

Specification

Site Clearance and Disposal Services

Contract Reference: K280021120

Contents

1. Introduction	3
2. Background to the Requirement	3
3. Procurement Timetable	3
4. Scope	4
5. Environmental Disposal Requirements	5
6. Service Delivery	6
7. Management and Contract Administration	7
8. Performance Management	8
9. Evaluation Criteria	8
Annex A – Evaluation Criteria: Quality Factors	11
Annex B – T & S Policy	14

1. Introduction

The Driver & Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT), invites proposals for the following Site Clearance and Disposal Services. This contract will be subject to the DfT Standard Conditions of Contract for Services.

Suppliers intending to bid for this requirement are required to submit their proposals via Jaggaer, the DfT Sourcing Portal, by 12:00 hours on 20 January 2021.

2. Background to the Requirement

DVSA's primary aim is to improve road safety in Great Britain by setting standards for driving and motorcycling, and making sure drivers, vehicle operators and MOT garages understand and follow roadworthiness standards. DVSA also provides a range of licensing, testing, education and enforcement services.

DVSA employs around 4,500 staff, currently operating over 400 sites in Great Britain, including approximately 220 Driving Test Centres, 60 Enforcement sites and 70 Goods Vehicle Testing Sites. The remainder of the estate includes office accommodation and multi-purpose sites. DVSA's Head Office is at Berkeley House, Croydon Street, Bristol, BS5 0DA with other administrative offices across Great Britain.

DVSA is currently reviewing the size of its current estate with the aim of streamlining its footprint.

3. Procurement Timetable

The following procurement timetable is indicative and may be subject to change.

Description	Date
ITT Issued	11 Dec 2020
Deadline for clarifications to be issued to the Department	8 Jan 2021
Deadline for the Department to respond to clarifications	13 Jan 2021
Deadline for receipt of Tender submissions	20 Jan 2021 12.00
Evaluation Period	21 Jan 2021 to 3 Feb 2021
Award Recommendation and DVSA approvals	4 Feb 2021 to 17 Feb 2021
Contract Award and Commencement of Services	18 Feb 2021

4. Scope

It is anticipated that the Contract will commence in February 2021. The Initial Contract Period will be two (2) years from the Commencement Date with the option to extend for a further one (1) + one (1) years. DVSA shall have the right, at its sole discretion, to extend the term of this contract by giving written notice to the Supplier within (one (1) month of the expiry date).

The total duration of this Contract, including the exercise of any options periods, shall not exceed four (4) years.

DVSA has sites situated all over Great Britain (including its islands). The scope is service provision of full, part and 'mini' site clearances of properties which DVSA either owns or leases. These could be an admin office, a Driving Test Centre (DTC), a Goods Vehicle Testing Site (GVTS), a vehicle workshop, a training centre, and enforcement weighbridge sites. All work must be carried out in accordance with current European and UK waste disposal regulations and directives.

Each site needs to be cleared within a reasonable time – half day/ one day unless otherwise agreed in advance. Suppliers need to demonstrate they can work efficiently.

The Supplier will be responsible for the provision of suitably qualified and experienced staff to provide the Services detailed in this specification.

Clearance Types

Listed below are the main types of items the Supplier will be required to remove from the sites. The list is not exhaustive, and various other items may also need clearing.;

- office furniture
- workshop equipment
- general waste
- electrical & electronic equipment (WEEE)
- hazardous waste
- confidential waste
- gas bottles, fridges, lighting tubes, air conditioning units, fire extinguishers
- modular buildings (portacabins)
- DVSA-branded signage (non-highway)

For illustration purposes, further details and pictures are attached at Annex D.

The Supplier will be required to unfix cabinets which are bolted to walls, and dismantle items including various types of filing systems, prior to disposal. On occasion, the cabinets/filing systems may also require emptying beforehand.

The Supplier will not be required to disconnect any of the following:

- electricity

- water
- gas
- telecommunications
- ICT (Information Communication Technology)

Upon completion of a site clearance, the Supplier shall carry out a sweep or vacuum of any residue so that the property and any affected areas are left in a clean and tidy condition.

Standards and Licences

In providing the Services, the Supplier shall comply with the following standards for the duration of the contract:

- operation of a Quality Management System that complies with:
 - ISO 9001:2015 in respect of the management of waste, its disposal and recycling, site clearances and confidential destruction
 - ISO 14001 Environmental Management (2015)
- health and safety management which complies with:
 - OHSAS 18001:2007 Occupational H&S (Due to be replaced with ISO 45001)

The Supplier must be licensed to manage the following, in the UK:

- hazardous and non-hazardous waste - (handling & storage)
- handle, store and process production waste, electronic scrap and end-of-life products.

Staff handling confidential waste will be required to obtain baseline personal security (BPSS) if they do not already have this.

All appropriate certificates will need to be evidenced before award of contract.

All work must be carried out in accordance with current European England, Wales & Scotland waste disposal regulations and directives.

5. Environmental Disposal Requirements

Waste separation

The Supplier shall ensure that all waste is disposed of in line with all applicable waste regulations/directives.

The Supplier shall ensure that no refrigerants (F-Gas) are released into the atmosphere, by ensuring that all refrigerant is removed from decommissioned air-conditioning and fire safety systems, the quantity and refrigerant type are declared to DVSA, then appropriately

destroyed by a specialist reprocessing plant, via a registered waste carrier. The Supplier will forward the F-Gas disposal certificates to DVSA.

Sustainability

The Supplier is required to limit the impact on the environment of the performance of the contract both in its treatment of waste according to the Waste Hierarchy and Carbon Emissions;

- **Waste Hierarchy**

The Supplier shall take all such measures to apply the Waste Hierarchy to prevent waste, and to apply the hierarchy as a priority order when it transfers DVSA's waste to another person or entity.

The Supplier will need to add a declaration on their Duty of Care Waste Transfer Notes and Hazardous Waste Consignment Notes confirming that it has complied with this duty.

- **Carbon Emissions**

Aligning with DVSA's carbon reduction target of 5% reduction per year, the Supplier shall have a Sustainability Plan which aligns and supports DVSA in meeting its targets and describes how it plans to reduce its carbon emissions over the life of this contract.

6. Service Delivery

The Authority will notify the Supplier of the site specific services required, and will not be liable for the costs of any Services performed without prior consent.

Only the DVSA Contract Manager is authorised to approve any new/amended activity, including short notice requirements.

Process of Communication

To inform your tender response, below is an outline of current steps taken for each site clearance;

1. DVSA Contract Manager will provide the Supplier with details associated with the clearance location via email, approximately 2 – 4 weeks before the services are required. Details may include drawings, photos, itemised lists, and where necessary site visit requirements.
2. Supplier is required to detail the activities and quantities via email within 3 to 4 working days, from receipt of above email. This confirms the quotation value and selected date for clearance.

3. DVSA to confirm acceptance of quotation by email, and issue a Purchase Order.
4. On the day of the clearance Supplier must arrive on time with all the right resources (staff, sub-contractors) and appropriate equipment for the day (skips, waste removal van etc) to ensure a timely and efficient clearance.
5. Before commencement of works, DVSA and the Supplier are to have an initial pre-start meeting to discuss:
Site set up arrangements
 - Safety issues
 - Security procedures
 - Sequence of works
 - Any ad-hoc requirements
6. Before completion of works, Supplier to carry out walk around (approximately 1 hour) prior to completion with DVSA Contract Manager to confirm acceptance.
7. After completion of works, both parties to do a final check and shutdown of premises.
8. DVSA and Supplier to confirm site completion and sign off.

The Supplier will be required to provide a facility for emergency bookings where site clearances are required at very short notice.

From commencement of award of contract, all clearance jobs will require the Supplier to do site visits beforehand, until DVSA have confidence that the Supplier has understood our expectations. Any subsequent site visits may only be required where the sites are deemed complex by DVSA.

7. Management and Contract Administration

Account Management

The Supplier shall within five (5) days of signing the Contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the Contract and arrange a contract implementation meeting.

The Supplier and DVSA will set in place contract review meetings and agree the frequency appropriate to the length, value and complexity of the contract. The Supplier will agree with DVSA's Contract Manager at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

Payment and Invoicing

A Purchase Order (PO) Number will be provided to the Supplier.

Upon receipt of the waste disposal certificates, DVSA will pay the Supplier.

Suppliers should email their invoices as PDF, and send to the following address, quoting the PO no.

ssa.invoice@sharedservicesarvato.co.uk

If Suppliers are unable to email, then invoices can be posted to Shared Services Arvato, 5 Sandringham Park, Swansea Vale, Swansea, SA7 0EA

The Supplier's invoice will be paid by BACS no later than 30 days of receipt of a valid invoice. We will aim to pay you within 10 days. Invoices received without the correct PO number will be returned the Supplier for correction and resubmission, and will delay receipt of payment.

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

8. Performance Management

The Supplier shall provide any documentation (including report findings, recommendations and meeting minutes) required in the performance of the Contract in a format agreed by DVSA's Contract Manager.

Regular meetings should take place to ensure the contract is running smoothly, and to discuss where any improvements can be made with regards to efficiency, sustainability, reducing waste/carbon emissions etc.

9. Evaluation Criteria

Tenders will be evaluated using the following weightings to obtain the optimal balance of quality and cost.

Evaluation criteria	Score
Quality Factors	60%
Price Factors	40%

The Quality Factors Score and the Pricing Factors Score for compliant tenders will be combined to identify the Supplier who has the highest Final Score and thus who has submitted the most economically advantageous tender.

Mandatory questions

Suppliers will need to respond to the mandatory questions in the Jaggaer system. Suppliers will be required to select either Yes or No. A No response will mean exclusion from participating further in the competition.

Quality Factors:

The Quality Factors will be assessed against the criteria specified in Annex A.

Suppliers must provide a response to each Quality Factor question.

Quality Factors Scoring Methodology

The following marks 0 to 4 will be allocated to each Quality Factor in accordance with the following scoring definitions:

Mark	Description	Scoring Guide
4	Excellent Confidence	Comprehensive evidence provided that supports that the Supplier meets all of the requirement, leading to the conclusion of a total level of confidence that the Supplier can meet the requirement.
3	Good Confidence	Evidence provided that supports that the Supplier meets most of the requirement leading to the conclusion of a high level of confidence that the Supplier can meet the requirement.
2	Reasonable Confidence	Evidence provided that supports that the Supplier meets some of the requirement leading to the conclusion of a mid-level of confidence that the Supplier can meet the requirement.
1	Minimal Confidence	Some evidence provided that supports that the Supplier meets few of the requirements leading to the conclusion of a low level of confidence that the Supplier can meet the requirement.
0	No Confidence	Limited or No evidence provided that the Supplier meets the requirement. No confidence that the Supplier can meet the requirement.

Each mark will then be converted into a corresponding percentage score of the total marks available for the question (e.g. a score of 3 out of 4 is 75%).

The percentage score for each question will then be multiplied by the weighting of that question as detailed in Annex 1 to calculate the weighted score for that question.

The total Quality Factors Score for each tender is the sum of the weighted scores.

Only those tenders achieving a minimum mark of 2 for each question will be deemed compliant. Any scoring below 2 (i.e. 0 or 1) against any one evaluation question will be deemed non-compliant and the Supplier will be disqualified from the competition.

The evaluation of each Quality Factor Question will be conducted in accordance with the following procedure.

The Consensus Marking Procedure is a two-step process, comprising of:

Step 1 - Independent evaluation

Step 2 - Group consensus marking

During independent evaluation (step 1), each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Suppliers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

The Authority will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

During the group consensus marking meeting (step 2), evaluators will discuss their independent marks until they reach a consensus regarding the marks that should be attributed to each Supplier's answer to the questions.

The consensus scores for each Quality Factor Question will then be added together for the total Quality Factor Score.

Price Factors:

The Pricing Schedule excel document is where you will detail your tendered rates for the Services. If awarded the Contract, the rates provided, in the pink cells of the Pricing Template excel document, will form a schedule of rates in the Contract. This will be the schedule of rates applicable for the duration of the Contract.

Price Factors Scoring Methodology:

The Inverse Proportion Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

1. The Potential Provider with the lowest price shall be awarded the maximum Price Factor Weighted Score (40%).
2. Each tendered Price Factor shall then be compared to the lowest tendered Price Factor.
3. For each Price Factor, the following calculation is used:

$$\text{Bidder's Price Factor Weighted Score} = (\text{Lowest Bidders Tendered Price Factor} \div \text{Bidder's Tendered Price Factor}) \times \text{Price Factor Weighting Percentage}$$

All calculations will be rounded to 2 decimal places.

Annex A – Evaluation Criteria: Quality Factors

The matrix below details the quality evaluation criteria and their associated weightings. Ensure that you clearly reference each heading in your tender response.

For all questions, you must limit your answers to the maximum no. of words allocated to it, single space, 12-point Arial or Times New Roman. DVSA will disregard words in excess of this limit. This may mean your response may not make sense so check the number counts for each of your answers before submission.

Do not submit irrelevant marketing or other material. If you do it will be disregarded.

Note – If you submit your response in PDF or in any format other than Microsoft Word, you must detail the word count against each of your answers.

Primary Criteria	Primary Criteria Weighting (%)	Sub - Criteria	Required Characteristics	Evidence Requirement	Individual Sub - Criteria Weighting (%)
Methodology	25%	Proposed methodology for delivery of service	<p>The proposed methodology that demonstrates an understanding of and meets DVSA's requirements. A clear plan of how you will organise, attend, dispose and provide reports for each clearance in a timely manner.</p> <p>The Supplier should explain how the waste is to be separated, on-site, or taken away altogether, and then separated.</p>	A Method Statement that addresses the Authority's required characteristics (maximum 1000 words)	20%
		Assumptions, caveats and risks	Suppliers should provide a clear statement detailing any assumptions, caveats and/or risks and mitigations related to the delivery of the services detailed in the specification and pricing schedule.	A Method Statement that addresses the Authority's required characteristics (maximum 300 words)	5%
Service delivery	10%	How will the services be provided nationally.	Suppliers should demonstrate how they will manage the logistics of providing the services nationally. In particular information on transportation of waste from site to point of disposal should be included.	A Method Statement that addresses the Authority's required characteristics (maximum 700 words)	10%

Sustainability, resources and capabilities	15%	How your activities in performing the contract will minimise the negative impact on the environment	The Supplier shall detail how they will work proactively to help quantify and reduce the environmental impacts of the works and services	A Method Statement that addresses the Authority's required characteristics (maximum 700 words)	5%
		Suitability of key personnel	Suitable experience and qualifications of the personnel who will be directly involved in delivery of the services safely. What security level clearance do they have for disposing of confidential waste?	A Method Statement that addresses the Authority's required characteristics (maximum 500 words)	5%
		How appropriate is the allocation of resource?	How the resources are utilised, i.e. efficiency, quantity etc. will be used to deliver the requirements,	A Method Statement that addresses the Authority's required characteristics (maximum 500 words)	5%
Social Value	10%	Regard to economic, social and environmental wellbeing.	Suppliers should provide details about the training available for their staff. What well-being policies are there. What types of vehicles are used – are there any electrical vehicles. What are your plans for the future. Supplier should confirm they have a modern slavery statement or policy.	A Method Statement that addresses the Authority's required characteristics (maximum 700 words)	10%
Total Weighting (Quality)					60%

Annex B – T&S Policy

The Supplier shall submit claims for travel and subsistence expenses in a format acceptable to DVSA (acting reasonably) and shall detail travel and subsistence costs and expenses separately.

No amount shall be payable by DVSA without evidence acceptable to DVSA (acting reasonably) of the costs and expenses having been incurred and DVSA shall not pay any handling charge, fee or profit element or VAT in respect of the Supplier issuing claims to DVSA in respect of such costs and expenses.

The limit on travel and subsistence costs and expenses shall be as follows (unless otherwise agreed). These limits mirror the internal limits set by the Department for Transport and shall only be amended in parallel to the internal limits during the Call Off Contract Period:

The Supplier may claim for travel by rail, all journeys must be standard class.

The Supplier may claim for car journeys made in the performance of the Services at the rate of 45 pence per mile (including VAT).

The Supplier may claim up to a maximum of £90 (including VAT) per night per person for accommodation outside of London and up to £115 (including VAT) for accommodation in London.

The Supplier may claim within the detailed subsistence limits set out below:

Period of time	Limit (including VAT)
Over 5 Hours	£5.00
Over 10 Hours	£10.00
Overnight Stay Evening Meal	£15.00