Framework: Bid Template

Overview

Dear Sirs,

Re: Mini competition in relation to framework agreement for Island Bench Maintenance

Tender Offer reference number: [insert reference number]

Period of agreement: 01/01/2025 to 31/12/2028

Government of Jersey framework reference number:

Bid Template Structure

This Mini Competition Bid Template will follow the below structure:

1. Introduction
2. Mini Competition Timetable
3. Requirement & Specification
4. Important Information
5. Commercials
6. SLA’s & KPI’s
7. Introduction
   1. Infrastructure & Environment is seeking a Provider(s) with the appropriate operational knowledge, workforce, experience and competitive pricing to supply it with rolling maintenance of the island’s benches.
   2. The purpose of this document is to inform selected Providers about Infrastructure & Environment’s requirements for the supply of rolling maintenance of the island’s benches.
8. Mini Competition Timetable
   1. The timetable for the main stages of this Mini Competition is outlined within the table below.

|  |  |
| --- | --- |
| Target Date | Stage |
| 23/08/24 | Invitation to Quote Issued with supporting Bid Template |
| 16/09/24 | Provider Responses Submitted |
| 01/10/24 | Evaluation |
| 31/10/24 | Contract Award |

* 1. Commercials are to be provided within the Bill of Materials (BoM) table provided within section 5. The labour rates should not be more than the rates provided as part of the Framework tender.
  2. The proposal should outline;
     1. Proposed approach – show proposed approach to providing the required goods or services, which may include proposals for changing how the provisions are used by GoJ
     2. Capability – show capability and capacity to undertake the required goods or services
  3. Providers will be assessed for this Mini Competition

|  |  |
| --- | --- |
| Evaluation Item | % Weighting |
| Approach | 30% |
| Capability | 20% |
| Sustainability | 10% |
| Health & Safety | Pass / Fail |
| Commercials | 40% |

1. Requirements & Specification
   1. Undertake the inspection of 800 Government of Jersey benches across the island per annum. Inspections to include checking for damage and condition of timbers, checking for steel work damage and condition of the paintwork, all fixings in timbers, and bolts anchoring the benches to the floor.
   2. Benches have all been physically and digitally tagged and their locations added to a digital map. Each bench is to be logged by scanning the Government QR code affixed to each bench and completing the electronic maintenance log.
   3. Maintenance of 250 of the benches, assessed to be most in need of refurbishment, per annum. This is to include cleaning down, sanding down timber slats, applying two coats of stain to the slats, sanding down iron works, and applying one coat of hammarite black to the leg irons
2. Important Information
   1. Bench locations vary dramatically from the promenade at St Brelade, within the Government of Jersey Parks, to coastal areas. Refurbishment in situ may require work in awkward locations.
   2. Government of Jersey Site Services will produce a maintenance schedule of the 200 benches due for refurbishment over the course of the year, each year, in Q1. The benches flagged for refurbishment the following year would be identified by the contracted party in the visual survey.
   3. All materials to be provided by the Government of Jersey Site Services team.
3. Commercials
   1. Please provide pricing within the table below. Do not amend the format or add additional columns. All labour rates should not exceed those set out within the Framework tender.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Quantity | Cost p/unit | Total cost |
| *e.g. labour (Skilled Worker)* | *e.g. 5 days* | *e.g. £50.00* | *e.g. £250.00* |
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1. Sustainability
   1. Sustainable materials provided.
2. Health & Safety
   1. Safe system of work, lone worker, risk assessment and method statement, site specific risk assessment and method statement where necessary.

|  |  |  |
| --- | --- | --- |
| H&S Standard Required | Supplier Response | Additional Comments |
| *Safe System of Work* |  |  |
| Risk Assessment |  |  |
| Method Statement |  |  |
| Site Specific RAMS |  |  |
| Lone Worker |  |  |

1. SLA’s & KPI’s
   1. The table below sets out the SLA’s that GoJ require as part of this opportunity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mandatory SLAs | | | | |
| Description | Service Level Requirement | Method of Measurement | Measurement Period | Service Applicable to Level Failure |
| Risk Assessment | Provided 48 hours prior to works being conducted | Audits of Order Forms, stakeholder feedback and reporting | Monthly | TBC |
| Method Statements | Provided 48 hours prior to works being conducted | Audits of Order Forms, stakeholder feedback and reporting | Monthly | TBC |
| Snagging | All snagging addressed within 5 days of the work being completed | Audits of Order Forms, stakeholder feedback and reporting | Per event | TBC |
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