

**Weston-super-Mare Shop Front Enhancement Scheme DPS**

**Introductory Document**

**Weston-super-Mare Shop Front Enhancement DPS (Dynamic Purchasing Solution)**

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**North Somerset Council reference: DN453830**

**Commencing: February 2020**

**DPS Duration Contract Term: To March 2024**

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# Introductory Information

1. North Somerset Council Background Information
   1. North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.
   2. The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.
   3. North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.
   4. As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.
   5. The council’s website can be accessed at [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

# Scope of Contract

1. Introduction to Contract
   1. North Somerset Council is establishing a Dynamic Purchasing System to be used in the appointment of contractors to assist in the delivering of building enhancement works in Weston Town centre.
   2. The Weston Heritage Action Zone Shop Front Enhancement Scheme aims enhance shop fronts in Weston Town centre as a means of supporting the growth of local businesses, improving the local environment and raising the image of the town centre amongst locals and visitors.
   3. North Somerset Council has developed a Shopfront Design Guide (adopted as policy September 2019) to support quality shop front enhancement. Available at:

<https://www.n-somerset.gov.uk/wp-content/uploads/2019/09/Shopfront-design-guide-Adopted-2019.pdf>

* 1. A grant scheme has been developed and architects contracted. The Architects service includes: identifying potential options, preparation of initial sketch designs, advising on costs, preparation of planning applications, preparation of detailed designs, helping procure contractors for the works and overseeing the work.
  2. We have resources of just under £1 million to invest in shopfront enhancement over a four-year period
  3. As each shop/ property enters the scheme a detailed design specification will be agreed and draft costings developed.
  4. The design work for each property/ group of properties will generate a Lot or Lots for which contractors on the DPS will be invited to submit a quotation (See C Dynamic Purchasing Solution (DPS) Details)

1. Lot Information
   1. The DPS consists of the following Lots. Contractors can apply to be included onto one or more of the Lots.

| **Weston-super-Mare Shop Front Enhancement Scheme DPS**  **Lots** | |
| --- | --- |
| Lot Name | Lot Number |
| Joinery and millwork, specifically classical shop front construction and installation in timber | 1 |
| Decoration | 2 |
| Minor electrical works (external lighting etc) | 3 |
| Minor demolition | 4 |
| Brick repairs / Repointing / Stone repairs/ lime mortar rendering | 5 |
| Timber window installation | 6 |
| Leadwork | 7 |
| Scaffolding | 8 |
| Internal security grills | 9 |
| Shop doorway/ doors automatic and manual | 10 |
| Traditional tiling (Victorian floor tiles and 20th century wall tiling) | 11 |
| Signage | 12 |
| Main contractor directly delivering some or all the trades above and managing and supervising sub-contractors where used. | 13 |

* 1. It is envisaged that most contracts issued through the DPS will be in the range of £5k to £50k, however, the DPS can be used for individual schemes of up to around £190,000.
  2. Typical work that will be required will include, but, is not limited to the following.
* New shop fronts: including glazing, timber frame, wooden facia and signage, exterior lighting
* Repair and reinstatement of all or any part of a shop front fixture that is visible from the street, including the first and second floors of premises.
* Replacement of UPVC windows with timber windows
* Repainting of shop fronts/ façade of the building
* Repair and reinstatement of guttering and down-pipes to match historic materials.
* Repainting and or re-rendering of prominent elevations.
* Repair of external stonework and brickwork and replacement of stonework or brickwork which forms part of the stall riser of the shop front.
* Re-pointing using traditional materials.
* Pedestrian access Enhancements, these must be compliant with the Equality Act 2010
* Signage.
* Lighting, both external and within window displays.
* Replacing external shutters with internal security grilles and or security glazing (e.g. laminated or strengthened glass)
* Scaffolding

# Dynamic Purchasing Solution (DPS) Details

1. Operation of the DPS
   1. The council is using a Dynamic Purchasing System (DPS) for the receipting and assessment of expressions of interest and the issuing of quotations.
   2. A Dynamic Purchasing **System** (DPS) is a two-stage process.

**Stage One** - Contractors can apply for inclusion onto the DPS, via a Standard Selection Questionnaire (SQ) See “**Document 2 – Selection Questionnaire**”. Contractors can apply to join the DPS at any point, up to March 2024. The DPS is divided into various works categories, known as Lots, as set out in Paragraph 3 (above), Contractors can apply for inclusion within one or more Lots.

**Stage Two** – Where a contract is to be let under the DPS all contractors within the relevant Lot will be invited to submit a quotation for the works, via a mini-competition.

In summary:

* Stage one: Contractors apply to be admitted to one or more Lots by completing the Standard Selection Questionnaire (SQ)
* Stage two: As and when work is required, all contractors within the relevant Lot are invited to submit a quotation.

1. Stage One Application to join the DPS
   1. Contractors can apply to enter the DPS at any time by completing and passing the Standard Selection Questionnaire (SQ) stage of this process. See **Document 2 – Selection Questionnaire.**
   2. Contractors who fail to be accepted onto the DPS may reapply at any time.
   3. Applications to join the DPS must be submitted electronically through <https://www.supplyingthesouthwest.org.uk/>
   4. If you are not currently registered with Procontract (Proactis) you will need to do so. Registration is free and the registration process can be accessed on the Supplying the Southwest home screen.
   5. There is no charge for applying to or being included onto the DPS.
2. Stage Two Mini-Competition Process
   1. The council shall award each contract under the DPS following a mini-competition process.
   2. The council will be using <https://www.supplyingthesouthwest.org.uk/> for the issuing of mini-competition invitations and the submission of quotations.
   3. All contractors within the relevant Lot will be invited to submit a bid as and when the council has a particular requirement. The contract will be awarded to the contractor who can meet the requirements of the specification and submits the most economically advantageous tender.
   4. The award criteria for all mini-competitions will be set out in the issued mini-competition documents, with evaluation criteria set within the following ranges.

* Price 50-90%
* Quality 10-50%.
  1. Before being awarded a contract, the successful contractor will be requested to certify that the information provided within their SQ is still correct and to provide evidence in support of their SQ responses.
  2. Terms and conditions of the individual contracts let under the DPS will be specified within the mini-competition documents and will be selected from
* NEC Contract Suite - Predominantly the Engineering and Construction Short Contract (ECSC)
* Current North Somerset Council standard form of contract
* An alternative form of standard contract specific widely used in the sector.
  1. An example mini-competition document is included at “**Document 3 – Example Request to Quote**”.

1. Maintenance of the DPS listing
   1. Contractor’s on the DPS listing should inform the council if there have been any changes to their responses within the SQ document. Pending the nature of the change the council reserves the right to remove the contractor from the DPS listing.
   2. If during the operation of the DPS the council becomes aware of any changes in a contractor’s status, which could amount to a failure of an SQ requirement, the council reserves the right to remove the contractor from the DPS listing.
   3. Contractor’s may leave the DPS at any time by providing written confirmation of their intention to the council.
   4. The council may require contractors on the DPS to periodically reconfirm their submission responses.
2. Scheme Outcomes
   1. The council through its Weston Heritage Action Zone Shop Front Enhancement Scheme work is encouraging the opportunity for contractors to develop their Heritage Skills. This could include contractors obtaining of a Heritage Skills CSCS card (if not already obtained) and the training of some of their workforce in heritage skills via the Specialist Applied Skills Programmes (SAP) or the hosting of placement students.
   2. Further details of the SAP’s can be found at <https://www.citb.co.uk/standards-and-delivering-training/national-specialist-accredited-centre/specialist-applied-skills-programmes/>

Following the completion of individual schemes, the council may issue a Post Completion Survey, to assist in supporting and evidencing the benefits that the scheme has delivered.