

**United Kingdom-Glasgow: Building-cleaning services**

OJ S 188/2013 27/09/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Whiteinch &amp; 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](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**

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

Whiteinch &amp; Scotstoun HA: Close Cleaning 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, UK.

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 common close cleaning services, in approximately 202 common closes/ common areas, for the period 1.4.2014 to 31.3.2017 and the Employer retains the right to extend, or not, the contract annually for [potentially maximum] 2017-18 and 2018-19.

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=279499](http://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=279499)

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

90911200 Building-cleaning 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 close cleaning maintenance services, in approximately 202 common closes/ common areas, for the period 1.4.2014 to 31.3.2017 and the Employer retains the right to extend, or not, the contract annually for [potentially maximum] 2017-18 and 2018-19 throughout the Association's stock base.

The services comprise, but are not restricted to: Brush and mop all floors, stairs and landings; Remove all cobwebs; Wash and polish all surfaces including handrails, balustrades, ledges etc; De-litter close, close entrance and access footpath; Wash, wipe down and polish all internal and external wall tiles; Dust and clean front and rear close doors; Dust and clean front all common windows, access doors, fanlights, internal screens; Brush, mop, polish flooring and walls to lifts; Dust and clean refuse chutes; Clean glazed canopies at sheltered housing complex. 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 one multi storey block.

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

Options: yes

Description of options: The contract period is 1.4.2014 to 31.3.2017 and the Employer retains the right to extend, or not, the contract annually for 2017-18 and 2018-19.

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

## **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**

#### **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) 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) 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.

(6) 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

(7) 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 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.

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

Financial credit checks will be undertaken and assessed, including through credit reference

agencies, and also supplemented by an assessment of your annual turnover and profit over the last 3 financial years. Any candidate who is not considered by the Employer to be financially sound or who is assessed to be at risk of higher than average probability of business failure may fail to meet the threshold.

### **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 drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards.
- (4) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities;
- (5) An indication of the proportion of the contract which the services provider intends possibly to subcontract.
- (6) A statement of the tools, plant or technical equipment available to the service provider or contractor for carrying out the contract.
- (7) 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.

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 close and common area cleaning 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 and reporting 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 being considerate, tidy, identifiable and professional etc.); 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 cleaning works and quotations; achieve sparkle clean standard with no requirement for return visit; 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.

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 Thursday 31.10.2013 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 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](mailto: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**

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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 number of candidates: 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 Criteria below

1. Quality. Weighting 70

2. Price. Weighting 30

##### **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**

31.10.2013 - 12:00

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

9.12.2013

##### **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**

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### **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 Thursday 31.10.2013 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 five 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:279499)

### **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**

26.9.2013