

**Contract Number PP18164WH**

**Contract for the Provision of**

**Scaffolding and**

**other Safe Working Platforms**

**Invitation to Tender Information**

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| **Tender Period**  Tuesday 4th September – Friday 5th October 2018 | **Procurement Lead** John Bailey |
| **Tender Return Date** Friday 5th October 2018 at 12:00 noon | **Please direct queries through the Message  Facility in Due North:**  [WWW.WOLVERHAMPTONTENDERS.COM](http://WWW.WOLVERHAMPTONTENDERS.COM) |

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**SECTION 1. INTRODUCTION AND BACKGROUND**

**1 Introduction**

1.1 You are hereby invited to submit a Tender for this contract for the provision of Scaffolding and Safe Working Platforms as detailed in the ITT Material.

1.2 This Tender exercise will be carried out entirely online, using the Due North e-tendering portal.

1.3 Before completing the Tender, please ensure that you have read all of the documents in the document library.

1.4 No information contained in this ITT, or in any communication made between the Client and any Tenderer in connection with this ITT, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this ITT.

**2 Background Information**

2.1 Wolverhampton Homes Limited is an Arm’s Length Management Organisation (ALMO) established in 2005 which manages approximately 23,500 properties, on behalf of Wolverhampton City Council.

2.2 Wolverhampton Homes’ undertakes response repairs and maintenance to the Housing Stock using its In-house Team Repairs and Projects Teams, supported by a number of specialist Contractors.

2.3 Scaffolding and Safe Working Platforms is one of these areas.

2.4 The projected budget for this work over the course of the contract is approximately £450K per annum.

2.5 Nevertheless, the Client does not guarantee to place any work orders on any resulting contract.

**3 The Requirement**

3.1 A suitably qualified and experienced Contractor is required to support the In-House Team by providing all types of Safe Working Platforms on a call-off basis to allow access for the Client’s operatives to undertake a variety of repairs and maintenance works to various properties across Wolverhampton.

3.2 The winning Contractor will be required to provide and be responsible for the provision of all services and meeting all response and rectification times.

3.3 The Contract shall be for four years with options to extend for up to a further 2

years subject to the satisfactory performance of the winning contractor.

**4 Timetable**

4.1 Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Client does not intend to depart from the timetable, it reserves the right to do so at any time.

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| --- | --- |
| **Target Date** | **Activity** |
| Tuesday 4th  August 2018 | Advert issued for publication with the ITT made available to Tenderers. |
| Friday 5th  October 2018 | Tender Return Date |
| Friday 2nd November 2018 | Complete Evaluation & Draft Board Report |
| Wednesday 21st November 2018 | Board Meeting To Agree Evaluation Outcome |
| Friday 23rd November 2018 | Notify Outcome To Tenderers |
| Monday 3rd December 2018 | End of 10 Day Standstill Period |
| Monday 21st  January 2019 | End of Leaseholder Consultation |
| Thursday 31st  January 2019 | Contract Award |
| **Friday 1st  February 2019** | **Go-Live** |

**5 Use by Wolverhampton City Council**

5.1 As the Arm’s Length Management Organisation of Wolverhampton City Council, the Client reserves the right for the Council to raise orders under this Contract.

**6 Instructions to Tenderers**

6.1 Tenderers should read all documents and the instructions contained in Tender Part 1 carefully before completing their Tender. Failure to comply with the requirements for completion and submission may result in the rejection of their Tender.

6.2 Tenderers should familiarise themselves fully with the extent and nature of the Requirements and the contractual obligations and are deemed to have done so before submitting a Tender.

**7 ITT Structure**

7.1 The ITT Material, which can be found in Tender Part 3 (Due North), sub section (Specification) comprises of:

. This information to Tenderers;

. The Draft Contract, including the Terms and Conditions applicable to any contract awarded and the Statement of Requirements.

. The blank Schedule of Rates and Prices that must be completed by the Tenderers and uploaded when completing the Questionnaire.

**8 Submission of Tender**

8.1 The closing date for the submission of Tenders is **12:00 noon on Friday 5th October 2018.**

8.2 Tenders must be submitted via the Due North e-tendering portal. All problems in uploading documents to the Due North e-tendering portal should be referred to the Due North e-tendering helpdesk in the first instance.

8.3 Please ensure that enough time is allowed to submit your Tender. It is the Tenderers’ responsibility to ensure that their Tender is uploaded so the Client receives it no later than the appointed time. The Client does not undertake to consider Tenders received after that time.

**9 Instructions for Completion**

9.1 Tenderers are to complete the Questionnaire in Tender Part 2 of Due North the e-tendering portal.

9.2 Tenderers should answer all questions as accurately and concisely as possible.

9.3 Questions should be answered in English and completed by duly authorised personnel.

9.4 The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

9.6 In the event that none of the responses are deemed satisfactory, the Client reserves the right to terminate the procurement and where appropriate re-advertise the procurement.

9.7 Tenderers must be explicit and comprehensive in their responses.

9.8 Prior knowledge of your company or your submission must not be assumed and all questions must be answered in full.

**10 Queries**

10.1 Any queries should be raised using the messaging facility within the Due North e-tendering portal

10.2 The closing date for queries is **Wednesday 3rd October 2018 at 12 noon**.

10.3 If it is considered that a query may have a material effect on the tendering process, all Tenderers will be notified.

**11 Clarification Interviews**

11.1 The Client reserves the right to invite Tenderers to formal interviews to clarify their bids at any time during the Evaluation Process.

11.2 The Interviews shall not be marked, but will be used to review and confirm the marks given to their Tender during the Evaluation Period.

11.3 Tenderers shall be given as much notice as practicable, and in any case a minimum of 48 hours, of any interviews.

**12 Leaseholder Consultation**

12.1 This contract is subject to Leaseholder Consultation, which will take place prior to award of Contract.

12.2 Tenderers will be notified of the intention of award, subject to the result of the Leaseholder Consultation.

**13 Tender Conditions**

13.1 Wolverhampton Homes will not reimburse any Tendering costs.

13.2 This Invitation to Tender does not constitute an offer and Wolverhampton Homes does not bind itself to accept the lowest or any Tender and reserves the right to accept a Tender either in whole or in part for such item or items specified in this Invitation to Tender.

13.3 If there appears to be an error in a submission or supporting information the Tenderer will be invited to confirm or withdraw its bid. Where the error relates to the quotation total as calculated from tendered rates and variable quantities, the bid will be regarded as the quotation total bid and the rate adjusted accordingly. The Tenderer will be invited to confirm or withdraw the bid and resulting rate.

13.4 The Client reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Client incur any liability in respect of this ITT or any supporting documentation.

13.5 Tenderers are not to discuss their bid other than with professional advisers or joint bidders who need to be consulted. Bids shall not be canvassed for acceptance or discussed with the media or any other Tenderer or member or officer of Wolverhampton Homes.

13.6 Tenders are to remain open for acceptance for a minimum of 90 days.

13.7 Any work undertaken before the award of contract by Wolverhampton Homes shall be at the Tenderer’s risk.

13.8 Tenderers will be notified simultaneously and as soon as possible of any decision made by Wolverhampton Homes during the tender process, including award.

13.9 Unsuccessful Tenderers may request a debrief.

**14 Freedom of Information**

14.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), all information submitted to the Client may be disclosed in response to a request made pursuant to the FoIA.

14.2 In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should:

1. clearly identify such information as commercially sensitive;
2. explain the potential implications of disclosure of such information; and,
3. provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.

14.3 Please submit responses to a, b and c where indicated in the Questionnaire.

14.4 Where a Tenderer identifies information as commercially sensitive, the Client will endeavour to maintain confidentiality. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Client might be required to disclose such information in accordance with the FoIA. Accordingly, the Client cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.

**SECTION 2. EVALUATION CRITERIA**

**1 Requirements**

1.1 All Tenderers must meet the following requirements:

. Hold a relevant Safety Schemes in Procurement (SSIP) certificate which includes Construction Contractor, Principal Contractor, and , Designer as part of the SSIP audit. Please see [www.ssip.org.uk](http://www.ssip.org.uk) for more details of the relevant schemes.

. All Tenderers must have a Contract Notation of at least £450K in an appropriate Category. This is based on the estimated annual cost of the contract.

. All Tenderers must have Public Liability Insurance of at least £5 million, or willing to have this in place for the start of the Contract.

. All operatives must hold CSCS cards and be appropriately qualified for the work to be undertaken.

1.2 Failure to meet any of the requirements will result in the rejection of your Tender.

**2 Award Criteria**

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| --- | --- |
| 2.1 The Award of Contract shall be based on the Most Economically Advantageous Tender in respect of:**Element** | **Percentage** |
| Cost: | **40%** |
| Quality | **60%** |

2.2 Cost shall be evaluated as follows:

2.3 Section 1: Scaffolding. All rates in this section will be added together to reach a

total price for Scaffolding. The lowest bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders that are twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 1 will be 12%.

2.4 Section 2: Tower Scaffolding. All rates in this section will be added together to

reach a total price for Tower Scaffolding. The lowest bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders that are twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 2 is 5%

2.5 Section 3: Roof Scaffold. All rates in this section will be added together to reach

a total price for Roof Scaffold. The lowest bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders that are twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 3 is 5%.

2.6 Section 4: Edge Protection. All rates in this section will be added together to

reach a total price for Edge Protection. The lowest bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders that are twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 4 is 5%

2.7 Section 5: Dayworks – Plant, Materials & Goods. These % adjustments will be added together and the lowest total % adjustment bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders whose % adjustment is twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 5: Dayworks – Plant, Materials & Goods is 1%.

Section 5: Dayworks – Labour. The lowest hourly rate bid will score 100% of the weighting. Other prices will be scored pro-rata based on (Lowest Price / Your Price) multiplied by Price Weighting. Tenders whose hourly price is twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 5: Dayworks – Labour is 1%

2.8 Section 6: Works outside of Normal Hours. The lowest % adjustment bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Lowest % adjustment / Your % adjustment) multiplied by Price Weighting. Tenders whose % adjustment is twice as expensive or more than the most competitive tender will receive 0%. Maximum % available for Section 6 is 1%

2.9 Section 7: Planed Improvement Programme (PIP). The highest % discount bid will be scored 100% of the Weighting. Other prices will be scored pro-rata based on (Highest % adjustment / Your % adjustment) multiplied by Price Weighting. Tenderers whose discount is half or less than half of the most competitive tender will receive 0%. Maximum % available for Section 7 is 10%

2.10 The most competitively priced tender will receive the maximum mark for price. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

2.11 The total max marks for sections 1 to 7 will then be added together to reach a

total price evaluation score.

2.12 The total price evaluation score will be added to the total quality score to give a

total score for evaluation and decide the MEAT Tender.

2.13 Quality shall be evaluated as follows:

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| **Element** |
| **% of total  award criteria** | **Max Marks  Available** |
| Health & Safety | 12 | 60 |
| Equality and Diversity | 2 | 10 |
| Quality Management | 4 | 20 |
| Technical Capacity and Capability | 6 | 30 |
| Management and  Administration | 8 | 40 |
| Performance Management | 2 | 10 |
| Relationship Management | 6 | 30 |
| Risk Management | 6 | 30 |
| Service Overview | 10 | 50 |
| Added Social Value | 4 | 20 |

2.14 Quality shall be marked on the following scale:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Mark** | **Interpretation** |
| **Exceptional** | **5** | Exceptional standard of response supported by robust evidence, with detailed plans and methodologies. Demonstrates clearly and convincingly how all the Council’s requirements in the area being evaluated will be delivered in accordance with the contract documents so as, to deliver the works/services in an excellent way |
| **Very Good** | **4** | Very good standard of response supported by a very good level of credible and detailed evidence, with detailed plans and methodologies. Demonstrates how all the Council’s requirements in the area being evaluated will be delivered in accordance with the contract documents so as to deliver the works/services very well. |
| **Good** | **3** | Good standard of response supported by a good level of comprehensive evidence showing full understanding of the requirements with plans and methodologies. Gives the Council confidence the requirements of the Specification will be met. |
| **Basic Response** | **2** | Basic response that achieves reasonable standards in most respects but unsatisfactory in others and/or has number of omissions. Gives the Council concerns around the Bidder’s ability to meet some of the Specification requirements. |

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| **Inadequate Response** | **1** | Inadequate response that is unsatisfactory and/or has significant omissions. Gives the Council many concerns about the Bidders ability to provide the services in accordance with the requirements of the Specification. |
| **Very Poor Response** | **0** | Very poor response. Insufficient information provided. Gives the Council very low confidence/serious concerns in the Bidder’s ability to provide the services in accordance with the Specification. |

2.15 Should a Tenderer receive Very Poor Response score on any section or question their Tender may be rejected.

**SECTION 3. QUESTIONS, CRITERIA AND WEIGHTINGS**

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| **Section** | **Question** | **Criteria** | **Weighting** |
| Company Details | All | **For info only** | For info only |
| Health & Safety | Please provide details of how you will manage H&S in relation to this contract including (but not limited to) the management of sub-contractors | **Health & Safety** | Weight 4% / 20 Max Marks |
| Describe the specific ways in which you will monitor your Site Safety Performance on this Contract. Your answer must include sections on repairs and maintenance | Weight 4% / 20 Max Marks |
| Please submit a copy of your generic Health and Safety Risk Assessments and Method Statement(s) for this proposed contract. Please include RAMS for working at height. | Weight 4% / 20 Max Marks |
| Equality &  Diversity | Please give details of your proposed approach to liaising with a diverse range of social housing tenants on this contract.  In order to demonstrate the robustness of your approach please give 2 recent case studies which illustrate your experience and answer. Please give examples of contracts/projects requiring a similar service to the proposed requirement. | **Equality &  Diversity** | Weight 2% / 10 Max Marks |

|  |  |  |  |
| --- | --- | --- | --- |
| Quality  Management | Please provide details of how you will ensure the Services are delivered to a consistently high quality.  Your answer should include specific sections on how you would ensure the quality of the product and the installation of the product. Please refer details of your procedures for reviewing, correcting and improving quality. | **Quality  Management** | Weight 4% / 20 Max Marks |
| Technical  Capacity and  Capability | Please explain the policies and methods you have implemented for training and developing your workforce (including continuous professional development), employed in providing the services of the type to be provided in relation to this requirement. | **Technical  Capacity and  Capability** | Weight 4% / 20 Max Marks |
| Please provide a staffing structure and details of qualifications and experience of all team members who would be managing and delivering this contract if you were successful, in order to illustrate that you are able to undertake this contract successfully. | Weight 2% / 10 Max Marks |
| Please provide details of your experience of delivering similar Contracts. Please include case studies of 2 projects or contracts requiring a similar service to Wolverhampton Homes requirement that you have undertaken within the past 3 years. Please provide photographs of the finished works if possible and details of any added value you were able to deliver during the course of the contract/project. Please also detail any challenges faced and how these were overcome. | Pass / Fail |
| Contract Specific | Please explain how you will manage an out-of-hours service. |  | Weight 2% / 10 Max Marks |

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| Requirements | Please demonstrate how you will ensure adequate competent staff will be available in order to meet the required response times, And how will you maintain the Service Levels in times of inclement weather (snow), including staff absences and in particular, unplanned absences and peaks in service demand. | **Management &  Administration** | Weight 6% / 30 Max Marks |
| Contract Specific Requirements (cont...) |
| Please provide details of your proposed approach to performance management setting out how the data will be collated and reported and how the KPIs detailed on the Statement of Requirements will be managed. | **Performance  Management** | Weight 2% / 10 Max Marks |
| Please describe the methods you propose to adopt to liaise effectively with the Client, at all levels and different points of contact. This should include how access to facilities and staff will be managed and escalation process for unresolved issues/problems. | **Relationship  Management** | Weight 4% / 20 Max Marks |
| What measures will you take to minimise the impact upon service delivery to the Client’s Tenants and Residents? | Weight 2% / 10 Max Marks |
| Please provide the draft Risk Register(s), including the Health and Safety Risk Register, for this Contract, listing all the major risks you foresee for this contract and how you propose to mitigate them | **Risk Management** | Weight 4% / 20 Max Marks |
|  | Please provide details of your proposals for Risk Management in relation to this contract. | Weight 2% / 10 Max Marks |
| Please explain the process you would follow from receipt of Order to Completion of the Works and upload |  | Weight 6% / 30 Max Marks |

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Specific Requirements (cont...) | any relevant documents you would provide to the client during the process. | **Service Overview** |  |
| How will you ensure the required response times are met? (include in you answer risks to meeting the response times and your proposed mitigations). | Weight 4% / 20 Max Marks |
| In order to demonstrate the robustness of your proposed approach please give 2 recent examples of how your organisation has helped disadvantaged groups and the long-term unemployed such as ex-offenders and NEET's (Not in Employment, Education or Training) and/or has supported groups such as Apprentices and individuals on work experience. | **Added Social  Value** | Weight 2% / 10 Max Marks |
|  | As this project is to be delivered in an area of high residential density, it is important that the contractor engages with the local community as it seeks to successfully deliver the contract. Please provide 2 examples of previous projects where you have engaged with a local community during the successful delivery of a project similar to this requirement in a similarly built up area to the city of Wolverhampton. | Weight 2% / 10 Max Marks |
| Declarations | All | **Declarations** | Pass/Fail |