



The Coal  
Authority

# Grounds Maintenance Invitation to Tender

March 2022



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## Background

The Coal Authority is an executive non-departmental public body, sponsored by the Department for Business, Energy & Industrial Strategy and our mission is to make a better future for people and the environment in mining areas.

As part of the management of the Coal Authority headquarters in Mansfield, we are looking to source a supplier to provide grounds maintenance services in accordance to the detailed requirements within the specification.

At a minimum, services are to be provided 52 weeks a year. All services laid out within the specification are to be carried out to recognised horticultural standards and safe systems of work.

Sustainability and Environmental management is equally important to us and the successful supplier will be expected to work with, adapt and support the Authority's developing environmental, sustainability and biodiversity approaches. As part of this the supplier will be expected to include within their response naturalistic and nature-friendly grounds maintenance methods, including reduced reliance on chemicals for weed control.

## Contract Duration & Terms

The contract is to be for 3 years, with the option to extend for up to an additional 2 years through 1 year extensions (3+1+1).

Tenderers are to note that the conditions of contract will be undertaken in accordance with Terms and Conditions for the Supply of Services to the Coal Authority.

## The Coal Authority Values

At The Coal Authority, our values are important to us. In this tender, our values have influenced our requirements in the following ways:

### **Inclusive**

The Coal Authority is a Disability Confident employer, which means that we are committed to recruiting and retaining people with disabilities and health conditions. As such, we would expect any offer to meet high standards of accessibility and usability.

### **Progressive**

As a forward thinking organisation, incorporating industry developments and best practice is key. We expect suppliers to share this mind-set when developing both technical and functional product roadmaps to ensure the tool is effective, relevant and secure.

## Trusted

Environmental, economic and social sustainability is The Coal Authority's core purpose and our [Sustainability Plan](#) details our contributions to the wider national and global effort. We are keen to work with supplier who share our ethos.

## Indicative Timetable –

<i>Phase</i>	<i>Process</i>	<i>Date</i>
Tender	ITT Published	16:00pm 7 <sup>th</sup> March 2022
	Site Visits	18 <sup>th</sup> March 2022 and 22 <sup>nd</sup> March 2022
	Deadline for Queries	16:00pm 30 <sup>th</sup> March 2022
	Tender Closing Date	16:00pm 6 <sup>th</sup> April 2022
Evaluation	Evaluation / Scoring	7 <sup>th</sup> April 2022 – 29 <sup>th</sup> April 2022
Award	Award Notification	29 <sup>th</sup> April 2022
	Standstill Period Ends	11 <sup>th</sup> May 2022
	Award	12 <sup>th</sup> May 2022
	Contract Commencement	1 <sup>st</sup> June 2022

Any changes to these timescales will be notified with the maximum possible notice.

Tender submissions received after the closing date and time will not be considered.

Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your submission.

## Site Visit

We shall be holding a site visit on Friday 18<sup>th</sup> March 2022 and Tuesday 22<sup>nd</sup> March 2022 between the hours of 10am-16:00pm so tenderers can get a better understanding of the site and raise questions to assist with the bid.

Site visits are to be booked via the Inbye Portal.

The Coal Authority accepts no liability for any costs incurred by organisations in respect of site visits. Any information obtained during the site visit or otherwise will not be held valid unless requested in writing via the Inbye Portal.

## Procurement Process and Guidelines:

The instruction and guidance as provided in this document are designed to ensure that all tenderers are given equal and fair consideration. It is therefore important that you provide all the information asked for and in the format and order specified.

Tenderers shall be deemed to have examined fully, at the time of tendering, the tender documents and it is the responsibility of tenderers to ensure that submissions are accurate and as they intend. The Coal Authority will not ensure that bids are complete or correct, or allow omitted material to be submitted after the tender deadline should any errors occur.

Tenderers shall bring any ambiguities and inconsistencies to the attention of the Assistant Procurement Business Partner identified below, during the period allowed for tendering, otherwise it shall be accepted that all items in the tender documents have been understood and accepted for the purpose of submitting bids.

It is the responsibility of tenderers to ensure that submissions are accurate and as they intend. The Coal Authority will not ensure that bids are complete or correct, or allow omitted material to be submitted after the tender deadline should any errors occur.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

No unauthorised alteration, addition or removal shall be made to the tender documents. If any such alteration, addition or removal is made, or if the Price List is not duly completed, or if these instructions are not fully complied with the tender may be rejected. The Coal Authority will reject any bid which is not a compliant bid

All information is given by the Coal Authority as a guide and in good faith at the tender stage. However this information may change due to reasons beyond the control of The Coal Authority and no claim for additional costs shall be made by the successful tenderer if requirements subsequently differ.

Bidders must accept the Coal Authority's terms & conditions.

## Tender Return

Bidders are to ensure that the registered contact details on the eTendering (InBye) portal are correct for this process. Should you have any difficulties with this procedure, please contact Joe Keir at [joekeir@coal.gov.uk](mailto:joekeir@coal.gov.uk).

Once registered for the event, any queries and clarifications must be submitted via the messaging facility within the InBye eTendering Portal.

Any questions related to the tender opportunity should be addressed in writing and sent to Procurement via the e-Tendering portal using the messaging facility within the system. This ensures that a complete audit trail of the process is achieved. Questions raised which result in additional information being provided will be shared with all tenderers together with the Authority's response, but will not breach any areas of commercially sensitive information.

Questions must be received no later than 16:00 on Wednesday 30<sup>th</sup> March 2022. Questions received after this time will not be answered.

The Coal Authority accepts no liability for any costs incurred by tenderers in respect of preparing and submitting the Expression of Interest documentation or any element of the procurement process.

Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Your submitted tender rates and prices must be exclusive of Value Added Tax.

## Confirmation of award

A contract award notification will be sent (subject to contract) to the successful tenderer by the date stated in the table programme for delivery. The unsuccessful tenderers will also be notified of the outcome at the same time.

## Assessment & Criteria

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **40% Quality / 60% Price** assessment

The bid evaluation will be based on the Mandatory and Discretionary Exclusion Grounds first before the evaluation of the Technical and Financial proposals within the bids and the information set out in each compliant bid.

A bid shall only be considered compliant if the above sections have been completed and submitted via the eTendering portal, for absolute clarity these are:

- Standard Selection Questionnaire & Mandatory/Discretionary Exclusion Questions
- Quality Assessment Responses
- Deliverable Pricing

Bids will equally only be considered compliant in line with those submitted in line with the guidance provided under "Procurement Process and Guidelines".

Once a bid is considered compliant and the Standard selection questionnaire & Mandatory/Discretionary Exclusion Questions have been passed, evaluation of your Bid is a one or two stage process depending on your Price.

The Coal Authority will award a score for Price, the first stage, using the criteria outlined further below in the Tender documentation.

BUT

1. "If your Bid is Compliant, The Coal Authority may choose not to assess your Bid further where your Price is so High that it is not feasible for your bid to win the Tender because of your Price i.e. your Price is so high as to result in your Bid being Uncompetitive and unable to win the Tender on the basis of being the most Economically Advantageous, because of Price."
2. "Bids that ARE Competitive on Price will be taken to the second stage, as they will be regarded as Competitive Bids. The Competitive Bid with the highest overall score for both Price and Quality will be the preferred Bid".
3. Before awarding a contract on the basis of price, The Coal Authority will consider whether the Lead Tenderers' score is abnormally low in relation to the Works and Services. If such bid appears to be abnormally low, in the opinion of The Coal Authority, The Coal Authority will request that the Lead tenderer explains the price of its tender in accordance with Regulation 69 of the Public Contracts Regulations 2015.
4. If at any stage any bid is withdrawn or removed from the assessment by The Coal Authority which affects the Price assessment, The Coal Authority will recalculate the Price scores and reconsider whether any bids which originally did not progress to stage two, subsequently need to be assessed.

Once a score for Price has been completed the Quality assessment will then be evaluated on the following basis:

## Quality Scoring Assessment

Quality scoring will be undertaken on the basis of the approach below:

Assessment	Detail	Score
<b>Adds Value</b>	The evaluators are satisfied that the submission demonstrates clearly and convincingly how all the <i>Authority's</i> requirements in the area being evaluated will be delivered in an excellent way adding value	<b>5</b>
<b>Meets Requirements</b>	The evaluators are satisfied that the submission demonstrates how the <i>Authority's</i> requirements in the area being evaluated will be met to an acceptable standard.	<b>4</b>
<b>Minor Concerns</b>	The evaluators consider that the submission demonstrates how most of the <i>Authority's</i> requirements for the area being evaluated will be delivered but there are areas of minor concern.	<b>3</b>
<b>Significant Concerns</b>	The evaluators consider that the submission leaves them with significant concerns about the requirements for the area being evaluated being delivered in an acceptable manner	<b>2</b>
<b>Unacceptable</b>	Either <ul style="list-style-type: none"><li>• no proposals are submitted in relation to the aspect of the proposals for delivery being evaluated,</li><li>• the evaluators consider that the submission fails to demonstrate how the <i>bidders</i> requirements for the area being evaluated will be delivered or</li><li>• the evaluators have major reservations about the approach or solution proposed in the submission in relation to the area being evaluated</li></ul>	<b>0</b>

**The Coal Authority reserves the right to deem any submission scoring a 0 (Unacceptable) or 2 (Significant Concerns) for any scored question as non-compliant and as such may be excluded from consideration.**

Full details of the assessment approach for each Quality Question are explained in further detail within the question wording and response templates



## Quality Assessment – 40%

Please respond to the ITT questions using the separate ITT Questionnaire within the procurement portal.

Offered below are the specific questions and weightings for the quality elements of this tender:

Question	Weight	Question	High Scoring Response
1. Previous Experience	30% of available quality marks	<p>Please detail what previous experience of grounds maintenance you have on a similar site and how you will meet the requirements of the Specification?</p> <p><b><u>Maximum 4 sides of A4.</u></b></p>	A high scoring response will evidence how a methodical approach to tasks on a similar size site and nature has been carried out with provision of examples.
2. Training	25% of available quality marks	<p>Please detail how you will recruit, vet and train personnel including supervisors and operatives through the life of the contract term.</p> <p>Please include what training/refresher training plans are in place and how these are monitored.</p> <p><b><u>Maximum 3 sides of A4</u></b></p>	<p>A high scoring response will include:</p> <ul style="list-style-type: none"> <li>- Provision of a detailed and credible recruitment and training plan</li> <li>- Details of relevant qualifications/standards amongst the team</li> <li>- Details of how plans are refreshed and how frequently</li> </ul>

Question	Weight	Question	High Scoring Response
3. HSW	10% of available quality marks	<p>Please state what you identify as the key risks to working on this site, and what actions you would put in place to mitigate these.</p> <p>This should include but not limited to how you manage, maintain and store required plant machinery, equipment and chemicals that will be utilised in the delivery of service.</p>	<p>A high scoring response would include illustrations of risks identified that are clearly specific to our site and how these would be mitigated including method statements.</p> <p>A high scoring response will be one that ensures that all areas outlined within the question are met.</p>
4. Service Management	5% of available quality marks	<p>Please demonstrate how you are going to measure, audit and report on your services as per the Specification to ensure effective delivery of service.</p> <p><b><u>Maximum 1 side of A4.</u></b></p>	<p>A high scoring response will include an understanding of what is required as outlined under the specification, how this will be measured, audited and reported.</p> <p>In addition there will be a clear understand of client/contractor requirements and evidence of continuous improvement.</p>
5. Implementation	5% of available quality marks	<p>Please outline what your service implementation plans are both for the initial contract start as well as each defined phase of the Specification i.e. "1 April – 31 October", "1 November – 31 March" and "Winter Service Plan".</p>	<p>A detailed and credible plan(s) that illustrate each defined phase as laid out within the specification and how the programme of works will be met.</p>

Question	Weight	Question	High Scoring Response
		<b><u>Maximum 2 sides of A4.</u></b>	Inclusion of details that are clear about the expectation of client involvement including service management.
6. Social Value	10% of available quality marks	<p>Please detail how your company supports social value currently, and what you could offer, to benefit the community, related specifically to this contract.</p> <p>Please also mention how your company works to ensure equality and diversity in what you do.</p> <p><b><u>Maximum 1 side of A4.</u></b></p>	<p>A high scoring response will include details of how you would seek to deliver social value through this contract which may include items such as:</p> <ul style="list-style-type: none"> <li>• how you seek to recruit a diverse workforce</li> <li>• how you benefit the local community through your work</li> <li>• how you seek to employ members of the local community</li> </ul>
7. Sustainability	15% of available quality marks	<p>Please explain your approach to sustainability, providing examples from previous similar sites and how this will be applied through the delivery of the Specification.</p> <p>Your response must include:</p>	<p>A high scoring response will ensure that all areas outlined within the question are met, are well-structured, clear and demonstrate an understanding of the requirement.</p> <p>In addition, examples of methodology/evidence used on other sites</p>

Question	Weight	Question	High Scoring Response
		<ul style="list-style-type: none"> <li>• How carbon emissions associated with the delivery of services will be reduced.</li> <li>• How you intend to achieve naturalistic and nature-friendly grounds maintenance methods, including reduced reliance on chemicals for weed control</li> <li>• Ensuring and promoting staff wellbeing, measures used and monitoring (including but not limited to: paying the real living wage, flexible working hours, modern slavery due diligence, diversity and inclusion considerations)</li> <li>• Your approach to biodiversity protect and gain and how it can directly support this project</li> <li>• How you can support the CA to innovate and work towards becoming a sustainable organisation as part of this project.</li> </ul> <p><b><u>Maximum 2 sides of A4.</u></b></p>	as well as relevant accreditations will be considered as a high scoring response.

## **Pricing Assessment (60%) – Details**

Pricing will be assessed using the least cost differential method, for the initial 3 year contract period.

Prices are to be fixed for the three year duration of the initial contract and increased by CPI (Consumer Price Index) if options for years four and five are taken.

Your submitted pricing must be inclusive of all requirements outlined within the tender documentation.

Your pricing should be submitted on the pricing template provided within the eTender portal.

You may provide details of your standard pricing structure for a service of this type in addition to your compliant pricing submission.

## **Completion Guidelines**

### **The questionnaire within the Inbye Portal should be completed by a partner/director/senior manager.**

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately; if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisation's policy and arrangements.

## **Assessment & Feedback**

The tender submissions will be assessed in accordance with the assessment criteria outlined.

The Coal Authority will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

## Acceptance Procedure

The Authority does not bind itself to invite you to tender for the project and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT, but the Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply stating you do not wish to respond to the tender and provide a comment why.

If you require any clarification on the details within this document, associated attachments or the tender process, a query should be submitted through the online messaging facility within the InBye eTendering portal.

## Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done, and we undertake that we will not do, at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.