

Part 2 Specification

Contract Reference

3524/TDA/SherwellValleyRoof

Contract Title

**Re-Tender New Felt Roofs
Sherwell Valley School**

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A Overall Scope and Nature of the Requirement

A1 Scope of Works

Please refer to:

- Appendix B Standard Minor Works Prelims
- Appendix C Performance Specification
- Appendix D Bauder Specification
- Appendix E B.3524.01 New felt roof details & location plan

Works to be completed during the schools summer holiday period 25th July - 2nd September 2022.

The form of contract will be JCT Minor Works Building Contract 2016 including all amendments applicable at the time of tender.

B Mandatory Pass / Fail Requirements

This section sets out the Authority's mandatory requirements for the successful Applicant to perform the Contract.

Evidence requirements are as set out in Part 5 Mandatory Criteria.

B1 Health and Safety

- B1.1 All Provider staff who undertake work on behalf of the Council are required to fully comply with their legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.
- B1.2 In recognition of the legal duties imposed upon them all Providers and those Provider staff undertaking work on behalf of the Council under this Contract will:
- a) co-operate with the Council's Director Responsible for Health and Safety, Managers, Supervisors, Corporate Health and Safety Department and their own Employer to enable them to comply with their legal duties;
 - b) Comply with ALL requirements of the Council's Health and Safety Policies and other rules and procedures in place;
 - c) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
 - d) Actively promote a positive health and safety culture;
 - e) Only undertake work for which they have been trained and are qualified and competent to undertake;
 - f) Where applicable, ensure that risk assessments and method statements relating to their work are presented to the council's authorised officer, prior to commencement of work, if they are not following the Safe System of Work provided by Torbay Council.
- B1.3 The Council's Health & Safety Policy Statement can be found at Appendix F.

B2 Invoicing

- B2.1 The Council will make payments to the Provider monthly in arrears.
- B2.2 The Provider must invoice the Council monthly in arrears for work undertaken.
- B2.3 The Provider must make all invoices payable by Torbay Council and must be marked with Torbay Council's name and address, the Provider's name and address and the Council's official purchase order number.
- B2.4 Invoices must be submitted by e-mail to: **invoices@torbay.gov.uk**.
- B2.5 The Provider must provide a consolidated invoicing approach as standard, including for third parties services unless otherwise specified. Any information

specific to the invoice and the provision of services, must be attached to the invoice, to enable prompt processing / payment;

- B2.6 All invoices must contain a full breakdown of costs and must match the agreed pricing stated on the final quotation and official purchase order.
- B2.7 The Council's settlement terms are 30 days from the date of an undisputed invoice, or receipt of goods or service, whichever is the later.
- B2.8 Disputed parts of invoices and invoices not bearing purchase order numbers will not be paid and a corrected invoice will be required.
- B2.9 Payment will be by BACS and remittance advices will be transmitted to the Provider by email (the Provider's appropriate email address must be supplied).
- B2.10 Where IR35 regulations may apply to an Individual, Sole Trader or Personal Services Company, Torbay Council will conduct an employment status check to find out if the Provider should be classed as employed or self-employed for tax purposes (CEST). The Provider will agree to abide by the outcome of the employment status check, which may affect the way in which the Provider is paid and could include the possible deduction of Tax and National Insurance.

C Core Requirements

This section sets out the Authority's core requirements for this Contract, which Applicants are required to demonstrate within their response that they are capable of meeting

C1 Bauder / Performance Specification

The works must be of a standard and guarantee applicable to Appendix D Bauder specification. If an alternative felt system is proposed, this will be assessed by the Contract Administrator.

D Additional Requirements

D1 Further Services Offered

The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

E Social Value

E1 Our Commitment

- E1.1 The Council is committed to its responsibilities under The Public Services (Social Value) Act 2012. Therefore the Council is seeking Participants who will add value to the Agreement by providing additional community benefits (above the services described within this specification).

E2 Our Priorities

- E2.1 We are seeking submissions that support our local priorities. Torbay Council's mission is to be a Council that supports, enables and empowers its residents, communities and partnerships.
- E2.2 The Council's ambition and priorities for Torbay and its residents to thrive are outlined in the Community and Corporate Plan 2019 -2023:
<https://www.torbay.gov.uk/council/policies/corporate/corporate-plan/>
- E2.3 We are looking for Applicants to make submissions in relation to Social Value that support the collective delivery of this plan in Torbay. All responses are expected to demonstrate what and how they will contribute to the delivery of this plan in Torbay.
- E2.4 Applicants should consider but not limit their response to the following areas in formulating their response:
- Sorting waste materials into specific types for recycling to minimise waste to landfill.
 - More employment opportunities for people who live in the local area
 - Spending with local suppliers where practical and appropriate.
 - The use of sustainable products and materials.
 - Minimising carbon footprint.

F Scope and Nature of Possible Modifications or Options

F1 Permitted Changes

F1.1 Changes to the Contract shall be made only where:

Such a Change is permitted by the Public Contracts Regulations 2015, Regulation 72(1)(b) to (f)