**Patients Catering Response Document**

Tender

**Tender**

**Estates Maintenance Services**

Document F – Pricing Guide

**PROJECT REFERENCE: ND2019 028**

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# Introduction

The purpose of this guide is to assist the Bidders in completing the pricing schedules for the Hard FM Maintenance tender.

All pricing must link back to the specification & datapack as well as Bidder's method statement. Labour costs must be in line with TUPE. Bidders are required to complete in GBP and it is their responsibility to check all calculations and formulas.

The pricing schedules cover the initial contract term of 4 years.

The contract is fixed price based on the data provided and any variation to the estate will be charged or reduced by the relevant cost per square metre and prorated if the change occurs part way through the year.

The Year 1 figures must show the rates as at 2020/21 and based on TUPE information provided in the Datapack. However, subject to compliance with employment law, Bidders are to consider different and more efficient ways of working rather than just duplicate the current staff roles

# Document E – Pricing Schedule format

## Summary Tabs

**Tab 1a. Summary by service line** – This is a summary of all costs from tabs 2 to 9 and these auto-populate. For the purpose of normalisation inflation has been set to 3%, but in practice CPI will apply annually on the contract anniversary date.

**Tab 1b**. **Summary by Premises & Location** - This is a summary of all costs from tabs 2 to 9 and these auto-populate. For the purpose of normalisation inflation has been set to 3%, but in practice CPI will apply annually on the contract anniversary date.

**Tab 1c. Summary Yr 1 Contract Price** - This is a summary of all costs from tabs 2 to 9 and these auto-populate. This provides a summary of total costs before one-off costs for each site by service line for year 1

## Contract Management

**Tab 2a. Contract Management** – This should include costs for managing the contract in line with the specification. The labour structure should tie back to the structure and costs on tab 2b. Bidders are required to input their Mark-Up/Profit Margin in cell B55.

**Tab 2b. Contract Management Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification.

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## Helpdesk & CAFM

**Tab 3a. Helpdesk/CAFM Services** – This should include costs for running the Helpdesk/CAFM in line with the specification. The labour structure should tie back to the structure and costs on tab 3b. Bidders are required to input their Mark-Up/Profit Margin in cell B34.

**Tab 3b. Helpdesk/CAFM Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification.

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## PPM services

**Tab 4a. PPM Services** – This should include costs for Planned Protective Maintenance Services in line with the specification. The labour structure should tie back to the structure and costs on tab 4b. Bidders are required to price for each of the services listed and any additional services as per the Specification and Datapack. Bidders are required to input their Mark-Up/Profit Margin in cell B102.

**Tab 4b. PPM Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## Full R&M services

**Tab 5a. Full R & M Services** – This should include costs for maintaining the Full R&M Services in line with the specification. The labour structure should tie back to the structure and costs on tab 5b. Bidders are required to input their Mark-Up/Profit Margin in cell B102. The top 20 jobs outside of the comprehensive cover have been provided, with the frequency per annum (based on 2019-20). Bidders are required to provide a price against these, and any others based on their experience. Bidders are also required to cost for Comprehensive cover of £1000.

**Tab 5b. Full R & M Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification.

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## Grounds & Garden services

**Tab 6a. Grounds & Garden Services** – This should include costs for maintaining the Grounds & Garden Services in line with the specification. The labour structure should tie back to the structure and costs on tab 6b. Bidders are required to input their Mark-Up/Profit Margin in cell B102.

**Tab 6b. Grounds & Garden Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification.

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## Broadmoor services

**Tab 7a. Broadmoor Services** – This should include costs for maintaining the services at Broadmoor in line with the specification. Bidders are required to list the contractor that would perform each of the services. The labour structure should tie back to the structure and costs on tab 7b. Bidders are required to input their Mark-Up/Profit Margin in cell B102.

**Tab 7b. Grounds & Garden Labour** – Bidders are required to populate the hourly rate and number of hours proposed for each member of staff. There are formulae provided for add-on costs such as pension, NI and other staff costs but Bidders can overwrite these. Bidders must ensure the structure and the costs allow for the performance of the contract in line with the specification.

The Authority shall pay the Bidders 1/12th of the fixed annual rate (the “**Fixed Rate**”) for all pay and non-pay costs each Contract Month.

The Fixed Rate as set at Actual Services Commencement Date shall be adjusted on the anniversary of the Actual Services Commencement Date each year of the Term (the “**Expired Year**”) by no more than the change in the Consumer Price Index (“**CPI**”)during the Expired Year.

## Capex and Mobilisation

In table 1, Bidders are required to detail all the capital investment items that will be required to enable their performance of the contract. Bidders must list all items and the site they relate to. This will be depreciated over the life of the contract (5 years) and thus the Client will pay for this over 5 years. This will not form part of the evaluated price.

In table 2, Bidders are required to provide details of the mobilisation costs required to mobilise the contract. Bidders must list all items and the site they relate to. This will be paid over the life of the contract and will not form part of the evaluated price.

## Replacement assets

After reviewing the Asset and Condition Survey Bidders are required to list all the assets (less than condition B) they believe will need replacing and at which site. The Bidders must provide comments as to why they believe the asset needs to be replaced. The purpose of this tab is for information and the cost will not form part of the evaluated price. If these assets are replaced, then this will be billed to the Client over the contract term.

## Inventory (Critical spares stock holding)

As part of the contract the Bidders are required to keep an inventory of items. These are listed on tab 10. The Bidder must provide a price for the units and specification stated and all items must have a price. There are 3 types of service:

* Gold – Highest quality
* Silver – Mid Range
* Bronze – Economy Range (British Standard, Kitemarked to NHS and HTM standard)

Bidders are required to provide a price for each of these types. The minimum quantities required are in the pricing schedule and Bidder must price for these. There are a number of items that cannot be priced, so a prime cost has been provided for the mid-range service (silver standard). The prices listed here will form part of the schedule of rates financial evaluation.

## Schedule of rates

Bidders are required to provide a list of rates for the positions listed and add any others they feel may be relevant. These are the rates that will be charged for any works, which are outside the scope of this Tender. The rates must include any travel expenses and Bidder Profit/Mark-up.

The prices listed here will form part of the schedule of rates financial evaluation.

**It is the Bidders responsibility to check all calculations.**