

**United Kingdom-Cardiff: Building materials**

OJ S 192/2014 07/10/2014

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: City of Cardiff Council

Postal address: Room 342, County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Contact person: Commissioning and Procurement

For the attention of: Mike Bennett

E-mail: [mbennett@cardiff.gov.uk](mailto:mbennett@cardiff.gov.uk)

Telephone: +44 2920873734

**Internet address(es):**General address of the contracting authority: [http://www.cardiff.gov.uk/content.asp?parent\\_directory\\_id=2865](http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865)Address of the buyer profile: [http://www.sell2wales.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA0422](http://www.sell2wales.gov.uk/search/Search_AuthProfile.aspx?ID=AA0422)

Electronic access to information: Via the Council's Alito Site, see added information section below.

**Additional information can be obtained from:**

Official name: City of Cardiff Council

Postal address: Room 342, County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Contact person: Corporate Services — Commissioning and Procurement

For the attention of: Mike Bennett

E-mail: [mbennett@cardiff.gov.uk](mailto:mbennett@cardiff.gov.uk)

Telephone: +44 2920873734

Internet address: [http://www.cardiff.gov.uk/content.asp?parent\\_directory\\_id=2865](http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865)**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: City of Cardiff Council

Country: United Kingdom

**Tenders or requests to participate must be submitted:** Official name: City of Cardiff Council

Postal address: Cashiers Safe, Room 255, County Hall, Atlantic Wharf

Town: Cardiff

Postal code: CF10 4UW

Country: United Kingdom

Contact person: Legal and Democratic Services

For the attention of: County Solicitor for Legal Services

Internet address: [http://www.cardiff.gov.uk/content.asp?parent\\_directory\\_id=2865](http://www.cardiff.gov.uk/content.asp?parent_directory_id=2865)

## **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**

The Supply and Delivery of General Building Materials.

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

Supplies

Purchase

Main site or place of performance: To various sites within the geographical boundaries of the City and County of Cardiff.

NUTS code UKL22 Cardiff and Vale of Glamorgan

#### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **II.1.4. Information about framework agreement**

Framework agreement with a single operator

##### **Duration of the framework agreement**

Duration in months: 48

##### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 3 600 000 GBP

#### **II.1.5. Short description of the contract or purchase(s)**

The Council is looking for a supplier who can provide an agreed range of General Building Materials as part of a framework agreement that will last for a minimum of 24 months with the option to extend for up to 2 x 12 month periods.

Important please note: The new National Procurement Service for Wales (NPS) will be advertising a series of opportunities within the sub-category of 'Construction Materials' in the coming months. Please note that, provided the Council's business requirements are met (both in terms of service delivery and value for money) in these new arrangements, it is the Council's intention to be a part of, and to utilise, these new NPS arrangements. As such bidders should note that the Council's option to extend its arrangement (2 x 12 month periods) may not be exercised.

The successful supplier must be able to offer ALL of the materials listed within the Pricing Schedule (the "Scheduled Items") as well as undertaking the following collection/ delivery options:

(a) Holding a stock of the Scheduled Items that will be available for collection as and when required;

(b) Delivery of the Scheduled Items direct to Council stores/offices; and

(c) Delivery of the Scheduled Items direct to Council operatives at their actual workplace within Cardiff's boundaries, i.e. kerbside and/or specific site delivery.

The successful provider shall adhere to the following delivery/ collection time-scales:

- (a) Scheduled Items – shall be delivered and/or be ready for collection within 24 hours,
- (b) Emergency items (those relevant to a scenario where there is a danger to life or limb) – shall be delivered and/or available for collection within 2 hours; and
- (c) New/specialist items (i.e. those which do not form part of the Scheduled Items) within 48 hours.

The Council will require the deliveries direct to kerbside or specific site to be undertaken via dedicated delivery vehicles, suitable for the products ordered.

The successful supplier will have an ongoing obligation throughout the term of the arrangement to identify new or potential improvements to the services (and to the arrangements in general). Examples of the type of improvements the Council will wish to explore during the term of the arrangement include, but are not limited to, improvements to quality, responsiveness, procedures, benchmarking methods, likely performance mechanisms and customer support services in relation to the services, as well as promoting value for money alternative products following MI analysis. The successful supplier will also be expected to work with and contribute to the Council's current mobile working agenda. Cardiff Council aims to be recognised as a high-performing provider of value for money services for its citizens and customers and intends to achieve this by transforming ways of working to make better use of skills, knowledge and assets.

The successful supplier will need to make all manufacturers aware of this project and the Council's projected usage requirements in an attempt to try and guard against situations of non availability of stock.

Formalised monthly meetings will be required (on dates to be agreed) to address day to day issues that may arise between the successful supplier and the Council. The Council will expect all meetings to be attended by a person of appropriate seniority from the successful supplier. For the life of the framework (and on a monthly basis) the Council will require management information to be provided regarding performance, usage, accidents, complaints, ordering volumes and invoicing.

The successful supplier must conduct business electronically, and as such will maintain contract specific, electronic catalogues incorporating UNSPSC Level 4 commodity coding (note paragraph 1.15 of the ITT), and allow usage by the Council of procurement cards; for example the Welsh Purchasing Card (a VISA or MasterCard product).

The supplier will also work with the Council to help utilise other electronic tools and web based services during the term of the arrangement.

The Council has also taken the Silver Pledge with regards WWF/CPET and so all Timber products purchased via the contract must be FSC or PEFC certified and this will be monitored and substantiated throughout the whole of the contract by means of the completion of a monthly spreadsheet, see Appendix B - Timber - Wood Product Monitoring Sheet as well as the submission of relevant invoices/delivery notes and compliant certification for the timber products.

The products within this arrangement will include:

- Bricks, Blocks and Lintels
- Cements and Aggregates
- Plaster and Plasterboards
- Paint and Decorating Materials
- Fasteners and Fixings
- Ironmongery
- Doors and Windows
- Timber and Timber Products
- Floor, Wall and Roof Tile and Felts

Kitchens and UPVC Cladding, Pipes  
Small Plant — Tools and Equipment  
PPE and Cleaning  
Hand Tools and Miscellaneous items.

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

44111000 Building materials, 44800000 Paints, varnishes and mastics, 44810000 Paints, 03419000 Timber, 03419100 Timber products, 44521110 Door locks, 44221000 Windows, doors and related items, 44221200 Doors, 44221211 Door frames, 44221220 Fire doors, 44221240 Garage doors, 44221100 Windows, 44221110 Window frames, 44111100 Bricks, 44111600 Blocks, 44111200 Cement, 14210000 Gravel, sand, crushed stone and aggregates, 33141112 Plasters, 44812400 Decorating supplies, 44511000 Hand tools, 44512000 Miscellaneous hand tools, 44530000 Fasteners, 44500000 Tools, locks, keys, hinges, fasteners, chain and springs, 44531100 Wood screws, 44531300 Self-tapping screws, 44531510 Bolts and screws, 44531520 Coach bolts and screws, 44192200 Nails, 44316000 Ironmongery, 44111700 Tiles, 44112500 Roofing materials, 44163110 Drainage pipes, 44163111 Drain pipes, 44163121 Heating pipes, 44163000 Pipes and fittings, 19640000 Polythene waste and refuse sacks and bags

#### **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 estimated full framework value is one of 3 600 000 GBP and the arrangement will be expected to last for a minimum of 24 months with the option to extend for up to 2 x 12 month periods.

Important please note: The new National Procurement Service for Wales (NPS) will be advertising a series of opportunities within the sub-category of 'Construction Materials' in the coming months. Please note that, provided the Council's business requirements are met (both in terms of service delivery and value for money) in these new arrangements, it is the Council's intention to be a part of, and to utilise, these new NPS arrangements. As such bidders should note that the Council's option to extend its arrangement (2 x 12 month periods) may not be exercised.

Estimated value excluding VAT: 3 600 000 GBP

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

Options: yes

Description of options: See above: there will be an option to extend for up to 2 x 12 month periods after the initial 24 month period.

Important please note: The new National Procurement Service for Wales (NPS) will be advertising a series of opportunities within the sub-category of 'Construction Materials' in the coming months. Please note that, provided the Council's business requirements are met (both in terms of service delivery and value for money) in these new arrangements, it is the Council's intention to be a part of, and to utilise, these new NPS arrangements. As such bidders should

note that the Council's option to extend its arrangement (2 x 12 month periods) may not be exercised.

Provisional timetable for recourse to these options:  
in months: 24 (from the award of the contract)

### **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: 48 (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**

Not applicable.

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

As indicated within the tender documentation.

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

As indicated within the tender documentation.

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

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

Description of particular conditions: As indicated within the tender documentation.

### **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: As indicated within the tender documentation.

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

Minimum level(s) of standards possibly required: As indicated within the tender documentation.

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

Minimum level(s) of standards possibly required:

As indicated within the tender documentation.

#### **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**

Open

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

#### **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**

9939CCC

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

##### **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: 14.11.2014

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

21.11.2014 - 12:00

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

##### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date: 21.11.2014 - 12:00

Place:

Legal and Democratic Services, Room 255, County Hall, Atlantic Wharf, Cardiff CF10 4UW.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Authorised Council Employees only; no members of the general public. The opening procedure is carried out in line with the Councils CSO & PR.

### **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: 42 months.

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

### **VI.3. Additional information**

Any companies expressing an interest in this tender opportunity will be required to register on the Council's suppliers list (If not already registered) prior to downloading the documents. Any company acquiring documents in any way other than through the portal at <http://apps.wales.alito.co.uk> may not be considered and their submission not evaluated.

If you are registering for the first time, you must register your company details against the company profile against Category GB02 — General Building Materials. You may also register against other relevant categories.

You will then need to search through the bulletin board on the portal for our tender reference 9939CCC and register your interest in taking part in the tender process.

The Tender documentation will then be available for applicants to download. please note all documents are only available by download from this site, and will not be issued by the Council in any other way.

The Council reserves the right to award all, part or none of the business forming the subject matter of this procurement and to abandon this procurement at any time. Under no circumstances will the Council incur any liability (including, but not limited to, liability as to costs) in respect of this procurement exercise, the abandonment of the same, or any documentation issued as part of this procurement exercise.

The tender documents will outline the requirements of the tender process and the evaluation criteria.

All tender documents are to be returned in accordance with the instructions included within the documentation and in order to receive consideration must be received no later than 12:00, noon on Friday 21.11.2014. It should also be noted that the deadline for requests to participate and to request information is 23:00 on Friday 14.11.2014; and it should be noted that no documentation will be available after this time.

The Council will be conducting this procurement in line with the 'Open Procedure' and the selection criteria is as detailed in the tender documentation.

The tender award criteria for this procurement will comprise of cost and quality. Full details of the award criteria and the method of evaluation is provided within the invitation to tender section of the documentation.

The Authority does not bind itself to accept the lowest or any tender as part of this process. Further information regarding the way orders will be placed under the framework agreement: In the event that the Council decides to source goods through the framework agreement, then it will do so in accordance with the Framework Terms and Conditions, i.e. the framework agreement and relevant schedules and appendices to the same, which will form part of the tender documentation.

All bidders who pass the selection stage and pass the scoring threshold (48) will be eligible to have their Tenders evaluated.

The tender stage will be evaluated on the basis of price and quality (in accordance with the evaluation criteria provided in the tender documentation). At the end of the tender stage of the process the Council intends to appoint a single supplier.

Continuous Improvement:

Potential bidders should note that the successful provider will have an ongoing obligation throughout the term of the framework agreement to identify new or potential improvements to the items offered (and to the arrangements in general). Examples of the type of improvements the Council wish to explore during the term of the framework include, but are not limited to, improvements to quality, responsiveness, procedures, benchmarking methods, likely performance mechanisms and customer support services in relation to the services, as well

as promoting value for money alternative products following MI analysis.

Important please note: The new National Procurement Service for Wales (NPS) will be advertising a series of opportunities within the sub-category of 'Construction Materials' in the coming months. Please note that, provided the Council's business requirements are met (both in terms of service delivery and value for money) in these new arrangements, it is the Council's intention to be a part of, and to utilise, these new NPS arrangements. As such bidders should note that the Council's option to extend its arrangement (2 x 12 month periods) may not be exercised.

(WA Ref:10067)

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are: indicated within the tender documentation.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Council will incorporate the mandatory standstill period as directed by the Public Contracts Regulation 32 (1) to 32 (2a) and send the award decision notice which will include: the award criteria, the reasons for the decision including the characteristics and relative advantages of the winning supplier's submission; if the bid is held not to be compliant with any technical specification, then reasons of that decision; the name of the party to be awarded the contract, and a precise statement of when the standstill period is expected to end, including how it may be affected by any 'contingencies' e.g., complaints or challenges, and the date after which the contract may be entered into. Applicants will have the duration of the standstill period in order to submit their appeal, as indicated within the notice when published.

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

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

2.10.2014