

The Highland Council

HC/D & I/TS/2019 – Provision of Trades Services Framework Agreement 2019

Responses to Questions and Areas of Clarification – Form 01 - 08/07/2019

Question/Clarification		Date Received	Response
1.	What category refers to Industrial Cleaning?	01/07/19	Lot 5 – Specialist Cleaning
2.	Where can we go for help with completing our Tender documents?	01/07/19	<p>Business Gateway Highland – expert local business advice and practical guidance on improving your access to and chances of winning public contracts.</p> <p>Offices available in Inverness, Ardgay, Fort William, Caithness & North Sutherland. Your local adviser can meet with you in person and offer 1:1 advice over the phone and via email. https://www.bgateway.com/local-offices/highland/local-support</p> <p>Contact Business Gateway as soon as you think you might need some support – the nearer the tender submission deadline date, capacity may become challenging. If sufficient requests for support in a particular geographical area, BG may consider running a group workshop.</p>
3.	How do I get my questions answered?	02/07/19	<p>All contractual enquires and questions must be sent via the messaging facility on PCS-Tender before 1700hrs on 16 August 2019.</p> <p>Replies to all enquires submitted shall be issued to all Tenderers via the messaging facility on PCS-Tender by 1700hrs on 23 August 2019.</p>
4.	The Evaluation Criteria for the ESPD mentions “Accreditation of Contractors Health and Safety (CHAS) or Safety Schemes in Procurement (SSIP) SSIP” as a Pass / Fail response, however I cannot find a question in the ESPD relating to this requirement. Please clarify.	03/07/2019	Tenderers should confirm that they hold Contractors Health and Safety (CHAS) or Safety Schemes in Procurement (SSIP) accreditations by completing ESPD sections 1.8 and 1.9m (Official Lists and Certifications).
5.	The ESPD has a section for Economic & Financial Standing, and with reference to 1.69.1, there appears to be no question, however does this relate to the Supplier’s ability to provide financial accounts? Please clarify.	03/07/19	The inclusion of Section 1.69.1 Question 4B.4.1 is a drafting error and should have been deleted. This question can be ignored for the purposes of completing the ESPD
6.	My Company is tendering for Lot 2 – Fabrication. Can we assume: a) that this relates to workshop and installation activities; and b) that fabrication activities refer to metals (mid steel, stainless steel, aluminium, etc.).	03/07/2019	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>

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7.	With regards to Lot 2 – Fabrication, please confirm if 24 hour / emergency cover is required or is this requirement taken account of in other Lots? If this is correct, then do all of the rates in the Schedule of Rates have to be completed?	03/07/19	Yes emergency cover is required for all Lots.
8.	<p>Please provide more information on the type & maximum value of Planned Works to be channelled through the Framework.</p> <p>I have noted three scenarios of the type of small/medium sized jobs tendered via Quick Quotes to help answer the query:</p> <p>a) The internal alterations of a school to form a Nursery, approx. value £20K. b) Complete refurbishment of a single house, approx. value £40K. c) Small extension to a non-domestic building, approx. value £150K.</p>	03/07/19	<p>The Council's requirements are set out in the Invitation to Tender and the procedures for awarding work via mini-competitions. Given the nature of planned work and the duration of the framework it is not possible at this stage to describe in precise detail the type and value of planned work that may be channelled through the framework. There is no guarantee or commitment to any value or volume of spend via this framework agreement. For planned work however the maximum total value of works that can be awarded via mini-competition will be £2m.</p>
9.	If Bidding for the Principal Contractor lot only, subcontractors would not be known. Is it OK to say no works subcontracted?	03/07/19	<p>Lot 16 covering Principal Contractor allows for situations where;</p> <p>a) a Site Wide Principal Contractor may be required in situations where multiple contracts have been let that occur in one property at the same time (e.g. during a school summer holiday period). b) where no company is either willing or does not have the skills, knowledge and experience to act in a Principal Contractor role.</p> <p>There may also be occasions where planned work encompasses multiple trade lots e.g. construction of an extension to a property and a principal Contractor is required. In this situation the specification in the mini competition would state that sub-contractors were required to be named in the tender bid.</p>
10.	Can you clarify on the extent of planned maintenance works which might be awarded?	04/07/19	<p>For Domestic Properties:- The Council will always seek to use in-house resources in the first instance so it is not possible to estimate the extent of these works at this stage as this will be dependent on in-house availability and expertise related to the works required.</p> <p>For Non-Domestic Properties:- The council prepares lists of proposed planned work for the year ahead (the non-domestic Planned Preventative Maintenance list is published with the annual budget allocation to the Environment and Infrastructure Committee in May each year). Planned work is subject to prioritisation and available funding with no guarantee that works will actually proceed.</p>

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11.	We note that planned maintenance works up to £2m are proposed, which clearly is going to require a more sophisticated pricing model than that provided – how will these mini competitions be tendered?	04/07/19	<p>The Council is of the opinion that the same pricing model will be used for all work awarded through the framework.]</p> <p>Contractors appointed to the framework shall be invited to participate in a mini competition. Mini-competitions shall only be run through 1 Lot at a time.</p> <p>A Mini-competition will allow Contractors on the Framework to submit a price based upon either their accepted Schedule of Rates or to choose to submit lower pricing than on their accepted Schedule of Rates (Contractors cannot introduce higher charging) for an individual call-off Works Order.</p> <p>The Council can choose to hold the technical scores from the Framework Agreement as originally tendered or require new technical questions to be answered. In either case, a new most economically advantageous tender will be received and the Works Order awarded accordingly.</p> <p>Where new technical criteria is introduced the split between Quality and price shall not significantly differ from the original framework split of 10/90.</p>
12.	Principal Contractor role for larger jobs might include responsibility for providing welfare facilities and plant – how are these tendered?	04/07/19	<p>Provision for dedicated welfare arrangements will be assessed and advised in the works order (Note: use of welfare facilities within a property will only be permitted by exception on assessment and agreement by the Property Manager and at the discretion of the RPO and for low risk/short duration work).</p>
13.	Why is no opportunity provided to increase rates if these are found through experience to be unsustainable?	04/07/19	<p>Under the terms of the framework a Contractor may request a pricing review in accordance with Annual Price Adjustment provisions set out in the Conditions of Contract. The pricing review shall not introduce increases greater than the level determined by the National Consumer Price Index. The Council is of the opinion that prices and rates tendered should be sustainable and competitive and that ultimately this will be a decision for tenderers to determine.</p>
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