

RUTLAND COUNTY COUNCIL
TENDER FOR
ARBORICULTURAL SERVICES (TREE MAINTENANCE)
TENDER DOCUMENT ONE
INFORMATION AND INSTRUCTIONS

Thank you for expressing interest in this procurement.

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

- Document One – Information and instructions (including the timetable) (this document)
- Document Two – Specification
- Document Three – General Terms and Conditions
- Document Four – Tender Response Document

When completed, please return **one hard copy and a copy electronically saved on a memory stick** of the response document (Document Four).

Please mark envelopes/packages with only:

“TENDER RESPONSE: ARBORICULTURAL SERVICES (Private and Confidential)”

and with no company markings and address to:

THE CHIEF EXECUTIVE, CATMOSE, OAKHAM, RUTLAND, LE15 6HP

<p>To be received no later than 12 noon on Friday 26th May 2017.</p> <p>Late submissions will be disregarded.</p>
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Please ensure that you register your interest with the procurement contact named in this Document in order to receive updates and responses to questions etc.

TENDER – DOCUMENT ONE
INFORMATION AND INSTRUCTIONS

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1. Introduction

1.1 How this tender is structured

This tender is arranged in four sections:

Document One, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Four).

Document Two contains the detailed Specification for the goods or services required.

Document Three contains the General Terms and Conditions which apply to this tender and to the ensuing contract.

Document Four is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

1.2 The commissioning background

1. This contract is issued by Rutland County Council (the Council).
2. In view of the size of the contract the Welland Procurement Service (a shared procurement service representing the Council) is supporting the conduct of this procurement.
3. In compliance with the Public Contract Regulations 2015 for public contract opportunities that are advertised with a value £164,176, it has been decided to use a single stage/open tender process.
4. This means that the tender response document combines the Standard Selection Questionnaire (SSQ), a set of Tender Evaluation Questions, Pricing Schedule, a Form of Tender, a Collusive Tendering Certificate and a Confidential and Commercially Sensitive Information form.
5. This contract will be advertised on OJEU, Contracts Finder and Source.
6. The eventual contract between the successful bidder and the Council will consist of the following documents:
 - a. Documents 1 to 3 of this tender developed by the Council.
 - b. Document 4 of this tender – the response document completed by the Bidder.
5. The current contract for is for comparable services with a sole contractor. This contract was tendered by a group of Councils lead by Charnwood Borough

Council and for the past seven years the contractor's services have been available for use by district councils across Leicestershire, Rutland County Council and East Northamptonshire District Council.

This new contract is being tendered by Rutland County Council on behalf of Rutland County Council and Melton Borough Council and will be for the benefit of Rutland County Council, primarily the Highways Dept, and also for the benefit of parish councils within Rutland, the town councils of Uppingham and Oakham and also for the benefit of Melton Borough Council.

6. The expiry date of the existing arrangement is 9th October 2017.

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1.3 Procurement Timetable

1.3.1 The procurement is intended to follow the time-line below:

1	Tender documents available	21 st April 2017
2	Deadline for clarification questions	19 th May
3	Deadline for Submission of Tenders	26 th May
4	Evaluation	7 th July
5	Award Decision	14 th July
6	Standstill Period	18 th July - 27 th July
7	Contract Award	28 th July
8	Contract Start	10 th October

1.3.2 The Council reserves the right to amend this timetable and steps 4, 5, 6, 7 and 8 are provided for indicative purposes only.

1.3.2 Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

1.4 Instructions on responding to this tender

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed, as necessary, for the purpose of obtaining quotations or Insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender and the Collusive Tendering Certificate in the tender document must be signed by the Bidder. The Confidential and Commercially Sensitive Information form must be completed. The whole document (Document Four) should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, Collusive Tendering Certificate or to any other component of the tender document.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self contained. The Bidder should not rely on the Council's past experience as tender evaluations will be based only on the information contained within the submission.
9. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
10. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council's contact ([Section 7](#)) as soon as possible in writing (via email is acceptable) and in any case by 19th May 2017.
11. Tenders and supporting documents must be submitted in English. Any mistakes or alterations should be initialled by the tenderer.
12. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.

13. Tenders should arrive at the address shown on the first page no later than the time and date stated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered even if received before the date indicated.
14. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking. Failure to comply with this rule may result in the bid being disqualified.
15. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
16. The Council does not bind itself to accept the lowest or any tender.

2. PROCUREMENT APPROACH

1. This is a single stage/open tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The Standard Selection Questionnaire will be assessed first, as Bidders who do not meet the Council's expectations may be excluded. Suppliers who self certify that they meet the requirements for insurance, economic and financial standing and technical and professional ability will be required to provide evidence of this if they are successful at contract award stage.
4. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#) , [4](#) and [5](#) below.
5. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring bidders. No new criteria will be introduced at these meetings, rather on the basis of these meetings the Council may choose to revise a bidder's score for each response to an evaluation question, either up or down, to reach a final score.
6. The Council will then make its award decision, if appropriate.
7. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
8. The process is subject to the completion of formal contract documents.

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3 SCORING

3.1 Non-Price Scoring

Each written tender will be scrutinised by a small panel and each scoring criteria (Section 5 below) will be awarded points out of 10 according to the following scale.

Score	Criteria for awarding score
0	No response or response is unacceptable
1	Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses
2	Response is weak, and falls well below expectations in a number of respects
3	Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others
4	Response is below expectations but meets the required standard in some respects
5	Response meets expectations regarding the required standard
6	Response slightly exceeds expectations regarding the required standard
7	Response is good and is well above expectations in some respects
8	Response is very good and is well above expectations in most respects
9	Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements
10	Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value

The weighting available for a score of 10 points is shown below in Section 5, and a pro rata weighting will be applied to the score.

3.2 Price Scoring

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by tenderer's price multiplied by 100% of the allocated weighting

For example, if the tenderer's price is £100, and this is also the lowest price, the calculation is $\frac{100}{100} \times 100\% = 100\%$ of the allocated weighting

A bid of £200 would be calculated as $\frac{100}{200} \times 100\% = 50\%$ of the allocated weighting.

4 CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE

The Public Contract Regulations 2015 came into force on 26th February 2015, in compliance with those regulations – *this is a single stage/open tender process.*

Local authorities must assess a Bidder's suitability to deliver the requirements as stated in the Specification/Contract. Those bidders who satisfy the selection assessment will have their tenders evaluated. Those who do not will be excluded from the process. The selection process is based on a template document issued by Central Government. Many of the selection questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the Standard Selection Questionnaire.

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1.1 1.1 (a) 1.1 (b) (i) 1.1 (b) (ii) 1.1 (c) 1.1 (d) 1.1 (e) 1.1 (f) 1.1 (g) 1.1 (h) 1.1 (i) (i) 1.1 (i) (ii) 1.1 (j) (i) 1.1 (j) (ii) 1.1 (k) 1.1 (m) 1.1 (n) 1.1 (o) 1.1 (p)	Potential Supplier Information Full name Registered office Registered website address Trading status Date of registration Company registration number Charity registration number Head Office DUNS number Registered VAT number Appropriate professional/trade registration If yes, details Legal required for professional/trade registration If yes, details Relevant classifications SME Persons of Significant Control Details of immediate parent company Details of ultimate parent company	0%	0%
1.2 1.2 (a) (i) 1.2 (a) (ii) 1.3 (a) (iii) 1.2 (b) (i) 1.2 (b) (ii)	Bidding Model Bidding as lead contact for a group of economic operators Name of group of economic operators Proposed legal structure Use of sub contractors Sub Contractor details	0%	0%
1.3 1.3 (a)-(h)	Contact Details and Declaration Details completed	0%	0%
2 2.1 (a)	Grounds for Mandatory Exclusion Regulations 57(1) and (2): Criminal organisation Corruption	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
2.1 (b)	Fraud Terrorist offences Money laundering Child labour/human trafficking Breach of environmental obligations Breach of social obligations Breach of labour obligations Bankrupt/insolvency or winding-up proceedings Grave professional misconduct Agreements with other economic operators to distort competition Conflict of interest Preparation of procurement procedure Early termination of contract /damages/comparable sanctions In breach of obligations re: tax/social security contributions Measures taken		
2.2	Self cleaning measures	Pass/Fail	Pass/Fail
2.3 (a) 2.3 (b)	Breach of tax/social security obligations If yes, further details	Pass/Fail	Pass/Fail
3 3.1 (a) 3.1 (b) 3.1 (c) 3.1 (d) 3.1 (e) 3.1 (f) 3.1 (g) 3.1 (h) 3.1 (i) 3.1 (j) 3.2	Grounds for Discretionary Exclusion Regulation 57 (8) Breach of environmental obligations Breach of social obligations Breach of labour obligations Financial administration Guilty of grave professional misconduct Distorting competition Conflict of interest Involved in preparation of procurement Significant or persistent deficiencies Statement response If yes, self cleaning	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4 and 5	Economic and Financial Standing		
4.1	Audited accounts or alternative means of demonstrating financial status	Pass/Fail	Pass/Fail
4.2	Minimal financial threshold		
5.1	Parent company accounts		
5.2	Parent company guarantee		
5.3	Bank guarantee		
6	Technical and Professional Ability		
6.1	Details of up to three contracts Evidence of healthy supply chains maintained with sub-contractors	Pass/Fail	Pass/Fail
6.2	Sub contract supply chain management		
7	Requirements under Modern Slavery Act 2015		
7.1	Relevant commercial organisation	Pass/Fail	Pass/Fail
7.2	Compliant with annual reporting requirements		
8	Additional Questions:		
8.1	Insurance	Pass / Fail	Pass/Fail
8.2	Health and Safety		
(a)	Formal health and safety policy/statement	Pass/Fail	Pass/Fail
(b)	Accredited health and safety system		
(c)	Responsible person for health and safety policy		
(d)	Health and safety professional/consultant		
(e)	Health and safety training (staff/sub-contractors)?		
(f)	Accident records		
(g)	Staff consultation on health and safety matters		
(h)	Risk assessments		
(i)	Investigated / prosecuted for health and safety offence		
(j)	Civil action for health and safety offence		
(k)	Prohibition / improvement notices for breaches of health and safety legislation		
8.3	Environmental Management		
(a)	Policy re: safe management of the environment	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
8.4 (a) (b) (c) (d) (e)	Equal Opportunities Compliant policy Findings of unlawful discrimination / harassment Investigated by the Equality and Human Rights Commission Complaints procedure Equality awards	Pass/Fail	Pass/Fail

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5 CRITERIA FOR ASSESSING TENDER RESPONSES

Only those Bidders which pass the Standard Selection Questionnaire (SSQ), will have their tenders evaluated using this scheme.

Section Headings and Sub-Headings	Maximum Score Available	Weighting Within Sub-Heading
Quality:	60%	
Company Management		5%
Company Resources		5%
Service Quality		10%
Capability		10%
Working Practices		5%
Safety		5%
Environment & Safety		5%
Workforce		5%
Workforce Development		5%
Local Impact		2.5%
Local Employment		2.5%
Sub-total		(60%)
* Price (exclusive of VAT):	40%	40%
Schedule of rates covering specified services, tasks, and workforce		
Total	100%	100%

* Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price (See: 3.2 Price Scoring).

6. INVITATION TO TENDER

When completed, please return **one hard copy and a copy electronically saved on a CD** of the response document (Document Four) to:

THE CHIEF EXECUTIVE, CATMOSE, OAKHAM, RUTLAND, LE15 6HP

To arrive by **no later than 12 noon Friday 26th May 2017**

Please note that no other identifying mark should appear on the envelope. Failure to observe this will mean the disqualification of the tender.

7. CONTACT

In the event of any queries or requests for further information arising from this tender, please contact:

Stuart Kidd, Forestry Officer, Rutland County Council skidd@rutland.gov.uk

Note that the Council cannot accept the return of completed tender responses by e-mail.

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.

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