**FIRE SAFETY WORKS PHASE 2 CONTRACT (1044)**

PART A – INVITATION TO TENDER

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## INTRODUCTION

* 1. The Council of the London Borough of Ealing (Ealing Council) wishes to procure Fire Safety Works (Phase 2), appointing two contractors. The borough will be split into two areas (East and West) with roughly equal numbers of blocks requiring fire safety works. The East area comprises W3, W4, W5, S7, W13 and NW10 postcodes and the West area comprises UB1, UB2, UB5, UB6, HA0, HA4 and a small number of BN25 postcodes.

* 1. The successful tenderer who scores highest in the tender evaluation will be allocated their preferred area and the next most successful tenderer in the evaluation will be allocated the other area.
	2. A contractor will only be appointed to one area and not both.
	3. These works will be to all blocks owned and managed by the Council including but not exclusive to flats and maisonettes within high, medium and low rise residential developments, hostels and sheltered housing schemes as further described under section 3 below.
	4. The documents described in the contents pages above (including Parts A to F, plus Appendices, in each case as supplemented or amended by Ealing Council from time to time) comprise the "Tender Documents" i.e. the pack of documents issued through the London Tenders Portal by Ealing Council to shortlisted contractors as part of the second phase of the ‘Restricted’ OJEU procurement process in respect of the contract referred to in the previous sentence of this paragraph. Unless the context otherwise requires, references in the Tender Documents to a "Tenderer" or "you" are intended to refer to any such prospective contractor.

## ACKNOWLEDGEMENT OF INVITATION TO TENDER

* 1. Tenderers are requested to acknowledge receipt of this Invitation to tender via the London Tenders Portal within seven days of receipt.
	2. Ealing Council reserves the right not to enter into any contract as a result of this procurement procedure or to enter into a contract for part of the Fire Safety Works requirement only.

2.2 Please read the instructions to Tenderers, in this Part A document, carefully. They tell you in detail what you have to do to submit a tender for the proposed contract. If you do not comply fully with the instructions to tender, your tender may be rejected without being evaluated.

## BRIEF DESCRIPTION OF THE CONTRACT

3.1 Ealing Council wishes to appoint two contractors for the Fire Safety Works (Phase 2) Contract to include the works described below and the services (to support such works) set out in the Tender Documents, one for the East and one for the West of the borough.

Ealing Council proposes to enter into two contracts which will be based upon the JCT Measured Term Contract (MTC) 2011, amended and incorporating the documents stated in this tender (the "Contract"). Words and phrases used below are as stated in the form of Contract set out in the Tender Documents.

This is a contract for 4 years with an option to extend by up to 2 further years at the Council’s sole discretion.

3.2 Ealing Council’s requirements for the Fire Safety Works (Phase 2) Contract are set out in the Preliminaries section of this Invitation to Tender.

3.3 Works Orders will be issued by the Council to the Contractor based on Fire Risk Assessments commissioned by Ealing Council. The Contractors will be expected to carry out any specified works and associated works as required by the Council to ensure that Ealing Council complies with its responsibilities within the Regulator Reform (Fire Safety Order) 2005. Pre-inspections on site will be carried out with a representative of the Council to agree all works before a works order is issued. Following the site inspection, the Contractor will issue a draft works order to Ealing Council for approval before any works can be started.

 It is envisaged that the Contractors’ first task will be to survey and then provide a draft schedule of works for each block in their allocated area. The Contractors will be expected to carry out any specified works and associated works as required by the Council to ensure that Ealing council complies with its responsibilities with the Regulator Reform (Fire Safety Order) 2005. Ealing Council will then agree the programmes for each year, and approve the draft schedules of work prior to any works starting on site.

3.4 The Fire Safety Works may take place to any or all of the tenanted or leasehold properties and any or all communal areas listed in Appendix 2 (Property Information). From time to time works may also be required to other properties owned and managed by the Council.

3.5 Tenderers should note that:

 1 further information relating to relevant properties currently in scope for the purposes of the Contract is given in Appendix 2 (Property Information) and a full list of properties is available from Ealing Council on request. However, as with any property portfolio, this list may change from time to time as a result of acquisitions, disposals, changes in use etc,

 .2 fire risk assessments undertaken are provided as indicative only, and prior to any work being scheduled or carried out, the Contractor must ascertain for himself the condition of any properties or blocks. No guarantee or other assurance is given by Ealing Council as to the volume/value of requirements it may have under the Contract from time to time for particular categories of works;

 .3 The Contract Period will be 4 years with the option to be extended by up to 2 years at the Councils discretion

 .4 Properties and blocks, for which works orders will be placed throughout the Contract Period, **will usually be occupied** but can also be empty whilst part of the works are undertaken

 **Terms and Conditions of Contract**

3.6 The Contract terms and conditions are set out at Part C of the Tender Documents. Ealing Council will not enter into any negotiation whatsoever of the terms and conditions of contract after submission of tenders. **Tenderers must read the terms and conditions carefully and take any advice they feel they need, before they submit their tenders**.

3.7 Tenderers may propose changes to the terms and conditions at any time up to 4 pm on ***24th February 2016*** via London Tender Portal. Ealing Council will at its discretion consider any proposed changes and may accept or reject them. Ealing Council does not at this stage anticipate accepting substantive changes to the Contract. It does anticipate accepting amendments to any incomplete parts of the document or to deal with the correction of errors or omissions.

3.9 Notwithstanding Ealing Council's intention, in the event that a Tenderer intends to propose a substantive change to the Contract it should do so by way of written clarification no later than 4 pm on ***24th February 2016*** with a written justification for its proposed change via London Tender Portal.

3.10 Any changes that are accepted will be circulated to all those who have been invited to tender and (except those who have returned the Tender Documents or opted out of the tender) at least five working days before the latest date for receipt of tenders.

3.11 Tenderers should note that, until the formal contract documents are executed by both parties, Ealing Council reserves the right to terminate the tender procedure or to eliminate any Tenderer from the competition or both. Any Tenderer who attempts to negotiate changes to the Contract terms and conditions after the latest date for submission of tenders may be eliminated from the tender process.

**Customer Care and Health and Safety Policy**

3.12 In discharging its duties under Health and Safety legislation Ealing Council has identified in the CDM Project Information (included as Appendix 9.9 of this document), particular considerations of which it is aware, which may be encountered whilst carrying out the Works, and of which the Contractor will be deemed to have taken full account in his tender.

## DISCLAIMER

4.1 The information contained in the Tender Documents and all other information made available at any time to Tenderers or their advisors by or on behalf of Ealing Council in connection with this tender must be used only for the purpose of participating in the tender process and must not be disclosed or copied except as permitted by Ealing Council.

4.2 Although care has been taken in preparing the Tender Documents, no representation, warranty or undertaking, express or implied, in respect of any information, statement or comment is or will be made and no responsibility or liability will be accepted by Ealing Council, its employees, servants, agents or advisors as to the accuracy or completeness of the Tender Documents or any other written or oral information made available to any interested party or its advisors.

4.3 The information provided by Ealing Council to interested parties is given in good faith, but interested parties will have to make their own investigations and interpretations and no liability will be accepted by Ealing Council for the accuracy or completeness of that information.

## GENERAL INSTRUCTIONS

5.1 The Tenderer shall be deemed to have carefully read and examined all the Tender Documents before submitting it’s tender.

5.2 The Tenderer must acquaint and satisfy itself with all conditions likely to affect the execution of any of the Works Orders issued, including the types, construction and location of the dwellings and buildings, as no claim by the Tenderer for additional payment shall be allowed on the grounds of any misunderstanding, or ignorance due to the lack of knowledge of the conditions, regulations or requirements on which the Works Orders are to be executed.

5.3 The Tenderer shall complete the Tender Form and price each item where required, clearly in as per the attached Part F Pricing Schedule (Excel spreadsheet). All the documents provided shall be completed as appropriate and shall be returned in the appropriate manner and no later than the date and time set for return of tenders as stated in this Invitation to Tender.

5.4 Ealing Council will not be liable for any expenses incurred by the Tenderer in the preparation of its tender.

5.5 The tender shall be submitted strictly in accordance with the Tender Documents, without qualifications. Failure to comply with this requirement may, at the option of Ealing Council, invalidate the tender.

 **Clarification of Tenders**

5.6 Once tenders have been received and opened, and before evaluation begins, they will be checked to ensure:

 .1 that they comply with the instructions to Tenderers;

 .2 that they do not contain any qualifications or conditions; and

 .3 that they are clear and comprehensive.

5.7 If Ealing Council needs to clarify any of these points, questions will be submitted in writing to the Tenderer, who will also be required to respond in writing.

 **Interpretation, completeness of information and no warranty**

5.8 Ealing Council makes no representations or warranties as to the accuracy of the information contained or referred to in the Tender Documents and information provided in the course of the tendering process and in pricing the tenderer's proposals or, if successful, in entering into the Contract. Tenderers should not rely upon any representations made by or on behalf of Ealing Council.

5.9 The Tenderer must seek its own advice and shall rely absolutely on its own professional competence in evaluating and verifying such information before responding to this document. Ealing Council reserves the right to supplement or amend the information contained or referred to in its requirements and undertakes to communicate any such amendment to the Tenderers.

5.10 None of Ealing Council's members, directors, officers, employees, agents or advisers make any representation or warranty as to, or accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of any information provided as part of this procurement (including but not limited to loss or damage arising as a result of reliance by the Tenderers on the information or any part of it).

 **Deadline for Questions**

5.11 If you have any questions concerning the interpretation of any of the invitation to tender documents, you should submit them in writing via the discussions area of the tender portal no later than ***24th February 2016.*** Ealing Council’s response will be given in writing via the portal to all invitees to tender no later than ***2nd March 2016***

 **Confidentiality**

5.12 All information supplied by Ealing Council in connection with the Invitation to Tender must be treated as private and confidential. You must not disclose that you have been invited to tender or disclose details of any of the invitation to tender documents, other than on an “in confidence” basis to the professional advisors and insurers whom you need to consult for the purpose of preparing and submitting your tender.

5.13 If you disclose that you have been invited to tender or discuss your tender with anyone else, your tender may be disqualified.

 **Preparation of Tender**

5.14 It is your responsibility to satisfy yourself as to the accuracy and sufficiency of the rates and prices and all other information contained in your tender. You shall be deemed to have obtained for yourself all necessary information that might influence or affect your tender and to have included for all necessary equipment, materials, staff, facilities, time and anything else required for the performance of your obligations under the contract.

 **Rejection of tenders**

5.15 Ealing Council’s purpose in inviting tenders for this contract is to establish an open, fair and transparent procedure that generates genuine competition between tenderers and maximises value for money for Ealing Council.

5.16 Following the investigation by the Office of Fair Trading, Ealing Council has become aware of certain anti-competitive practices prevalent in the construction industry. We do not know whether such practices have spread to other industries, but we must take steps to protect Ealing Council’s interests. Where anti-competitive practices result in Ealing Council paying more than it should have done, Ealing Council considers this to be a fraud on the people and communities of Ealing.

5.17 Any tender will be rejected and any contract arising from a tender will be terminated immediately and any losses to Ealing Council arising from the termination recovered from the tenderer, if Ealing Council has reason to believe either that the tenderer or anyone acting on its behalf (with or without its knowledge) has committed any of the acts referred to in section 3 Items 5 (a) to (f) of the Tender Form and/or has failed to disclose any of the relationships listed on the "Statement of Interest" included as Part 4 of the Tender Form.

5.18 Ealing Council will report to the Office of Fair Trading or the Metropolitan Police or both when a tender is rejected for the above reason.

5.19 For the avoidance of doubt, if a firm declines to tender in response to an invitation, its opportunities to tender for future contracts will not be affected. A firm which tenders an inflated price with the intention of not being awarded the contract is likely to damage its chances of being invited to tender for future contracts and risks being reported for anti-competitive behaviour.

 **Council not bound**

5.20 The issue of this Invitation to Tender in no way commits Ealing Council to award any contract pursuant to this procurement process.

5.21 Ealing Council shall be entitled in its sole discretion to vary the Tender Documents or other aspects of this procurement process or abort this procurement process at any time and without any liability whatsoever to the Tenderers, including (but not limited to) liability for any costs incurred by Tenderers in connection with their participation in this procurement process.

5.22 Ealing Council is not bound to accept any Tenders.

5.23 No offer or bid is deemed to be accepted until the Council issues a letter of award and the subsequent contract documents have been duly executed as deeds on behalf of Ealing Council and all of the relevant parties and declared unconditional.

 **Costs and Expenses**

5.24 Ealing Council and each Tenderer shall bear their own costs of bidding. The procurement process will be entirely at the Tenderers risk. Ealing Council shall bear no liability whatsoever for the outcome of the procurement process and shall not be liable for the costs of any preparation, communications or any loss of profit or other economic loss incurred by Tenderers.

 **Conditions or Qualifications**

5.25 Any tender that is conditional or is qualified in any way (including by making assumptions) will be rejected.

 **Contact Address**

5.26 The "Contact Address" for the purposes of this invitation to tender, being via the discussions area of the London Tenders Portal

## INSTRUCTIONS TO TENDERERS

 **Tender Documents**

6.1 Your tender submission must only be submitted via the London Tenders Portal and must include the following documents:

1. Completed and signed Tender Form (Part B)
2. Responses to Quality Questions
3. Completed Schedule of Rates and Charges (Part F)

6.2 There are four parts to the Tender Form. Each part including Part 1, (Tenderer’s Contact Details) must be completed in full and in ink, Part 2 (Acknowledgement and Undertaking) and Part 4 (the Statement of Interest) must be signed and dated by hand by a person authorised to make the tender on your behalf. Part 3 (the Offer) **must be signed by two different duly authorised people**.

6.3 Any items not priced will be deemed to be priced at a nil value.

6.4 Arithmetic will be checked as part of the clarification of tenders, before evaluation. Obvious arithmetical errors that would decrease the price to be paid by Ealing Council may be corrected but an arithmetical error that would result in Ealing Council paying more will not be corrected. In such a case, the Tenderer must stand by or withdraw its tender as submitted.

6.5 You must not write in additional items to the specification any such additions will automatically disqualify your tender.

6.6 Your tender must be in English and priced in pounds sterling (GBP).

6.7 Ealing Council will not enter into any negotiations whatsoever on the terms and conditions of contract after the latest date for receipt of tenders. This is a legal requirement and will not be waived in any circumstances. **If you submit a tender, you will be giving an undertaking to Ealing Council that, if your offer is accepted, you will enter into a contract on the terms and conditions included at Part C of the Tender Documents (or such amended terms and conditions as Ealing Council may circulate in accordance with section 3.10 of this Part A document).**

**Conditional or qualified tenders**

6.8 Any tender that is expressed to be conditional or is qualified in any way will be rejected. Any tender that does not comply fully with these instructions to tenderers will be rejected. Accordingly, you are strongly advised to obtain from Ealing Council all the information you need in order to formulate your tender, well before the latest date and time for receipt of tenders.

 **Evaluation criteria**

6.9 Tenders will be evaluated on the criteria and the weightings set out in this invitation to tender (see in particular section 7 of this Part A document below), and no others. You are advised to address these criteria in formulating your tender.

 **Latest date and time for receipt of tenders**

6.10 Tenders must be received by Ealing Council before **12.00 Noon (12.00) on 8th March 2016** **only via the London Tenders Portal;** however,completed tenders may be submitted at any time before the closing date.

**Please do NOT submit your Tender by direct email, post or by hand.**

6.11 Any tender that is received by Ealing Council after this time, whatever the circumstances, will be retained unopened until after tenders properly received have been opened and recorded. It will be opened and considered by Ealing Council only if Ealing Council’s Head of Strategic Procurement certifies that she is satisfied that the tender has not gained any advantage over other tenders by the delay.

6.12 It is your sole responsibility to ensure that your tender is received by Ealing Council before the due date and time and that it complies fully with these instructions to tenderers. Ealing Council will not accept responsibility for any tender that is not properly received, for whatever reason.

 **Note: Ealing Council is not bound to accept the lowest or any tender.**

## TENDER EVALUATION

 **Introduction**

7.1 The tender evaluation comprises four Steps:

 .1 validity and completeness

 .2 the Quality Assessment

 .3 the Price Assessment

 .4 assessment of most economically advantageous tender

7.2 Where complete tenders successfully pass the Quality Assessment and their Price Assessment is considered, both scores will be added together to create an overall "Tender Percentage".

7.3 Ealing Council does not bind itself to accept the lowest or indeed any tender, but is looking for the most economically advantageous tender.

7.4 Tenders, which, after clarification with the Tenderer, are deemed to be abnormally low, will be rejected**.**

7.5 It is not expected at this stage that site visits will be required. Ealing Council may visit sites to inspect similar fire safety works by tenderers for existing clients.

 **Step 1 - Checking for Validity & Completeness**

 **Validity**

7.6 A valid Tender shall be one which is received in accordance with the Instructions to Tenderers. Tenders that do not satisfy this requirement may be rejected.

 **Completeness**

7.7 The complete Tender shall include all documents required in accordance with the Instructions to Tenderers. Completeness will be established by checking against the checklist of all the financial and non -financial submissions required by the Tender Documents.

7.8 Tenders that do not satisfy this requirement may be rejected, however, where major omissions can be rectified in accordance with any reasonable request made, incomplete tenders so corrected may be accepted at Ealing Council’s sole discretion.

 **Step 2 - Consideration of Non-financial Submissions**

7.9 The Tenderer is to complete the first step of the tender submission, the Quality Assessment at section 8.0 of this Invitation to Tender.

7.10 Forty (40) per cent (%) is available for the Quality Assessment based on the answers to the questions set out at section 8.0 and the presentation and interview.

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **a) Quality** Marking the Tenderers’ approach proposed in their responses will be based on the their understanding and compliance with requirements and the quality of response under the following headings: | **Weight** |
| Section | Description | % |
| 8.1 | Delivery of Fire Safety Works | 12.00 |
| 8.2 | Workmanship and Quality  | 6.00 |
| 8.3 | Measurement and Variations | 6.00 |
| 8.4 | Health & Safety Risk Assessments | 6.00 |
| 8.5 | Presentation and Interview | 10.00 |
|  | **Sub-total** | **40.00** |

7.11 The criteria on which the quality of the Tender will be assessed in respect of approach to providing the works required, including the weighting to be applied to reflect importance, are as defined in the table above.

7.12 Ealing Council's tender evaluation panel will assess the Tenderers’ responses to the above questions to determine the degree to which the quality criteria have been met and award a score out of 10 as defined in the table below.

7.13 Each score awarded to a Tenderer’s response, will be divided by 10 then multiplied by the weight for that question (identified in the table above) to give a weighted score. E.g. For Q8.2 if the score out of 10 is 7, then the weighted score is calculated by dividing 7 by 10 and multiplying by 6 = **4.2**. The totals of all the weighted scores will be summed to give a Total Quality Score out of 40 for each tenderer and the minimum Quality Assessment Threshold will be set at **25** out of 40.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Description** | **Score** |
| Excellent | Meets the requirements of the criterion in a very full and comprehensive manner and exceeds some requirements | 9-10 Points |
| Good | Generally satisfactory and meets the requirements of the criterion to the satisfaction of the tender evaluation panel | 7-8 Points |
| Adequate | Satisfactory but with aspects which cause the tender evaluation panel concern because either the response is incomplete, or differs from the professional / technical judgment of the tender evaluation panel on the requirements necessary to meet the criterion | 4-6 Points  |
| Inadequate | Indications that the response meets some of the requirements but either the tender evaluation panel has serious doubts about aspects of the response, or inadequate information has been provided | 1-3 Points |
| Unacceptable | Little or none of the response is satisfactory, or little or no information has been provided | 0 Points |

**Step 3 - Consideration of Financial Submission**

7.14 The Price Assessment will be considered for all Tenderers.

7.15 The Price Assessment is worth a maximum of 60% of the total tender evaluation.

7.16 Ealing Council's tender evaluation panel will consider when evaluating Tenders whether in its opinion:

 .1 each Tenderer has allowed what Ealing Council considers to be sufficient resources within its tendered rates and prices to perform the Contract to the standard required, and

 .2 the tendered rates and prices submitted by each Tenderer are sufficient to support the levels of service and resource proposed by the Tenderer in the information submitted with its tender.

7.17 Where Ealing Council is not satisfied that a tender satisfies these criteria, it will be rejected.

7.18 The lowest tendered ‘total notional price’ submission (calculated in accordance with the Fire Safety Schedule of Rates and Charges; including prelims, overheads and profits) will be awarded the full ‘60%’ of the total overall evaluation score which is allocated for ‘Price’. Each of the remaining Tenders will be awarded points on a pro rata basis in accordance with the following calculation (rounded to two decimal places):

 .1 Contractor Nr 2 (second lowest price) is divided by lowest price = X

 .2 Then “60” divided by X = Price Score Percentage for Contractor Nr 2.

.3 Calculations 7.18.1 & 7.18.2 above will be repeated to obtain a Price Score for every Contractor.

 **Step 4 – Most economically advantageous tender**

7.19 Consideration of the Tenders to determine which offers Ealing Council the most economically advantageous Tender overall, will take into account the criteria set out in: Steps 1 to 3 above and the assessment ratio for Quality to Price of 40:60.

Tenderers will be ranked according to their total score out of 100, comprising their score for Quality (out of 40) added to their score for Price (out of 60).

## QUALITY ASSESSMENT

Promptness and Quality of Service in the delivery of the Fire Safety Works (Phase 2) contract are of essential importance to the Council. Tenderers will need to identify in their responses to the questions below, the nature of the service they propose to provide together with any value added benefits their expertise will bring to the delivery of the service. Tenderers must substantiate their proposals by including examples of current practices, procedures and client / resident feed-back. The Council is seeking proposals that are specific to the proposed Fire Safety Works contract and will treat generic responses as being ‘Inadequate’ as defined by the marking matrix included with clause 7.13 above. The written proposals submitted in respect of section 8 shall be incorporated into the contract documents.

**8.1 Delivery of Fire Safety Works**

|  |
| --- |
| ***Delivery of Fire Safety Works – Max 750 Words, 12%*** |

Please identify how you will deliver the Fire Safety Works to ensure that you achieve Residents’ and Client’s satisfaction and meet / exceed the performance and programme criteria set out in the Key Performance Indicators, included in Appendix 17. Please provide details of your proposed management structure, identify what management systems you will use and how often you will carry out reviews in order to achieve this goal.

Ealing Council reserve the option to include an element of emergency repairs on an ad hoc basis.

**8.2 Workmanship and Quality**

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| --- |
| ***Management of Workmanship and Quality – Max 750 Words, 6%*** |

Please confirm how you will ensure you achieve and maintain a consistently high standard of workmanship and your approach to handover/sign-off including certification of fire safety compliance

**8.3 Measurement and Variations**

|  |
| --- |
| ***Accuracy of Scheduling and minimising Variations – Max 500 Words, 6%*** |

Please provide an indicative flow chart, from receipt of order to prompt submission of invoices to show all the stages involved and all of the processes you will employ. Confirm how you will ensure accuracy of scheduling and pricing of draft works orders submitted for approval, and procedures to ensure that variations are kept to a minimum.

**8.4 Health and Safety**

|  |
| --- |
| ***Health and Safety Risk Assessments – Max 750 Words, 6%*** |

Please confirm what Risk Assessments you will make and how you will monitor, manage and fulfil your health and safety obligations to ensure the safety of residents, neighbouring residents, visitors and your own operatives before, during and after carrying out works, particularly in respect of, lone working and dealing with vulnerable and volatile residents, use of PPE and scaffolding / temporary access equipment.

**8.5 Presentation and Interview**

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| --- |
| ***Presentation (5%) and Interview (5%), Total 10%*** |

Following evaluation and scoring of the Financial Submission and Questions 8.1 to 8.4 inclusive of the Quality Submission, the 4 highest ranking contractors, together with any other contractors with a score of not greater than 12 marks below the highest ranking contractors will be invited to the Council’s Offices for a presentation and interview.

Tenderers will be given a minimum 5 days’ notice of the date and time.

It is intended that the presentation and interview will be given by the contract manager / UKAS accredited assessor / staff etc., who would be delivering the project if successful. A maximum of three people will attend to present this information.

The 15 minute presentation which will precede the interview shall use Microsoft PowerPoint and the tenderer shall provide the Council with 4 sets of PowerPoint hand-outs prior to delivery of the presentation.

Details of the subject matter to be addressed are as follows**:**

* Introduction, description and explanation of the group structure of the contractor’s team who will be delivering the service
* Description of the contractor’s proposals for mobilisation
* Description of Contractor’s proposals for dealing with teething troubles and monitoring and developing the service
* If the programme permits economies of scale to be achieved what benefits will be passed to the Council?

In respect of the presentation, each of the four topics will be allocated 1% of the marks with the remaining 1% to be allocated for the best overall performance.

This will be awarded to each of the tenderers with the highest score.

The scoring will use the methodology set out in clause 7.13 above.

In **respect of the interview**, tenderers will be expected to answer questions related to the four topics listed above, which will be marked in the same way as for the presentation **as detailed above**.

Tenderers may also be asked supplemental questions to explain / clarify their responses to questions 8.1 to 8.4 above; however, this will not lead to any adjustment of their marks for those written submissions.

## APPENDICES

 Appendix 9.1: Borough-wide and Patch Maps

Appendix 9.2: List of Properties

Appendix 9.3: Asbestos management Plan and Policy

Appendix 9.4: Data Protection Guidance

Appendix 9.5: Complaints

Appendix 9.6: Code of Conduct

Appendix 9.7: Corporate health and Safety Policy

Appendix 9.8: Equality & Diversity Policy

Appendix 9.9: CDM Project Information

Appendix 9.10: Fluctuation

Appendix 9.11: Fire Safety Policy

Appendix 9.12: Waste Management Policy

Appendix 9.1413: Sample of Fire Risk Assessment document

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