



Driver & Vehicle
Standards
Agency

Site Clearance and Disposal Services

Request for Information

Reference – K280021120

1. Instructions for Suppliers

1.1 Introduction

DVSA is looking to procure the services of a supplier to provide full, part and 'mini' site clearances of selected properties which it either owns or leases.

The purpose of this Request for Information (RFI) is to inform the market of the requirement and gather information and feedback from the market via a Supplier Questionnaire.

Supplier responses may inform our final tender documentation, which we intend to publish on Contracts Finder via DVSA's eSourcing Portal - Jaggaer.

1.2 Instructions

Please read the Specification section within this RFI.

In order to respond to the questions in the Supplier Questionnaire section within this RFI, suppliers will need to register on Jaggaer <https://dft.app.jaggaer.com/>. You can view this opportunity by searching the title - Site Clearance and Disposal Services. Please submit your responses by **11:00hrs on Friday 13 November 2020**.

If you have any questions, please raise them via Jaggaer by 16:00hrs on 6 November 2020.

2. Specification

2.1 Specifying Services

The supplier(s) will be required to carry out;

- office furniture clearance
- workshop clearance
- general waste clearance
- electrical & electronic equipment (WEEE) clearance
- hazardous waste clearance
- confidential waste clearance
- clearance of gas bottles, fridges, lighting tubes, air conditioning units, fire extinguishers
- modular building disposal
- DVSA-branded signage removal (non-highway)
- anything else considered necessary

On completion of the site clearance, the supplier will also be required to carry out a sweep up/vacuum of residue so that the property and any affected areas are left in a clean and tidy condition.

2.2 Scope

It is anticipated the intended contract will commence in January 2021. The initial contract period will be two (2) years with the option to extend for a further one (1) + one (1) years.

DVSA have sites situated all over the United Kingdom (including islands). Details of the site to be cleared will be identified to the supplier once known. Pricing will be fixed based on an activity list.

An indicative pricing list is below, which tenderers will have to price at tender stage.

| | |
|----|--|
| 1 | Per day during normal working hours (<i>Standard Day 7hrs 30mins</i>) |
| 2 | Per day out of hours |
| 3 | Per person during normal working hours |
| 4 | Per person out of hours |
| 6 | Delay costs |
| 7 | Abortive costs |
| | |
| 8 | Hazardous waste disposal (based on per Euro bin 1100L) |
| 9 | Hazardous waste disposal (based on van 3.5 ton) |
| 10 | Hazardous waste disposal (based on lorry 7.5 ton) |
| | |
| 11 | WEEE waste disposal (based on Per Euro bin 1100L) |
| 12 | WEEE waste disposal (based on van 3.5 ton) |
| 13 | WEEE waste disposal (based on lorry 7.5 ton) |
| | |
| 14 | Confidential waste disposal (based on Per Euro bBin 1100L) |
| 15 | Confidential waste disposal (per confidential waste sack) |
| 16 | Confidential waste disposal (per on site lorry shredding) |
| | |
| 17 | Portacabin disposal (Per m2) |
| 18 | Crane hire |
| 19 | Transportation cost |
| | |
| | <u>Skip hire/disposal costs:</u> <i>(If there are variations to this "i.e. day, week etc" please specify)</i> |
| 20 | 2 yard Skip |
| 21 | 4 yard Skip |
| 22 | 6 yard Skip |
| 23 | 8 yard Skip |
| 24 | 10 yard Skip |

| | |
|----|--------------|
| 25 | 12 yard Skip |
| 26 | 16 yard Skip |
| 27 | 20 yard Skip |
| 28 | 30 yard Skip |
| 26 | 35 yard Skip |
| 27 | 40 yard Skip |

3. Procurement Timetable

This timetable is provisional and subject to change.

| Description | Date |
|--|-----------------------|
| ITT Issued | 17 Nov 2020 |
| Deadline for clarifications to be issued to the Department | 27 Nov 2020 |
| Deadline for the Department to respond to clarifications | 2 Dec 2020 |
| Deadline for receipt of Tender submissions | 8 Dec 2020 |
| Evaluation Period | 9 Dec to 17 Dec 2020 |
| Award Recommendation and DVSA approvals | 18 Dec to 15 Jan 2021 |
| Contract Award | 18 Jan 2021 |
| Contract Commencement | 18 Jan 2021 |

4. Supplier Questionnaire

4.1 Please advise if you would be able to meet the proposed contract start date.

4.2 We are looking to award the contract to a supplier who can provide national coverage. Do you have any concerns about this?

4.3 Provide details of how you may use sub-contractors.

4.4 Please review the information at 2.1 and advise if you have any concerns in relation to supporting any of these elements.

4.5 Please detail any constraints, risks or issues you envisage in responding to an invitation to tender for this requirement.

4.6 We plan to fix the pricing schedule for 4yrs (2+1+1). Do you think this is reasonable?

4.7 Would there be anything else you would like to add as a comment?