.

**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: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

Variants will be accepted: no

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

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

**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 2.4.2013. Completion 30.11.2015

Information about lots

Lot No: 1

Lot title: Aylesbury, Leighton Buzzard & Wing

**1) Short description**

Grounds Maintenance.

**2) CPV code(s)**

77314000 Grounds maintenance services

**3) Quantity or scope**

Grounds Maintenance.

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

Start 2.4.2013. Completion 30.11.2015

**5) Additional information about lots**

Lot No: 2

Lot title: Chesham, Hemel Hempstead (some sites), Berkhamstead & Tring

**1) Short description**

Grounds Maintenance.

**2) CPV code(s)**

77314000 Grounds maintenance services

**3) Quantity or scope**

Grounds Maintenance.

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

Start 2.4.2013. Completion 30.11.2015

**5) Additional information about lots**

Lot No: 3

Lot title: St Albans (some sites), Radlett. Hemel Hempstead (some sites), Watford & Bushey

**1) Short description**

Grounds Maintenance.

**2) CPV code(s)**

77314000 Grounds maintenance services

**3) Quantity or scope**

Ground Maintenance.

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

Start 2.4.2013. Completion 30.11.2015

**5) Additional information about lots**

Lot No: 4

Lot title: St Albans (some sites) & London Colney

**1) Short description**

Grounds Maintenance.

- 2) **CPV code(s)**  
77314000 Grounds maintenance services
- 3) **Quantity or scope**  
Grounds Maintenance.
- 4) **Indication about different time frame or duration**  
Start 2.4.2013. Completion 30.11.2015
- 5) **Additional information about lots**

Lot No: 5

Lot title: Stevenage, Knebworth & Hitchin

- 1) **Short description**  
Grounds Maintenance.
- 2) **CPV code(s)**  
77314000 Grounds maintenance services
- 3) **Quantity or scope**  
Grounds Maintenance.
- 4) **Indication about different time frame or duration**  
Start 2.4.2013. Completion 30.11.2015
- 5) **Additional information about lots**

### **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: no

#### **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) 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.

##### **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 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) 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;
- (2) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.
- (3) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
- (4) 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.
- (5) 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**

## **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 minimum number 10: and Maximum number 20

#### **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**

0069-MS250912

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

##### **Other previous publications**

Notice number in the OJ S: [2009/S 232-332532](#) of 2.12.2009

#### **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: 16.11.2012

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

19.11.2012 - 12:00

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

26.11.2012

#### **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**

(MT Ref:93976).

#### **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**

8.10.2012