

## The Highland Council

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

#### Responses to Questions and Areas of Clarification – Form 06 - 12/08/2019

Question/Clarification	Date Received	Response
1. Regarding the various hourly rates requested on the Schedule of Rates for each Trade could you please clarify your interpretation of the role of Technician? Tradesmen, Labourer's & apprentices are easily identifiable and we are looking for clarification on which role you would expect Technicians to cover.	30/07/2012	For the purpose of this framework the Council consider a Technician to be someone who is senior to a tradesman and who is better qualified and more experienced in the relevant discipline.
2. Currently completing response to this tender - I am CHAS registered with renewal date of 14/9/19. This will be renewed on that date but I saw somewhere that CHAS registration must be in place for 2/12/19 - can you confirm that we are not expected to renew early/out of course.	06/08/2019	The Council does not require you to be CHAS registered until the framework Commences. However in order to make an award, the Council will have to have evidence that on the start of the framework suppliers will have CHAS registration in place. The Council will likely seek evidence of this requirement at the standstill period.
3. A company, which carries out Dampness works, Dry rot, Rising Dampness. What would this type of work be classed as? Would Timber Treatment works (Woodworm) - come under Pest Control or another Trade?  If carrying out Survey's for Dampness and for Timber Treatment (Woodworm) - What Trade should we put this under?	07/08/2019	The Council consider that treatment to kill woodworm should fall under <b>Lot 4 Pest Control</b> . Treatment for timber preservation should be in <b>joinery Lot 8</b> .
4. Some of the Lots have specialised works within them, i.e. the Heating and Ventilation. The rate for Refrigeration which is deemed specialist would normally be higher than the rate for domestic Gas/Oil heating. Is there any way to distinguish an hourly rate for each of the particular works.	08/08/2019	The Council have evaluated all options for the Framework Agreement It has been designed to capture as many requirements as possible. The intention is to meet requirements via the methodology expressed in paragraph 14.3 of the Invitation to Tender (ITT). However where there is a requirement which it considered specialist and does not fit under the Framework Agreement, the Council will

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			<p>consider other procurement methods in accordance with Council Standing Orders.</p> <p>Hourly Rates are as stated in the pricing schedule.</p>
5.	<p>Can you please advise what the minimum levels of insurance are? In the conditions of contract, it says it's detailed in the specification however I have been unable to locate it</p>	09/08/2019	<p>The minimum levels of insurance are outlined in the Invitation to Tender at paragraph 16.2 and the Contract Notice at section Section III: Legal, economic, financial and technical information.</p>
6.	<p>The Tender states that "The Contractor shall provide all the equipment necessary for the provision of the Contract" however it is not clear how fully Contractors are reimbursed for Tools and Equipment used in the performance of the work.</p> <p>The Tender states "All Rates are deemed to include for all costs, overheads and profit associated with the employment and retention of Staff" also that "Tenderers must incorporate travel expenses into their rates"</p> <p>This suggests the Rate is for labour and travel related costs only, therefore our Tendering basis for Tools and Equipment is as follows: Included in the Trade Rate</p> <ol style="list-style-type: none"> <li>1. Hand Tools – Tradesman's Tool kit</li> </ol> <p>Billed as Materials</p> <ol style="list-style-type: none"> <li>1. Power Tools</li> <li>2. Power Tool consumables</li> <li>3. Specialist Tools and Equipment which may need to provide for certain works such as <ol style="list-style-type: none"> <li>a. Access Equipment (Scaffolding, EWP etc.)</li> <li>b. Test Equipment</li> <li>c. Specialist Drills/Cutting Tools</li> <li>d. Winches</li> <li>e. Pumps</li> <li>f. Etc.</li> </ol> </li> </ol> <p>Please confirm that is the correct interpretation and for clarity provide a definition of the term Rate - listing of what should and should not be included in the Trade Rate.</p>	09/08/2019	<p>Tools and equipment requirements are as stated in the specification at paragraph 64.4. For the purposes of Reactive Works Orders Contractors shall have a reasonable stock to complete day-to-day repairs as would be expected in their relevant Trade Lot. Where more complex and specialist tools are required, it is envisaged that the requirement would be of a Planned nature. More details of exact requirements would be contained within the mini-competition.</p> <p>The Trade rate should therefore be inclusive of any expenses which would be incurred for carrying out day-to-day repairs.</p>
7.	<p>Under a Trade submission (for example Joinery) do I need to</p>	09/08/2019	<p>If you intend to complete Works for the Council using sub-</p>

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	<p>nominate Subcontractors which would be required, for example, for the execution of Kitchen Refurbishment works i.e.: Trades such as Electrical, Plumbing and Painting and Decorating or is it the intention that the Council would separately instruct and allocate such Contractors?</p> <p>Also where any other Council instructed Trades are involved in the type of works above please advise if this is an example of where a Contractor could be required to act as a Principal Contractor.</p>		<p>contractors, please include ESPD submissions for the proposed subcontracts in your submission. During the framework agreement, any new sub-contractors proposed will have to be pre-approved by the Council before their services are rendered by the Contractor.</p> <p>Where a full Kitchen refurbishment is required, this would likely be conducted as a planned piece of work, therefore there will be a mini-competition actioned. Sub-contractors could be proposed there.</p> <p>The Council will choose whether to adopt the role of Principal Contractor or assign that role to the Contractor, provided they have indicated their willingness to act as Principal Contractor in their Pricing schedule.</p>
8.	<p>Where all members of a Consortium are tendering separately for a Trade and will provide the ESPD data as part of that Trade submission can we assume that since the data is available for each consortium member there will be no requirement to complete the ESPD information again for the Consortium submission? Please confirm.</p>	09/08/2019	<p>If each tenderer is tendering on account of themselves, they shall have to provide an individual ESPD. If they are also bidding as a consortium, all ESPD will have to be included as described in section Part 2A: Form of participation 1.10.</p> <p>However Tenderers are able to download their own completed ESPD and upload as part of the zip file as instructed in Part 2A: Form of participation 1.10 provided nothing has changed.</p>
9.	<p>Tender information includes:</p> <ul style="list-style-type: none"> <li>• The invitation to tender section 16.2 requires evidence of 2 relevant examples of works carried out in the past five years.</li> <li>• The PCS tender templates states</li> <li>• You should use this template to answer Technical and Professional ability question 4C.1 of your ESPD response.</li> <li>• Please provide relevant examples of works carried out in the past five years as specified in the Contract Notice.</li> </ul>	11/08/2019	<p>There is no prescribed format. The Council are trying to establish where the tenderer has suitable experience to perform Works Orders. There is no restriction placed on this question.</p> <p>The Council are not looking for invoices as evidence of the work experience.</p>

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	Question - Can you confirm whether there is any prescribed format for the 2 relevant examples e.g is there restrictions on length and font size? Also is it suitable to attach copies of invoices of works carried out along with a Word document with explanations of the examples in section 3.2, additional attachments area.		