

**PRP111**

**Cold Applied Solutions**

**Soft Market Testing Exercise**

[1. Definitions and Abbreviations 3](#_Toc455573470)

[2. Introduction 4](#_Toc455573471)

[3. Instructions to Respond 6](#_Toc455573472)

[4. The Organisation 7](#_Toc455573473)

[5. Requirement Overview 8](#_Toc455573474)

[6. Questions 9](#_Toc455573475)

[7. FOIA Disclosure Form 13](#_Toc455573476)

## Definitions and Abbreviations

| **Term** | **Meaning** |
| --- | --- |
| **Associated Services** | means services offered by the organisation that enables the Council to make full and best use of the Solution including without limitation, upgrades, fixes, training, bespoke software development, installation, implementation, consultancy, support and maintenance. |
| **Council** | means Derbyshire County Council. |
| **Conference Call**  | means a previously arranged telephone call or video conference call between Council personnel and a supplier’s personnel. |
| **Confidential Information** | means any and all information in whatever form whether disclosed orally and/or in writing and/or whether eye readable or machine readable or in any other form including without limitation all trade and professional secrets, business, technical, financial, operational, administrative, marketing, economic or any other material made available by the Council to an organisation as part of this SMT process. |
| **Discovery Day** | means suppliers are invited to attend a single open briefing or a presentation on an opportunity. |
| **EIR** | means the Environmental Information Regulations 2004 (SI 2004/3391) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations. |
| **FOIA** | means the Freedom of Information Act 2000, and any subordinate legislation made under this act from time to time, together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations. |
| **Government** | means the government of the United Kingdom of England, Scotland, Wales and Northern Ireland. |
| **SMT** | means a pre-procurement supplier engagement process of obtaining information from potential suppliers, to inform the Council of the range of options available and help refine the business case, and procurement strategy, for its requirements. |
| **Social Value** | means the economic, social and environmental well-being of the relevant area (Derbyshire) as defined in the Public Services (Social Value) Act 2012. |
| **Software** | means the application of the proposed Solution and associated infrastructure and components. |
| **Solution** | means an organisation’s description of the goods and services it is referring to in its response, including without limitation, any software, hardware and equipment.  |
| **Supplier Day** | means an invite for suppliers to meet and discuss the opportunity individually with the project team. This may include a presentation of a potential Solution.  |

## Introduction

* 1. The Council wishes to hear from organisations in the marketplace willing to share information about cold-applied roofing solutions to gauge the likely level of interest in a potential long-term design and/or supply framework contract. This will enable the Council to gain a better understanding of the Solutions available, how they could be supplied, an indication of the likely costs, and help it determine the most effective way of packaging and scoping its requirements for any future procurement opportunity. As such the Council is undertaking this SMT exercise to engage with suppliers and share information.
	2. This exercise will be undertaken initially with interested suppliers through a written response. The Council will then review the information provided and seek clarification if required.
	3. It is not anticipated that there will be a need for face-to-face meetings with interested suppliers. However, following consideration of the responses, if these are required, requests will be sent to all relevant respondents.
	4. All responses and submissions relating to this SMT exercise are made entirely at the interested supplier’s own risk and cost. The Council will not be liable for any costs, expenditure, losses, work, or effort incurred by any organisation or third party participating in this exercise.
	5. Information received from all parties will be treated as commercially confidential. Responses to this exercise are for information only and will not form part of any scored evaluation.
	6. The SMT exercise in no way commits the Council to award any contract, nor does it constitute an offer (implied or otherwise) to enter any contractual relationship.
	7. If an organisation considers that any of the information included within its response is either commercially sensitive or confidential in nature, they should identify it specifically and explain the grounds for exemption from disclosure in accordance with the Freedom of Information Act (FOIA) 2000 or the Environmental Information Regulations (EIR) 2004; using the accompanying FOIA Disclosure Form (see Section 8) and submitting this with their response. The organisation should note that even where they have indicated that they consider the information to be commercially sensitive or confidential in nature, the Council may be required to disclose it under FOIA or EIR and the Council will be the final arbiter on such matters.
	8. Where there is any indication that a conflict of interest exists or may arise then it shall be the responsibility of the organisation to inform the Council in writing.
	9. Not used.
	10. For the avoidance of doubt, this soft market testing exercise is an exploratory exercise to determine feasibility and not a call for competition. It does not constitute any commitment by the Council to undertake a procurement exercise. Organisations are not prejudiced or disadvantaged by any response or failure to respond to this SMT exercise.
	11. If this SMT identifies that only one supplier can meet the technical requirements and there is therefore a lack of competition, a direct award may be made, pursuant to Regulation 32 (2)b)ii) of The Public Contract Regulations 2015. Where competition is found to exist, and should the Council subsequently decide to undertake a procurement exercise, it will be carried out in accordance with the Public Contracts Regulations 2015. Please note that a response to this SMT exercise does not guarantee an invitation to participate in any subsequent procurement.

## Instructions to Respond

* 1. Written responses to the questions in Section 7should be submitted through the Council’s electronic tendering system by **11.00am on Wednesday, 1st June 2022.**
	2. Except for ‘for further clarification’ questions, Derbyshire County Council will not be contacting any organisations who respond to this SMT and will not be able to provide feedback on submissions.
	3. This document constitutes all the documentation provided by the Council in this SMT exercise.
	4. The information provided by the Council should assist you in completing your response. Should you require any clarification relating to the information supplied or the process itself, please submit your questions through the messaging feature of the Council’s electronic tendering system by **11:00 on Monday. 23rd May 2022**
	5. Any clarification questions that are of a sensitive nature must be clearly identified as such on submission. This will then be considered by the Council in deciding how to distribute the question and response. All questions will be considered by the Council, and where appropriate, responses shall be provided to all parties by **17:00 on Wednesday, 25th May 2022.** However, the final decision to answer any question shall be solely at the discretion of the Council.
	6. The Council recognises that all prices quoted in response to this SMT exercise are indicative and not legally binding. However, the Council would appreciate as much detail and accuracy as organisations feel able to provide, to enable the Council to determine the necessary budget requirements. Later, should the Council seek to invite tenders, organisations choosing to submit a formal tender response will be expected to provide fixed and firm prices at that stage.

* 1. In the event of an emergency only, if you have any queries that cannot be submitted through the electronic tendering system, please contact:

Name: Sarah Kendrick

Email: sarah.kendrick@derbyshire.gov.uk

## The Organisation

* 1. **The Council**

The Council is represented by 64 elected members who are elected every 4 years. Elected members are democratically accountable to residents who live in their electoral division.

The Council departments are:

* Corporate Services and Transformation;
* Adult Care;
* Children’s Services; and
* Place

The Head of Paid Service and the Strategic Directors of each department form the senior management team; responsible for delivering a variety of services to the local community across the county of Derbyshire.

Further information can be found at:

<https://www.derbyshire.gov.uk/council/council-works/departments/our-departments.aspx>.

* 1. **The Service**

The Council’s Corporate Property function holds expertise in all areas of property management including asset management, design and all aspects of property construction and maintenance. The function aims to provide a high-quality, cost-effective service to its customers.

Here are some of the services we offer:

## Asset management

* asset management
* building surveying
* estate management and valuation

## Design services

* architecture
* landscape architecture
* structural engineering and land surveying
* carbon management and building services
* quantity surveying and cost planning
* project management

## Property direct

* construction
* mechanical and electrical engineering
* landscape and grounds maintenance
* cleaning and janitorial services
* building maintenance
* functions, hospitality, and catering

## Clients

Apart from county council departments, our current customers include:

* district and borough councils
* Peak Park Planning Board
* Derby Diocese
* Derbyshire Police Authority
* Derbyshire Fire and Rescue Service
* housing associations and other third sector organisations

We also have contracts with most Derbyshire schools for their delegated maintenance works, cleaning, and grounds.

## Requirement Overview

As part of The Councils current and future works related to flat roof re-covers, there is a requirement through building insurance to apply and work with cold applied roofing systems at Council establishments.

The Council is conducting a soft market testing exercise for the supply of products for cold applied and single membrane applied flat roofing systems. This is to allow future procurement of products and materials to support the in-house Repair & Maintenance Roofing Teams.

The Council operate numerous flat roofing teams undertaking projects of re-covering and up-grade to existing flat roofs on the Councils diverse property stock portfolio. The property portfolio diversity requires the roofing teams to work and strip back existing roof coverings to various sub straight decking systems e.g., Concrete, Timber, Metal etc. All re-roofing projects will upgrade new roof coverings with appropriate flat or cut to falls Thermal Insulation systems to meet current Statutory Legislation.

The Roofing Teams operate throughout all geographical areas of Derbyshire and delivery / distribution of products to site will be required as such.

It is envisaged that the lessons learnt from the Soft Market Test will allow the Council to publish a tender for its Cold Applied Roofing requirements at a future date.

## Questions

Please provide your responses to the following questions in the spaces provided, when submitting your response please refer to the functionality outlined in section 5 It is not necessary to provide sales literature or brochures with your responses as these will be requested if required.

|  |
| --- |
| **6.1. Contact Details** |
| Please provide your contact details for enquiries about this questionnaire. |
| Organisation Name: |       |
| Contact name: |       |
| Postal Address: |       |
| Country: |       |
| Telephone: |       |
| Mobile: |       |
| E-mail: |       |
| **6.2. Products** |
| 6.2.1 | Are products sourced directly from your organisation or can they be purchased ‘off the shelf’ from mainstream suppliers? |
| **Response:**       |
| 6.2.2 | Who is the manufacturer/distributor of your products? |
| **Response:**       |
| 6.2.3 | How do you manage the supply of additional products required at short notice (for example, underestimation of product for a solution)? |
| **Response:**       |
| **6.3. Design Service** |
| 6.3.1 | Do you provide a design service for cold-applied solutions? Please provide details. |
| **Response:**       |
| 6.3.2 | What is your anticipated lead-time from order confirmation to ‘on-site’? Summarise each element (e.g., design lead-time, sourcing lead-time, delivery lead-time etc.). |
| **Response:**       |
| **6.4. Training** |
| 6.4.1 | Do you require operatives to be trained/accredited in the application of your-cold applied solution? |
| **Response:**       |
| 6.4.2 | If yes to 6.4.1, please state the reasons for requiring operatives to be trained/accredited. |
| **Response:**       |
| 6.4.3 | If yes to 6.4.1, do you provide training free of charge? If not, what are your standard fees for training? |
| **Response:**       |
| 6.4.4 | If yes to 6.4.1, what are the minimum requirements to access training? |
| **Response:**       |
| 6.4.5 | How often do you audit your accredited installers? |
| **Response:**       |
| 6.4.6 | Does your training offer different levels of accreditation? |
| **Response:**       |
| 6.4.7 | Do operatives require recertification after a defined period? Please provide details. |
| **Response:**       |
| **6.5. Application** |
| 6.5.1 | Are any solution-specific tools required for the application of your solution? |
| **Response:**       |
| 6.5.2 | Are there any installation parameters for your solution (e.g., temperature/weather limitations)? |
| **Response:**       |
| 6.5.3 | Do you provide an installation service for your solution? Please provide details. |
| **Response:**       |
| **6.6. Guarantee** |
| 6.6.1 | Please describe any guarantee or warranty that comes with your solution, and the requirements for the guarantee to remain valid? |
| **Response:**       |
| **6.7. Commercial** |
| 6.7.1 | Please discuss any ‘economy of scale’ opportunities that you foresee may be applicable any long-term contract awarded for cold-applied solutions. |
| **Response:**       |
| 6.7.2 | Do you consider that there are any innovative options provided by your solution which the Council may not have considered or that are not provided by others in the marketplace? |
| **Response:**       |
| 6.7.3 | Please describe any other benefits or functionality that your organisation and solution could offer the Council, which have not already been covered in this document. |
| **Response:**       |
| **6.8. Supplier Interest** |
| 6.8.1 | Do you consider that there are any innovative options provided by your solution which the Council may not have considered or that are not provided by others in the marketplace? |
| **Response:**       |
| 6.8.2 | Please identify any additional information you would require within a tender specification to provide a fully costed response. |
| **Response:**       |
| **6.9. Indicative Pricing** |
| The Council needs to understand the cost elements of your proposed Solution(s) to enable a suitable price schedule to be developed for any future procurement of this requirement. Please provide indicative costs and where possible break these down to individual components, adding additional rows as necessary:  |
| **Response:**

|  |  |  |
| --- | --- | --- |
| **Cost Element** | **One off Costs**  | **Recurring Costs** |
| **Component** |
| Element | £      | £      |
| Element | £      | £      |
|  | £      | £      |
| **Component** |
| Element | £      | £      |
| Element | £      | £      |
|  | £      | £      |

 |

## FOIA Disclosure Form

|  |
| --- |
| **Please print this form, provide a hand-written signature, and scan the signed copy for inclusion in your electronic response; submitted through the Council’s e-tendering system.** |
| This form is to be completed by all organisations to identify the information they wish to be considered exempt from FOIA and/or EIR requests.* Any information supplied, which the organisation considers may be potentially exempt from disclosure under the FOIA and/or EIR **MUST** be set out in this form;
* Any information not contained in this form will be subject to disclosure without any prior consultation;
* The information considered to be exempt must be referred to in the table below; this could be a whole section of the documentation provided, a clause or paragraph in the documentation provided;
* The organisation should set out in this form that information which it considers to be exempt from disclosure, the reason for non-disclosure, the exemption that might be applicable and the time period for which this information should be considered to be exempt; and
* The organisation acknowledges nevertheless that any information contained within this form is indicative only and the Council may nevertheless be required to disclose such information under the FOIA and/or EIR. The organisation should also include in this form the name and contact details of a person who will be able to handle such requests.

|  |  |  |  |
| --- | --- | --- | --- |
| **Exempted Information****(cross reference to response)** | **Reason for Exemption** | **Exemption to be Applied** | **Time Period for Exemption** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

 |
| **Form Completed by:** |
| **Organisation Name:** |       |
| **Contact Name:** |       |
| **Role within the organisation:** |       |
| **Signature:** |  |
| **Date:** |       |
| **Address:** |       |
| **Telephone number:** |       |
| **Email:** |       |