

United Kingdom-Aberdeen: Office cleaning services
OJ S 187/2017 29/09/2017
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Food Standards Scotland (FSS)
Postal address: 4th Floor, Pilgrim House, Old Ford Road
Town: Aberdeen
NUTS code: UKM50 Aberdeen City and Aberdeenshire
Postal code: AB11 5RL
Country: United Kingdom
E-mail: tommy.mcphelim@gov.scot
Telephone: +44 1412420133

Internet address(es):

Main address: www.foodstandards.gov.scot
Address of the buyer profile: http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24524

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.publiccontractsscotland.gov.uk>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <https://www.publiccontractsscotland.gov.uk>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Office Cleaning and Minor Repair Services.
Reference number: FSS/2017/022

II.1.2. Main CPV code

90919200 Office cleaning services

II.1.3. Type of contract

Services

II.1.4. Short description

Food Standards Scotland is based in Pilgrim House, Old Ford Road, Aberdeen AB11 5RL. It leases 2 floors of a building which is 3 years old. The requirement is for an office cleaning service of around 20 hours per week to clean the main office and kitchen areas with the provision of some ad hoc repairs and alterations as and when required.

II.1.5. Estimated total value

Value excluding VAT: 110 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

90919200 Office cleaning services

II.2.3. Place of performance

NUTS code: UKM50 Aberdeen City and Aberdeenshire

II.2.4. Description of the procurement

Food Standards Scotland is based in Aberdeen and seeks an office cleaning service. It seeks to appoint a single Contractor to provide and manage cleaning services within the FSS office location in Pilgrim House, Old Ford Rd, Aberdeen. FSS seeks an innovative supplier with strong customer focus with the ability to deliver cleaning and minor repair services to FSS. FSS seeks to work collaboratively with the supplier to encourage innovative service solutions while embracing and delivering continuous improvement.

The principal objectives of the contract for the services will be to deliver:

- good quality office cleaning,
- value for money.

The range of services required include:

- routine cleaning,
- reactive cleaning,
- deep cleaning,
- window cleaning (internal side of building windows) and internal glass partitions,
- document shredding,
- ad hoc reactive maintenance and repair work,
- testing of potable water sources,
- testing and maintenance of fire detection systems and emergency lighting,
- certification of fire extinguishers,
- general lighting maintenance.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

II.2.6. Estimated value

Value excluding VAT: 110 000,00 GBP

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The initial contract will have a 3-year duration. FSS will reserve the right to extend for a period of a further 12-month period.

II.2.9. Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5 Maximum number: 6 Objective criteria for choosing the limited number of candidates:

ESPD Q4C1.2

Example 1 will be weighted at 50 %

Sub weightings as follows:

- Annual contract value (nil sub weighting),
- The nature of the state covered by the contract including number of buildings, age of buildings, size of buildings, operational hours of estate (nil sub weighting),
- Range of services covered in the contract (nil sub weighting),
- How you implemented and delivered continuous improvement and innovation for the example contract (50 % sub weighting),
- Details of how you delivered financial savings in the example contract while continuing to meet required quality standards (50 % sub weighting).

Example 2 is weighted as 50 %;

Sub weightings as follows:

- Annual contract value (nil sub weighting),
- The nature of the state covered by the contract including number of buildings, age of buildings, size of buildings, operational hours of estate (nil sub weighting),
- Range of services covered in the contract (nil sub weighting),
- Approach to contract management including a evidence of integrating services to achieve an integrated and consistent approach to the contract (30 % sub weighting),
- How you worked collaboratively and in partnership with the client (35 % sub weighting),
- How you demonstrated a strong customer focus (35%sub weighting).

Each example has a weighting of 50 % and each will be scored using the following matrix:

Description Mark

4 — Excellent — Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

3 — Good — Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

2 — Acceptable — Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

1 — Poor — Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

0 — Unacceptable — Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

FSS intends to take a maximum of 6 bidders through to award stage. However, where a tie for 6th place occurs, all bidders tied for 6th place will be taken through to the award stage.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11.

Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

ESPD Part III — Exclusion Grounds — Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Not applicable.

III.1.2. Economic and financial standing

Minimum level(s) of standards possibly required:

ESPD Q4B.4 — Bidders must demonstrate Current Ratio values for the most recent 2 years. It is a minimum requirement that the ratios are within the acceptable range of not less than 1.0. The Ratio is to be calculated as follows: Total Net Current Assets/Total Net Current Liabilities. To achieve a pass, bidders must demonstrate a current ratio value of no less than 1.0 for the most recent 2 years.

ESPD Q4B.5.1-3

It is a requirement that Contractors hold or can commit to obtain prior to start of any subsequently awarded contract the types of insurances below:

Employer's (Compulsory) Liability Insurance equal to at least 5 000 000 GBP

Public Liability Insurance equal to 5 000 000 GBP

To achieve a pass, bidders must demonstrate that they hold the identified insurances to the value required prior to the commencement of the contract.

III.1.3. Technical and professional ability

Minimum level(s) of standards possibly required:

ESPD Q4C1.2 — Bidders will be required to provide 2 examples that demonstrate they have the relevant experience to deliver the services as described in this notice.

Each example sought should be based upon a different contract and client (i.e. the 2 examples cannot refer to the same client/contract).

Each example should be limited to 3 sides of A4 using Ariel Font 12 point.

Example 1 — answers should include but not be limited to:

— Annual contract value.

— The nature of the state covered by the contract including number of buildings, age of buildings, size of buildings, operational hours of estate.

— Range of services covered in the contract.

— How you managed the mobilisation of the contract including the management of any secondary TUPE transfers.

- How you implemented and delivered continuous improvement and innovation for the example contract.
 - Details of how you delivered financial savings in the example contract while continuing to meet required quality standards.
- Example 2 — answers should include but be limited to:
- Annual contract value.
 - The nature of the state covered by the contract including number of buildings, age of buildings, size of buildings, operational hours of estate.
 - Range of services covered in the contract.
 - Approach to contract management including a evidence of integrating services to achieve an integrated and consistent approach to the contract.
 - How you worked collaboratively and in partnership with the client.
 - How you demonstrated a strong customer focus.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 30/10/2017 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 20/11/2017

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

The award criteria with the supporting weightings and scoring mechanism will be published in the ITT.

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=513200

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at http://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems. A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361> A summary of the expected community benefits has been provided as follows:

- employment and training opportunities for local groups,
- vocational training,
- equality and diversity initiatives.

(SC Ref:513200)

Download the ESPD document here: http://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=513200

VI.4. Procedures for review

VI.4.1. Review body

Official name: Food Standards Scotland (FSS)

Postal address: 4th Floor, Pilgrim House, Old Ford Road

Town: Aberdeen

Postal code: AB11 5RL

Country: United Kingdom

Telephone: +44 11412420133

Internet address: www.foodstandards.gov.scot

VI.5. Date of dispatch of this notice

27/09/2017