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| http://www.adso.co.uk/wp-content/uploads/2015/04/getasset.jpg**Schedule 5 – TUPE INFORMATION**to theINVITATION TO PARTICIPATEfor the provision of**HIGHWAYS & TRANSPORT MAINTENANCE & CONSTRUCTION CONTRACT**for**Wokingham Borough Council**January 2018 |

**Wokingham Borough Council- Highways and Transport Contract Procurement from 1 April 2019**

**TUPE Information provided 10 January 2018**

Information about existing employees forecast to be subject to TUPE regulations was collated by the Council during the months of December 2017 and January 2018 to support the tendering process, which formerly commenced from January 2018.

Suppliers are reminded that the TUPE information contains sensitive and confidential information and the information must be securely stored, its use restricted to only those that need access in order to complete this tendering process and must be securely destroyed at the end of the tender.

The information provided is the best forecast available at this time, however staff currently subject to TUPE, whose details are provided, could move into new roles with existing employers or leave the respective organisations prior to the 1 April 2019, when the new contracts are programmed to go live. The successful tender will be required to take responsibility for leading the TUPE process (Annex H to the ITP) during the mobilisation phase, including a detailed update of all TUPE information.

The information in this Schedule is considered to provide potential bidders with adequate information relating to TUPE to inform their ability to bid for these contracts. The Schedule lays out anonymised information for all personnel that the incumbent supplier believes may be subject to the TUPE regulations for the proposed structure of the new contracts.

Of the six factors relating to TUPE regulations for this procurement opportunity, only four factors (factors 3 – 6) are relevant to the Maintenance & Construction Contract, as listed below.

**NOTE:** Each of the files listed below is password protected. The bid manager for your organisation must contact WBC’s Tender coordinator (see the ITP) to obtain a list of the passwords

1. **Services to be provided by Maintenance and Construction Contractor currently provided by Balfour Beatty Living Places**
* Routine highway maintenance including limited associated grass cutting and cleansing
* Street lighting reactive maintenance & schemes
* Structural Maintenance works
* Drainage reactive, planned, jetting and ad hoc gullies
* Winter Maintenance services
* Minor and Traffic Management schemes
* Major infrastructure schemes (below OJEU limit currently £4.104M)

Balfour Beatty Living Places has provided the TUPE information as a separate file:

H+T MCC ITP - Schedule 5 (3).xlsx

1. **Services to be provided by Maintenance and Construction Contractor currently provided by Professional Services Consultant Contractor WSP**
* Design and build option for schemes and projects

WSP has provided the TUPE information as a separate file:

H+T MCC ITP - Schedule 5 (4).docx

1. **Services to be provided by Maintenance and Construction Contractor currently provided by Wokingham Borough Council**
* Highway reactive maintenance works, safety inspections, complaints and claims management

Wokingham Borough Council has provided the TUPE information as a separate file:

H+T MCC ITP - Schedule 5 (5).xlsx

1. **Services to be provided by Maintenance and Construction Contractor currently provided by FM Conway**
* Cyclic gully emptying
* Improving gully and drainage asset data

FM Conway has provided the TUPE information as a separate file:

H+T MCC ITP - Schedule 5 (6).xlsx

NOTE: -
Employees 1 and 2 are providing the cyclic gully emptying service and are forecast to be subject to TUPE regulations by April 2019.
Employees 3 and 4 have only been delivering the service regarding gully and drainage asset data, from late in 2017, and this service may be discontinued before the end of the current contract, being 31 March 2019. There is a much lower likelihood of employees 3 and 4 being subject to TUPE regulations for the new contracts from 1 April 2019.

End………………………………………………………………………………………………………………………………………………………