

City Building (Glasgow) LLP
Uplift, Storage and Delivery Services
Contract Ref CBG92

Information and Guidance for:

European Single Procurement
Document – ESPD (Scotland) and
Contract Notice

***Bidders should read this document carefully.
This document will assist you in completing
the ESPD(S) and details the standards the
winning bidder must meet.***

ESPD(S) Guidance and Statements

City Building (Glasgow) LLP is referred to as CBG

The information contained below details additional relevant ESPD(S) information, which is not contained within the contract notice. This information will guide Bidders to the sections within the ESPD(S) which are required to be completed and the purpose of these questions. This document also details the standards that the winning bidder must meet.

Summary of the ESPD(S) questions which have been removed

Part IV 4A.1 – 4A.2.3 Part IV 4B.1.1 -4B.4.1 4B.6 -4B6.1

Part IV 4C.1- 1.1, 4C.2 – 4C.12.2

Part IV 4E

Part V 5.1-5.3

ESPD(S) Part I Information concerning the procurement procedure & public body

PCS-T Section 1.1 Acceptance of Documentation to be completed

ESPD(S) Part II Information concerning the bidder (Questions A – D)

PCS-T Question 2A.1 – 2D1.2 to be completed and 2A.18.

The details required for Questions 2A.1 – 2A.16 and 2B.1 – 2B.9 seek background information about the Bidder; this section is not normally evaluated; however, the contracting authority may choose not to select Bidders that cannot provide basic company information.

Question 2A.17

Bidders should only select "Yes" to Question 2A.17 when bidding on behalf of a Consortium, Joint Venture or similar and not where you have a reliance on another supplier to meet the minimum requirements or propose to use sub-contractors which are dealt with at 2C.1 or 2D.1.

Please note that should you answer "Yes" to Question 2A.17, CBG may require the members of the group to assume a specific legal form and/or to hold you jointly liable for the performance of the contract should you be successful. All participants must provide a separate full ESPD(S) response, and these will be evaluated in relation to the criteria set out within the contract notice.

Should the Bidder be successful in progressing to award stage and there are certain critical tasks that require being performed directly by the Bidder or by any participant in the Group, then CBG may request proof of commitment by those participants. Should the Bidder fail to provide proof of commitment, then the Bidders participation in this procurement procedure may be discontinued at any time at the sole discretion of CBG.

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Bidders should only select “Yes” to question 2C.1 where there is reliance upon the capacities of others to deliver any part / meet the minimum requirements of this contract. Sub-Contractors whose capacity you are not relying upon, if known at this stage, are dealt with at question 2D.1.1.

Please note that should you answer “Yes” to question 2C.1, CBG may require to hold you jointly liable for the performance of the contract should you rely on the capacities of others to meet the Economic & Financial Standing criteria should you be successful.

All participants must provide a separate ESPD(S) response (which will be evaluated in relation to the criteria set out within the contract notice) containing responses to:

Part II (A&B);

Part III;

and the relevant part of Section IV Selection Criteria as per the criteria stated in the contract notice which will be one or more of the following sections which the main bidder is reliant upon i.e. Economic & Financial Standing; Technical & Professional Ability; Quality Assurance Schemes (inc Health & Safety Procedures) & Environmental Management Standards; and Part V (if applicable) – Reduction of the number of qualified candidates.

All parts must be duly completed and signed by all of the entities.

Should CBG issue a Request for Documentation, then you must provide proof that you have the necessary resources at your disposal.

Should the response verify that there are mandatory grounds for exclusion as set out in section 3, Part III (A) of any such subcontractor, CBG will require the replacement of that subcontractor. CBG may also require the replacement of any subcontractor to which any of the discretionary grounds, set out in Section 3, Part III (B-D) for exclusion apply.

ESPD(S) Part III Exclusion Grounds (A – D)

PCS-T Questions 3A.1 – 3D.14 (Discretionary Pass /Fail)

PCS-T Question 3D.15 (Mandatory (Pass / Fail)

This section includes mandatory and discretionary Pass/Fail criteria and sets out the grounds on which a Bidder may be excluded from the process.

Bidders must ensure that all questions in this section are answered fully.

Economic operators may be excluded from this process if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

ESPD(S) Part IV Selection Criteria (A – D)

4A Suitability

PCS-T Questions 4A.1 – 4A.2.3 have been removed.

4B Economic and Financial Standing (Section III.1.2 of the contract notice)

City Building requirement for this element is as below –

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process: -

There is a minimum financial requirement that affects trading performance and balance sheet strength. Financial requirements should be calculated on latest filed accounts with Company House. For non-UK Companies, ratios should be calculated on information contained in most recent audited accounts.

Trading Performance

Bidders must have attained the undernoted: -

- Positive pre-tax profits for most recent financial year or
- An overall positive outcome on pre-tax profits over a 3-year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover

Balance Sheet strength

Net worth of the organisation must be positive

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

Bidders who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

CBG reserves the right, at its own discretion, to seek such other information from the bidder in accordance with Regulation 61(7) or Regulation 61(8) of the Public Contracts (Scotland) Regulations 2015 to prove the bidder's economic and financial standing.

4B Minimum Insurance requirements (Section III.1.2 of the contract notice)

PCS-T Question 4B.5.1 – 5.3 to be completed based on the criteria listed below: -

Bidders must hold or commit to obtain prior to the commencement of the contract if successful the following insurances –

Employer's Liability

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The organisation/consultant shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (£10,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability

The organisation/consultant shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION (£5,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

Motor Insurance

The organisation/consultant shall take out and maintain throughout the period of their services, at least statutory Motor insurance cover as per the Road Traffic Act 1988.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for other EU member states. No organisation may sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, except with CBG'S express permission in writing. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of expressing an interest then the Bidder must certify in their response to this ESPDS that the specified insurance will be obtained prior to contract award, should they be successful.

Confirmation of Insurances

The Bidder is required to confirm that these levels of insurance would be in place should the Bidder be awarded this contract.

If the Bidder does not have the specified insurances or not certify an undertaking to do so, this **WILL** result in the Bidder not being taken to the next stage in the evaluation process.

Bidders who do not currently have the required level of insurance and who indicate that they are not willing to obtain the appropriate level of insurance (prior to the commencement of the contract if their bid is successful) will be rejected.

CBG reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

4C Technical and Professional Ability (Section III.1.3 List and brief description of selection criteria of the contract notice)

PCS-T Question 4C.1.2 has to be completed based on the criteria listed below with the exception of 4C.1-1.1, 4C2 – 4C.12.2 as they have been removed.

Instructions

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement as described in Section II.2.4 of the Contract Notice and all other documentation found within the buyer's attachment area on PCS-T.

In order to ensure that newer or start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from:

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- Within your organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)

Bidders should be aware that they may be asked to confirm prior to the contract award stage that there has been no material change to the skills, experience and resources available to them since submitting their ESPDS response

Question Reference	Description
4C.1.2	<p><u>ESPDS Statement</u></p> <p><i>“For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified in the Contract Notice:</i></p> <p><i>(Examples from both public and/or private sector customers and clients may be provided):”</i></p> <p><u>CBG’s guidance for this question is detailed below-</u></p> <ul style="list-style-type: none"> • Provide two relevant examples from within the last three years that demonstrate your organisation has the relevant and necessary skills, expertise and experience to deliver the service required by CBG. <p>For each relevant example the following information should be provided but is not limited to –</p> <ol style="list-style-type: none"> 1. an overview of the contract including customer name, contract start and completion date and contract value. 2. a thorough and detailed description for each example of the scope of the requirement and service provided by you demonstrating expertise in a contract the same or similar in scope and complexity to the CBG <p>The above information should be submitted for each Lot that the bidder is applying for. Your response should clearly detail which Lot you are applying for. Bidders can apply for Lot 1, 2 or both Lots.</p> <p>Your response to this question should not exceed, for each example, 2 x A4 sides, this page count includes all text (Arial font 11), photographs, figures and diagrams.</p> <p>Where a submission exceeds the maximum number of pages indicated per example, no account will be taken of the content of the pages beyond the maximum.</p> <p><u>Weighting</u> The weighting will be out of 100 with 50% attributed to each example. A minimum pass mark of 60 out of 100 is required overall for this question. Any bidder who fails to achieve the minimum score for this question will be excluded from the process at this stage and the price submission will not be considered.</p>

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Evaluation Process

The scoring methodology that will be utilised to assess the pre-selection criteria in Section 4C1.2 Technical and Professional Ability criteria can be found below: -

Scoring Methodology

A total mark will be calculated and entered into a Score Calculator Evaluation Spreadsheet. This mark will be obtained by assessing each question in accordance with the following guide:

Scoring Guidance	Score
No Submission/Submission not relevant	0
Submission Partially Relevant but Poor	1
Submission Partially Relevant but Acceptable	2
Submission Completely Relevant and Acceptable	3
Submission Completely Relevant and Good	4
Submission Completely Relevant and Exceptional	5

For information, should you score 5 for example 1, you will secure 50% for that example, should you score 3 for example 2, you will secure a score of 30% for that example. The combined total 80% would result in pass for this stage.

4D – Quality Assurance Schemes and Environmental Management Standards (Section III.1.3 Minimum level(s) of standards required of the contract notice)

PCS-T Question 4D.1 - 4D.2.2 have to be completed based on the criteria listed below

Please CBG will request copies of certificates and any other information as detailed below via a Request for Documentation on PCS-T if appropriate to do so.

Question Reference	Questions from ESPD (Scotland) and related Statements for ESPD (Scotland)
4D.1	Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons?
4D.1.1	If not , please explain why and specify which other means of proof concerning the quality assurance scheme can be provided:
4D.1.2	If the relevant documentation is available electronically, please indicate:

<p>1. The bidder <u>must hold</u> a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),</p> <p>OR</p> <p>2. The bidder must have:</p> <p>a. a documented policy regarding its quality management which sets its out responsibilities and which is championed by its Chief Executive, or equivalent. The policy must be relevant to the nature and scale of the services to be provided and formally periodically reviewed.</p> <p>b. documented procedures for reviewing, correcting and improving quality performance including complaints handling and corrective action.</p> <p>c. be able to provide copies of its organisation’s documentation procedures that meet current agreed good practice. These must include the arrangements for quality management throughout the bidder’s organisation and how these are communicated to the workforce.</p> <p>d. have documented arrangements for providing its workforce with quality related training to ensure that the workforce has sufficient skills and understanding to discharge their various responsibilities. These must include a programme of training that will keep the workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and records.</p>	
4D.2	<p>Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards?</p>
4D.2.1	<p>If not, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided:</p>
4D2.2	<p>If the relevant documentation is available electronically, please indicate:</p>
<p><u>CBG requirement for Environmental is stated below</u></p> <p>1. The Bidder <u>must hold</u> a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,</p> <p>OR</p> <p>2. The bidder must have the following:</p> <p>a. a regularly reviewed documented policy regarding environmental management authorised by the Chief Executive, or equivalent.</p> <p>b. arrangements for ensuring that the bidder’s environmental management procedures are effective in reducing / preventing significant impacts on the environment.</p> <p>c. arrangements for providing employees with training and information on environmental issues.</p> <p>d. arrangements for checking, reviewing and where necessary improving, the bidder’s environmental management performance and the environmental impact of the organisation,</p> <p>e. arrangements for demonstrating that the bidder has a system for monitoring environmental management procedures on an on-going basis and for updating them at periodic intervals.</p> <p>f. arrangements for dealing with waste e.g. waste management plans, waste segregation, recycling etc.</p>	

g. arrangements for ensuring that any suppliers the bidder engages apply environmental control measures that are appropriate to the work for which they are being engaged, including procedures for monitoring supplier's environmental management arrangements.

CBG Health and Safety Requirement -

Please note CBG will request copies of certificates and any other information as detailed below via a Request for Documentation on PCS-T.

The bidder must meet CBG's criteria for Health and Safety as detailed below and as per Contract Notice –

Has your organisation been convicted of breaching health and safety legislation, or had any enforcement notices served upon it by Health and Safety Executive (or equivalent body) in the past three years?

If your answer to the above is “yes” please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of the conviction or notice served.

Guidance

CBG will exclude bidders that have been in receipt of any enforcement/remedial orders unless you can demonstrate to CBG's satisfaction that appropriate remedial action has been taken to prevent future occurrences.

The successful bidder must also meet the requirements below-

Health and Safety Procedures

The bidder must hold a current accredited certificate of registration to BS OHSAS 18001 / ISO 45001 or where the bidder does not have such registration they must be able to positively confirm compliance with all the questions a-l below

- a. The bidder must have a regularly reviewed and documented policy for Health and Safety management, endorsed by the Chief Executive Officer, or equivalent. **Note** - Organisations with fewer than five employees are not required by law to have a documented policy statement.
- b. Arrangements for ensuring that H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents.
- c. Arrangements detailing how the bidder obtains access to competent Health and Safety advice and assistance.
- d. Arrangements for providing the bidder's workforce with training and information appropriate to the type of work of which the organisation is likely to bid.
- e. Arrangements describing what H&S or other relevant qualifications and experience the bidder's workforce has, in order to implement the H&S policy to a standard appropriate for the work for which the organisation is likely to bid.
- f. Arrangements for checking, reviewing and where necessary, improving the bidders H&S performance.
- g. Arrangements for consulting its workforce on H&S matters and show how workforce comments, including complaints, are taken into account.
- h. Arrangements for recording accidents/incidents and undertaking follow-up action. This will include records of accident rates and frequency for all RIDDOR reportable events for at least the last 3 years.
- i. Arrangements for ensuring that the bidder's suppliers apply H&S measures to a standard appropriate to the work for which they are being engaged. This must demonstrate that the bidder's organisation has, and implements, arrangements for monitoring suppliers' H&S procedures.

j. Arrangements for carrying out risk assessments capable of supporting safe methods of work and reliable contract delivery where necessary. **Note** - Organisations with fewer than five employees are not required by law to record risk assessments.

k. Arrangements for H&S co-operation and co-ordination on the bidder's work with other suppliers.

l. You must meet all health and safety requirements placed upon you by law.

4E – Global Question for all Selection Criteria

PCS-T Question 4 has been removed as not relevant to this tender.

ESPDS Part V – Reduction of the number of qualified candidates

PCS-T Question 5.1 – 5.3 have been removed as not relevant to this tender

ESPDS Part VI – Concluding Statement

PCS-T Question 6.1 Declaration to be completed

Contract Notice Information

- **Section III.2.2 Contract Performance Conditions of the contract notice**

KPI's are listed in the tender documents.

- **Additional Information (section VI.3 of the contract notice)**

Terms and Conditions

Are located within the buyer's attachment area of PCS-T.

Affiliated Bodies

Bidders are asked to note that the following Affiliated Bodies will participate in this contract: City Building (Contracts) LLP, Wheatley Group

Freedom of Information Act

Information on the FOI Act is within Instructions to Bidders. Bidders must note the implications of this legislation and ensure that any information they wish the CBG to consider withholding is specifically indicated on the FOI Certificate contained in the buyer's attachments area within the PCS Tender portal (NB. City Building (Glasgow) LLP does not bind itself to withhold this information).

Non-Collusion

Bidders will be required to confirm their agreement to the statements listed in the non-collusion certificate which is contained in the buyer's attachments area within the PCS Tender portal.

Bidders Amendment

Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to the offer. Bidders will be required to complete the Bidders Amendment Certificate

Community Benefits

CBG expects the successful bidder to deliver a range of community benefits meeting CBG's priorities in partnership with CBG, to maximise the added benefit from the contract.

Community Benefits will be mandatory on a Pass/Fail basis and will therefore not be evaluated as part of the tender evaluation. Community benefits will therefore be a contractual requirement and form part of the awarded contract. The successful bidder will be obliged to deliver their commitments. This element will be monitored continuously throughout the contract life and measured via KPI's.

Bidders must commit to paying 0.5% of the annual income derived from this contract with CBG to Community Benefits the detail of which to be determined by CBG, acting reasonably, following constructive discussions with the successful bidder.

Waste Carrier Licence

The successful bidder or company working on their behalf will be required to submit a copy of their Waste Carrier Licence certificate. A copy of the waste transfer notes will be periodically required during the term of the contract.

The final disposal site for the waste should hold an appropriate waste management licence as awarded by a regulatory authority, details of this licence should be documented on all waste transfer notes relating to the disposal of waste household goods.

The successful bidder or Company working on their behalf will be required to submit a copy of the Waste Management Licence held by the final disposal site for the waste. Adherence to all environmental legislation will be monitored by CBG throughout the term of the contract.

Disclosure Scotland

The successful bidder will be required to hold Protecting Vulnerable Scheme (PVG) Scheme approval for each operator to be involved in the uplift, removal and delivery service.

Request for Documentation

If so, required by CBG, the bidder will be expected to provide all documentation as specified in the ESPD(S). This is known as a Request for Documentation. When the Request for Documentation is made, Bidders must supply the relevant information within the time stipulated

Failure to provide this information within the specified time may result in your bid being rejected.