

UK-Edinburgh: grounds maintenance services
OJ S 214/2012 07/11/2012
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Trust Housing Association Ltd.
Postal address: 12 New Mart Road
Town: Edinburgh
Postal code: EH14 1RL
Country: United Kingdom
For the attention of: Mr Sean Gillespie
Telephone: +44 1314441200

Internet address(es):

Address of the buyer profile: http://www.publiccontractscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13703

Additional information can be obtained from:

Official name: Ewing Somerville Partnership Ltd.
Postal address: 40 Speirs Wharf
Town: Glasgow
Postal code: G4 9TH
Country: United Kingdom
For the attention of: Mr Grant Thomson
Telephone: +44 1413533531
Fax: +44 1413531155

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: Ewing Somerville Partnership Ltd.
Postal address: 40 Speirs Wharf
Town: Glasgow
Postal code: G4 9TH
Country: United Kingdom
For the attention of: Mr Grant Thomson
Telephone: +44 1413533531
Fax: +44 1413531155

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

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

Trust H.A. Grounds Maintenance Contract: 2013-2016.

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: Scotland.

NUTS code UKM Scotland

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)

It is the Association's intention to enter into a contract with one or more contractors to deliver the provision of grounds maintenance services for all their properties across the 8nr Lots in Mainland Scotland as listed below.

The Contract is to be let for a period of 3 years with an option to extend the contract on a yearly basis for a further 2 years. Any decision to extend the contract will be made entirely at the Client's discretion and will be subject to satisfactory performance against published key performance indicators. Tendered costs will be fixed for the 3-year contract period with percentage rate adjustments tendered for any potential contract extensions.

It is envisaged that the initial contract will commence on 1.3.2013.

Lot 1 - Angus (3nr developments) (approx. 5 200,00 GBP p.a.).

Lot 2 - Ayrshire (6/7nr developments) (approx. 6 500,00 GBP p.a.).

Lot 3 - Dumfries (3nr developments) (approx. 8 600,00 GBP p.a.).

Lot 4 - Glasgow (25nr developments) (approx. 31 600,00 GBP p.a.).

Lot 5 - Inverclyde (2nr developments) (approx. 2 350,00 GBP p.a.).

Lot 6 - Lothian & Borders (10nr developments) (approx. 15 600,00 GBP p.a.).

Lot 7 - South West (4nr developments) (approx. 2 100,00 GBP p.a.).

Lot 8 - Stirling & Fife (14nr developments) (approx. 16,500,00 GBP p.a.).

The types of properties in the ownership of the Association include rented sheltered housing, owner occupied sheltered housing (common areas & Managers' areas only), Very sheltered housing, amenity housing & General needs housing (sample assessment only).

The works will require the contractor to carry out routine maintenance and reactive repairs as may be necessary to hard and soft landscaped areas at the Association's sheltered housing complexes located throughout the 8nr previously detailed Lots and will include the following:
Litter collection (all litter and debris - including leaf litter).

Weed control.

Grass cutting inc. disposal of arisings and strimming edges.

Shrub maintenance inc. trimming/pruning and weeding beds.

Tree maintenance inc. trimming and re-tying stakes, etc.

Hedge maintenance inc. trimming/pruning and weeding beds.

General repair works (works outside the scope of the above).

General repair works will be subject to instruction by the Client.

The contractor will be required to produce hard copies and CD copies of a logbook recording the work done at each development. One logbook will be kept on all Very sheltered and sheltered developments only and an electronic copy of this information for all developments

will be e-mailed to the Association's offices. The Contractor will be responsible for updating the logbooks as works are carried out.

The Association will retain the right for their own employees to undertake inspection of the ongoing maintenance works (and any ad hoc repair works/variations that may be instructed from time to time over the duration of the contract) at any time.

It will be a condition of this contract that operatives employed in weedkilling/spraying operations be suitably qualified.

The Association will reserve the right to add or omit other works and or addresses from the contract during the contract and any extension period.

For further information on Trust Housing Association's stock and the areas in which they are located please refer to www.trustha.org.uk.

The estimated budget for these works is detailed previously on a Lot-by-Lot basis. Note, these figures are provided for information purposes only and include minor remedial works.

Payment for the works will be on a monthly basis in arrears, based on works carried out in the preceding month.

TUPE may apply to these Works; any bidder should satisfy themselves of the risk of TUPE and account for this risk in any submission.

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=243899.

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 all 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: yes

Description of options: The Contract is to be let for a period of 3 years with an option to extend the contract on a yearly basis for a further 2 years. Any decision to extend the contract will be made entirely at the Client's discretion and will be subject to satisfactory performance against published key performance indicators. Tendered costs will be fixed for the 3-year contract period with percentage rate adjustments tendered for any potential contract extensions.

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 1.4.2013. Completion 31.3.2016

Information about lots

Lot No: 1

Lot title: Angus

- 1) **Short description**
3nr developments
- 2) **CPV code(s)**
77314000 Grounds maintenance services
- 3) **Quantity or scope**
Approx. 5 200 GBP per annum.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 2

Lot title: Ayrshire

- 1) **Short description**
6/7nr developments
- 2) **CPV code(s)**
77314000 Grounds maintenance services
- 3) **Quantity or scope**
Approx. 6 500 GBP per annum.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 3

Lot title: Dumfries

- 1) **Short description**
3nr developments
- 2) **CPV code(s)**
77314000 Grounds maintenance services
- 3) **Quantity or scope**
Approx. 8 600 GBP per annum.
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 4

Lot title: Glasgow

- 1) **Short description**
25nr developments
- 2) **CPV code(s)**
77314000 Grounds maintenance services
- 3) **Quantity or scope**
Approx. 31 600 GBP per annum.
- 4) **Indication about different time frame or duration**

5) Additional information about lots

Lot No: 5

Lot title: Inverclyde

1) Short description

2nr developments

2) CPV code(s)

77314000 Grounds maintenance services

3) Quantity or scope

Appro. 2 350 GBP per annum.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Lothian & Borders

1) Short description

10nr developments

2) CPV code(s)

77314000 Grounds maintenance services

3) Quantity or scope

Approx. 15 600 GBP per annum.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: South West

1) Short description

4nr developments

2) CPV code(s)

77314000 Grounds maintenance services

3) Quantity or scope

Approx. 2 100 GBP per annum.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 8

Lot title: Stirling & Fife

1) Short description

14nr developments

2) CPV code(s)

77314000 Grounds maintenance services

3) Quantity or scope

Approx. 16 500 GBP per annum.

4) Indication about different time frame or duration

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: yes

Description of particular conditions: Contractors wishing to apply for this contract must be able to provide evidence of experience in successfully working on at least three other Grounds Maintenance Contracts in the last five years of a similar nature to the one described within the notice and this Pre Qualification Questionnaire. The Contracts put forward as evidence for this must have been ongoing for at least 12 months.

Further, contractors wishing to apply for this contract must be able to provide evidence that the Company's employees and any sub contractors proposed to be used are properly qualified and competent to carry out these works.

In addition the following requirements must be met:

The Company must provide directly employed labour to carry out the core grounds maintenance works. Non-core works, such as occasional repair works i.e. paving, fencing, etc. may be sub-contracted.

All operatives working on this contract must be suitably qualified with the relevant trade qualifications to carry out the service they are engaged upon.

The Company must be able to provide an in house directly employed call handling facility during normal working hours.

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 have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

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 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.

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

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

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. Price. Weighting 60

2. Quality. Weighting 40

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**

ESP: 3238

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**

3.12.2012 - 12:00

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

17.12.2012

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**

(SC Ref:243899).

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**

2.11.2012