REQUEST TO PARTICIPATE – TRADESMEN

PREFERRED SUPPLIER LIST

**CONTRACT REF. YOR/COR/018**

**PART ONE: INFORMATION & INSTRUCTIONS**

Issue Date: 13th November 2020

Round One Closing Date & Time: 18th December 2020, 12:00 noon

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| Yorwaste Limited  Mount View  Standard Way  Northallerton  DL6 2YD |  |

# INFORMATION AND INSTRUCTIONS FOR SUPPLIERS

* 1. **OVERVIEW**
     1. Yorwaste Ltd (“the Company”) is a waste management and recycling company based and operating in Yorkshire. Yorwaste Ltd is owned by North Yorkshire County Council and City of York Council but is run at arms-length.

* + 1. The Company is looking to establish a Preferred Supplier List (PSL) for the following trades:
* Electricians
* Plumbers
* Drainage works
* Ground works
* General Handymen
* Ventilation and air-conditioning
  + 1. Examples of work which could be required from each trade is outlined in Appendix Two – List of Services.
    2. This is note a comprehensive list, it is purely to give an idea of the types of work which may be required.
    3. The Company has a network of sites across North Yorkshire. Please see Appendix One – Site Locations. The Company requires each Contractor to confirm which sites they would be able to provide services for.
    4. For a further breakdown and more detailed on the above, please see Part Two of the Request to Participate (RtP).
    5. Each Contractor will be scored on the quality questions in Part 3, Request to Participate (RtP). Subject to meeting the quality criteria, the Contractor will be added to the PSL.
    6. Upon being appointed onto the PSL, Contractors will be ranked based on the rates submitted as part of the RtP. The Company agree to approach those ranked one (i.e. those who have submitted the lowest price) first, and then move on if that Contractor is unable to fill the role.
    7. The PSL shall be in place for five years commencing on 1st February 2021. Contractors may join the PSL at any time, but all will have the same contract expiry date of 31st January 2026.
    8. The Company will only contract with Suppliers that are prepared to sign up to our own terms and conditions. Please see RtP Part Four to review the terms and conditions.
  1. **INDICATIVE PROCUREMENT TIMETABLE**
     1. The Company does not bind itself to accept any Request to Participate but every effort will be made to reach a decision on the award of the Contract(s). Suppliers should note that if the Company either decides not to accept any Tenders or to abandon the procurement process at any stage it will not be responsible for any costs which Suppliers may have incurred as a consequence of the Company’s decision.

1.2.2 The procurement is intended to follow the time-line below. Please note the Company reserves the right to amend this time-table if required.

|  |  |  |
| --- | --- | --- |
| 1 | Request to Participate Issued | 13th November 2020 |
| 2 | Deadline for receipt of Request to Participate for round one\* | 18th December 2020, 12:00 noon |
| 3 | Evaluation Period | 21st December 2020 to 22nd January 2021 |
| 4 | Contract Awarded | 25th January 2020 |
| 5 | Contract Start Date | 1st February 2020 |

*\*Due to this being a PSL, Contractors can join at any time. The date here is the initial cut off. After this date, the cut off date will be the expiry of the PSL.*

* 1. **SUBMISSION OF REQUEST TO PARTICIPATE**

1.5.1 Requests to Participate should be submitted via the ProContract procurement portal.

1.5.2 Any queries regarding this procurement should be submitted via the ProContract portal.

**1.6 EVALUATION**

1.6.1 The evaluation of the Requests to Participate involve an initial check to ensure all information has been provided. The Company will then evaluate each return ensuring that all thresholds have been passed. Once this is completed, the Request to Participate will then enter the scoring process. Providing the Supplier has not received a score of 4 or below as per paragraph 1.6.5 and all thresholds have been passed, the Supplier’s Request to Participate shall be deemed to be successful and the Supplier shall be appointed onto the Company’s PSL.

1.6.2 Throughout the whole process, the Company reserves the right to seek clarifications from Suppliers, where this is considered necessary to achieve a complete understanding of the Tenders received.

1.6.3 Suppliers will be asked a range of questions as detailed below. The Company reserves the right to contact any of the referees given in section 6. Receipt of an unsatisfactory reference gives the Company the right to disqualify a Supplier. The Company will use the scoring matrix as per paragraph 1.6.4.

|  |  |
| --- | --- |
| **Section** | **Question Type** |
| 1. Potential Supplier Information | Information only |
| 2. Grounds for mandatory exclusion | Threshold |
| 3. Grounds for discretionary exclusion | Threshold |
| 4. Economic and Financial Standing | Threshold |
| 5. Wider group information | Information only |
| 6. Technical and Professional Ability | 15% |
| 7. Modern Slavery Act 2015 | Threshold |
| 8.1 Project Specific | Threshold/Information only/ 85% |
| 8.2 Health & Safety | Threshold |

1.6.4 The questions in the Tender will be scored using the following scale of awarding marks between 0 and 10:

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards. |
| **1-2** | **Very poor response**  The response is barely compliant with numerous shortfalls in meeting the required standards. |
| **3-4** | **Poor response**  The response is partially compliant with some shortfalls in meeting the required standards. |
| **5-6** | **Acceptable response**  The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **7-8** | **Good response**  The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards. |
| **9-10** | **Excellent response**  The response is fully compliant and indicates the ability to exceed the required standards of the contract. |

1.6.5 Any Supplier that achieve a score of 4 or below on any one section shall be disqualified and shall not proceed to the price evaluation. Suppliers who achieve scores of 5 or higher across all sections will be appointed onto the PSL.

**1.7 SUPPLIER’S WARRANTIES**

1.7.1 All Suppliers shall keep their respective Request to Participate valid and open for acceptance by the Company until the expiry of 90 days from the last date for the receipt of the Request to Participate.

**1.8 GENERAL INSTRUCTIONS**

1.8.1 Requests to Participate must be submitted in accordance with the following instructions and conditions. Any Suppliers that do not comply with these instructions or conditions may have their Tender rejected.

1.8.2 The Company reserves the right to disqualify any submission which is incomplete or not in accordance with paragraph 1.6.1 above.

1.8.3 Prospective Suppliers should be aware that canvassing (i.e. seeking the support of influential persons within the Company) will lead to disqualification.

1.8.4 The information that Suppliers give in response to the Request to Participate forms part of the legal representations of the Suppliers organisation during the procurement process. Any findings of misrepresentation may result in any subsequent contract being terminated.

1.8.5 The Supplier’s written response to any information required by the Company will be taken into account in the evaluation of completing the Request to Participate and if approved, will be binding but will not detract from the Specification or the Terms & Conditions.

**1.9 INFORMATION, COSTS & EXPENSES**

1.9.1 The Supplier is responsible for obtaining all information necessary for the preparation of its submission and all costs expenses and liabilities incurred by the Supplier in connection with the preparation and submission of the Request to Participate will be borne by the Supplier.

1.9.2 Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Suppliers will be required to hold these or withdraw their Request to Participate in the event of errors being identified after the submission of Request to Participate.

1.9.3 If a Supplier fails to provide fully for the requirements of the Specification in the Request to Participate it must either:

(a) absorb the costs of meeting the full requirements of the Specification within its Participate price; or

(b) withdraw its Request to Participate.

**1.10 RESEARCH AND INVESTIGATION**

1.10.1 The Supplier will be deemed for all purposes connected with the Request to Participate and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Request to Participate.

1.10.2 The Supplier shall have no claim whatsoever against the Company in respect of such matters and in particular (but without limitation) neither the Company shall make any payments to the Supplier save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Company to the Supplier in respect of the scope of the Contract being different from that envisaged by the Supplier or otherwise. Information given in respect of current orders is given as a guide and the Company makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Supplier.

**1.11 COMPLETING THE FORM**

**1.11.1** **Failure to complete the form as instructed may result in your Request to Participate being rejected.**

1.11.2 Requests to Participate must be submitted on this document, in **Word format** (unless otherwise specified), which must be duly completed and signed where appropriate. For clarity, the Requests to Participate document should **not** be converted into a PDF document.

1.11.3 When completing this document, you may enlarge the answer boxes to ensure you have sufficient space to respond. **Please do not alter or amend the form in any other way**.

1.11.4 The form must be completed even if your organisation has previously worked with the Company. Also cross-referencing to previous submissions will not be sufficient.

1.11.5 **Please answer every question as instructed to do so**. Do not assume that the officers evaluating the form will know about your organisation or the work that you do and answer the questions as fully as possible within any given constraints.

1.11.6 If the question does not apply to you please write N/A; if you don’t know the answer please write N/K. When posed with Yes / No questions please edit your answer as appropriate. All figures should be in full, i.e. £3,500,000 not £3.5 million and in GBP.

1.11.7 You may submit electronic or typed signatures. However, should you be successful, you will be required to resign all declarations that form part of the contract with an original signature.

1.11.8 Failure to provide the required information in the format requested, make a satisfactory response to any question, or to supply documentation referred to in responses may mean the Request to Participate will be rejected.

1.11.9 Do not use the Request to Participate as a means to submit glossy promotional material about your organisation. They will only be discarded and not referred to when assessing your Request to Participate

**1.12 ACCEPTANCE OF REQUESTS TO PARTICIPATE**

1.12.1 Any acceptance of a Request to Participate by the Company will be in writing and communicated to the Supplier.

1.12.2 The Company will inform the Supplier of the acceptance of the offer by means of a formal letter accompanied by two copies of the contract documents. The Supplier will be expected to sign and return the contract document to the Company who will duly sign and complete the contract and return one copy to the Supplier.

1.12.3 Requests to Participate shall not be qualified or accompanied by statements that might be construed as rendering the tender equivocal. Only unqualified tenders shall be considered. The Company’s decision as to whether or not a Request to Participate is an acceptable format will be final.

1.12.4 A fully compliant Request to Participate must be submitted. Failure to comply with any of the instructions detailed in the request to participate documents may result in your Request to Participate being treated as non-compliant.