

SUB-CONTRACT ENQUIRY

DATE: 28 June 2022
QUERIES TO: Paul Devine (Project Manager) 07967 039653
Peter Faulkner (Senior QS) 07921 470002

M621 Junction Improvements Project

Site Offices Cleaning Services

Keltbray is about to commence the above design and build project as part of our Regional Delivery Partnership ("RDP") Framework Contract with National Highways. We would be pleased to receive your tender for the above subcontract package in accordance with the documents and conditions listed below:

1. The conditions of contract will be the NEC4 Engineering and Construction Subcontract, Option A. The draft Subcontract Data and Agreement documents are attached to this enquiry.
2. Your Prices should include for all works necessary to complete the works detailed in this document and on the drawings. You should allow for all supervision, labour, plant and materials required to execute the works.
3. Indicative start date for the package is 11 July 2022.
4. Indicative completion date for the works is 13 February 2024.
5. Your tender is to be fixed price and should remain valid for acceptance for the duration of the contract. The priced document should be returned no later than **05 July 2022**.
6. Please refer to the attendance schedule below. If you do not agree with the attendance schedule, your tender should clearly indicate any temporary works, attendances, supplies or alike which you require Keltbray to provide to enable you to carry out your works.

Please find appended the following attachments:

1. Keltbray Highways Ltd. NEC4 Option A - Subcontract Agreement and Subcontract Data DRAFT.
2. Keltbray Highways Ltd. NEC4 Option A - Schedule 6 DRAFT.
3. Supplier Level 0 v1. **Please populate this document and return with your tender.**

GUIDANCE FOR PRICING

Office, compound and welfare facilities

The main office and compound location will be in Bridgewater Road, Leeds LS9 0RQ. Location below:



A smaller satellite compound with welfare facilities will be provided off junction 2 at Bobby Collins Way, Leeds LS11 0EY. Location below:



1. Scope and Site Information

Scope

This package is to provide all supervision, labour, equipment and materials to routinely clean and maintain the site offices and welfare facilities at both main and satellite compound locations as above.

The main compound consists of:

- Open-plan office configuration
- Meeting rooms of varying size
- Seating areas
- Kitchen with seating area
- Storage rooms
- Separate toilets

The satellite compound consists of:

- Office space
- Kitchen with seating area
- Storage rooms
- Separate toilets

Cleaning (minimum routine cleaning requirements)

- Vacuum/sweep/mop floors (daily)
- Sanitise touch points, e.g., door handles, light switches, taps, printers (daily)
- Clean surfaces, including desks, tables, cabinets, doors, partitions and in kitchen (daily)
- Wipe clean inside microwave and kitchen sink (daily)
- Wash crockery (daily)
- Dust/clean furniture (daily)
- Dust/clean ledges, fixtures and fittings (daily)
- Wipe clean inside fridges (monthly)
- Replenish consumables, e.g., hand soap, dishwashing soap, dishwasher tablets, kitchen towels (as required)
- Empty and clean bins and replace bin liners (as required)
- Spot clean (as required)

Cleaning frequency and timing: Daily cleaning from 07:30 am to 17:00, Monday to Friday (excluding bank holidays)

We consider the main site will require a full-time presence and the satellite office 3 day week.

Site Information

N/A

2. Programme / Traffic Management

Tenderers should allow a start date of 11 July 2022 to 23 February 2024

3. Working hours

07:30 to 17:00

4. Pricing

The Subcontract will be a NEC4 Engineering and Construction Subcontract Option A with amendments. The tenderer is therefore responsible for production of the Activity Schedule. Please note also that there are certain elements of this enquiry which may be separated into other subcontract packages.

5. Attendances

Please refer to the attendances schedule below:

ID	Description	S/C	Keltbray
1	Shared Welfare Facilities		✓
2	Car Parking – Off site Parking Only	✓	
3	Callout Charges	✓	
4	Fuel	✓	
5	Supply of all materials and equipment	✓	
6	Removal of Debris/Rubbish/Waste to Skips	✓	

6. Payment Terms

The period for payment will be 19 days after the date on which payment becomes due under the contract. The amount due includes, but is not limited to, payment for work which the Subcontractor has completed from the previous assessment date up to the current assessment date in the contract. The Subcontractor must include a provision in any subsubcontracts that the period for payment is to be not greater than 23 days after the date on which payment becomes due under the subsubcontract, and a provision requiring the Subcontractor to assess the amount due to a subsubcontractor without taking into account the amount paid by Keltbray.

If you have any queries relating to the details contained within this enquiry do not hesitate to contact the undersigned.

Yours faithfully,

Peter Faulkner

Senior Quantity Surveyor