

APPENDIX B
SERVICE DESCRIPTION

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1. INTRODUCTION

- 1.1 The purpose of this Document is to set the specification for the provision of Powder Paint to the Engineering Industry to be procured for the Ministry of Justice under contract.
- 1.2 The Contract will be set for a minimum of two years with an option to extend for two further years (2 + 1 + 1).

2. PURPOSE

- 2.1 Public Sector Prison Industries is part of the National Offender Management Service (NOMS) delivering work opportunities in prison workshops for over 10,000 prisoners on a daily basis. There are numerous workshops in different establishments, employing prisoners. The purpose of this project is to source goods for use in these workshops.
- 2.2 Further information about the Public Sector prison Industries is available on its website at <http://one3one.justice.gov.uk/>

3. BACKGROUND TO THE AUTHORITY

- 3.1 (NOMS) is an executive agency of the Ministry of Justice responsible for commissioning and delivering adult offender management services in custody and the community in England and Wales. Its duty is to look after them with humanity and help them lead law-abiding and useful lives after release from custody. Further information about NOMS can be found on its website at: <https://www.gov.uk/government/organisations/national-offender-management-service/about>
- 3.2 NOMS is referred to as the Authority hereafter.

4. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 4.1 Public Sector Prison Industries provides employment for approximately 9000 prisoners in industrial based workshops. The Engineering Industry employs approximately 600 prisoners on a daily basis in 13 establishments across the UK-wide Prison estate. These workshops manufacture a range of welding and fabrication, sheet metal, machining and powder painted products predominately for the internal market with a view to filling additional capacity with commercial work. To produce the range of products requires the procurement of numerous different types of raw materials, including powder paint.

5. SCOPE OF REQUIREMENT

- 5.1 To appoint a sole provider with capability to competitively purchase powder paint and supply to nominated engineering workshops across the prison estate in accordance with the Specifications provided at Annex A of this document.
- 5.2 The contract will be let to a single provider who best meets this specification in terms of best whole life value for money. The Authority does not commit to any minimum quantities or order value(s), under contract.

- 5.3 The Contract will enable the Authority's 6 main Engineering workshops, along with others as required, to purchase powder paint, within the time restraints of the contract, which are:
- 5.3.1 Delivery from receipt of Purchase Order within 5 working days for items listed (but not exhaustive) within Annex A.
 - 5.3.2 Substantive 24 hour response to any Quality, Delivery, or Performance issues raised by the Authority, with proposals for their resolution. The supplier must make an onsite technical visit the next working day, if the Authority requests such a visit by midday.
- 5.4 The provider must have the ability to supply powder paint in small quantities when required (no minimum order volumes), and to provide samples of powder paint to any of the Authority's establishment on request.
- 5.5 Prior to despatch, the powder paint must be clearly marked with product code, number, product description, quantity of each item, Order number, and the providers' name and contact details.
- 5.6 The provider must demonstrate it has relevant technical expertise to understand developments in relevant markets and to maximise them for the Authority's benefits; offer innovation and technical advice and support and to propose alternative materials, which may enhance performance, improve quality, or offer financial savings.
- 5.7 The provider must hold a large and wide range of stock items, which can be provided to the Authority quickly and in small quantities to assist with development work or commercial enquiries.
- 5.8 The provider must appoint a Contract Manager responsible as its point of contact, who can easily be contacted by the Authority during normal office hours when required.
- 5.9 The provider must attend regular service review meetings (at least 6 monthly) to discuss how the contract is operating, to address any issues raised by the Authority; to provide advice and technical support on any new innovations the Authority is working on and any changes to the service. Meetings will be at the Authority's nominated premises and will be at nil extra cost to the Authority.

6. SERVICE LEVELS AND PERFORMANCE

- 6.1 The Authority will measure the quality of the providers' delivery by:
- 6.1.1 Ability to provide powder paint within the stated lead times.
 - 6.1.2 A response within 24 hours is expected on any reported quality issues. An on site technical visit is required next working day when requested by the Authority. (If notified by midday)
 - 6.1.3 Provider shall evidence their technical expertise in understanding developments in the market, by offering improvements or alternative

materials, which may enhance performance, improve delivery or offer financial savings.

7. ADDITIONAL REQUIREMENTS

7.1 This exercise will operate in accordance with the following:

- 7.1.1 The provider will need to arrange delivery around the operational constraints of each of the 13 individual prison establishments. These include, but are not limited to, physical size of gates to access premises, staff constraints on time slots for delivery and limited access to areas of sites.
- 7.1.2 Delivery arrangements must be agreed with individual establishments prior to delivery of an order. The Authority anticipates that the lead time for orders placed will be within the 4 days; therefore bidders must indicate they can meet these times.
- 7.1.3 The provider must ensure compliance against product specifications, and in particular the standards outlined in the technical specification, throughout the tenure of the contract – see Annex A..
- 7.1.4 The procurement exercise will be compliant with the EU procurement directives as enacted by the UK Public Contracts Regulations 2006;
- 7.1.5 A contract will be in place for all of the in-scope powder paint requirements;
- 7.1.6 Value for money will be achieved over the life of the contract by testing the market and specifications and, testing the product range., Clear price reviews will be agreed on a 6 monthly basis and compared against independent indices;
- 7.1.7 The target for savings compared to the prices currently paid is a reduction of 10% overall for the in-scope products. The Authority will therefore scrutinise prices submitted to gauge how they compare to current prices.
- 7.1.8 An efficient and effective supply chain, including efficient delivery and storage of products;
- 7.1.9 Joint product development and innovation between the Authority and the provider in order to make quality improvements and vary the range of powder paints where appropriate;
- 7.1.10 The provider will support the Authority to facilitate flexibility, innovation and quicker supply where required;
- 7.1.11 Contingency within supply chain to ensure security of supply at the best prices and required quality;
- 7.1.12 The contractual arrangements will ensure environmental sustainability with respect to reducing carbon emissions, pollution, water consumption, exposure to hazardous substances and other environmental harm. The supplier will comply with the Government Buying Standards

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>;

- 7.1.13 The supply chain must also be ethical and comply with the appropriate international ethical standards, for example the Ethical Trading Initiative (ETI).

8. LOCATION

- 8.1 The main location of the Services / delivery addresses will be as stated in Annex B.

9. SECURITY REQUIREMENTS

- 9.1 All delivery drivers will need to adhere to the local security procedures in place at each location.
- 9.2 Prices should be inclusive of expenses and exclusive of VAT.
- 9.3 All costs submitted within the tender will need to include transport delivery costs.



Annex A

MOJ Item Number	Description	Cost per 25kg container	Standard or RAL No		Cost per Kg
E45000010	Paint Powder, Grey Epoxy, Semi Gloss		BS 18-B21	kilogram	
E45000020	Paint Powder, Black Polyester, Matt			kilogram	
E45000040	Paint Powder, Cream E/Poly, Semi Gloss		BS 10-C-31	kilogram	
E45000050	Paint Powder, Brown Polyester, Semi Gloss		BS 08-B-29	kilogram	
E45000140	Paint Powder, Traffic White Polyester, Semi Gloss		RAL 9016	kilogram	
E45000080	Paint Powder, Agate Grey E/Poly, Gloss		RAL 7038	kilogram	
E45000120	Paint Powder, Yellow E/Poly, Gloss		BS 08-E-51	kilogram	
E45000070	Paint Powder, Beige Epoxy Polyester, Semi Matt			kilogram	
E45000510	Paint Powder, Sapphire Blue Polyester, Gloss		RAL 5003	kilogram	
E45000060	Paint Powder, Blue E/Poly, Semi Gloss		BS 18-E-51	kilogram	
E45000540	Paint Powder, Signal Red Polyester, Gloss		RAL 3001	kilogram	
E5000090	Paint Powder, Cream Polyester, Gloss		RAL 9001	kilogram	
E5000011	Paint Powder, Light Grey Polyester, Gloss		RAL 7035	kilogram	
E45000550	Paint Powder, Cobalt Blue Polyester, Gloss		RAL 5013	kilogram	
E5000110	Paint Powder, Grey White Polyester, Semi Matt		RAL 9002	kilogram	
E50000560	Paint Powder, Oatmeal Epoxy Polyester, Gloss		BS 08-B-17	kilogram	
E50000570	Paint Powder, Clear Polyester, Gloss			kilogram	
E50000580	Paint Powder, Moss Green Polyester, Semi Matt		RAL 6005	kilogram	
E50000590	Paint Powder, Jet Black Polyester, Gloss		RAL 9005	kilogram	
E50000600	Paint Powder, White E/Poly, Gloss		BS 00-E-55	kilogram	
E50000610	Paint Powder, Traffic Red Polyester, Gloss		RAL 3020	kilogram	
E50000170	Paint Powder, Green E/Poly, Gloss		BS 14-E-53	kilogram	
E50000101	Paint Powder, Yellow Polyester, Gloss			kilogram	
E45000500	Paint Powder, Silver Sparkle Polyester, Satin			kilogram	
E50000650	Leatherette Grey Polyester		RAL 7035	kilogram	
E50000660	Silver Epoxy Poyl Gloss 9006			kilogram	
E50000670	Black Matt Epoxy			kilogram	
	Powdergalv		C3120		

The material must comply with the Health & Safety at Work Act 1974, the Provision and Use of the Work Equipment Regulations (PUWER 1998), all current and imminent Health & Safety Executive instructions and recommendations, and European Union Legislations and customs for this type of materials.

- All Powder Paints supplied must be TRIGLYCIDYLISOCYANURATE (TGIC) and Lead Free.



The Goods must meet the following specific standards:

All paints must give up to 5 years service to the first maintenance as laid out in BS EN ISO 12944:1988 The environment will be interior normally dry as described by BS EN ISO 12944.

All paints must give up to 5 years service to the first maintenance as laid out in BS EN ISO 12944:1998. The environment will be exterior exposed non-polluted inland as described by BS EN ISO 12944.



Annex B

<u>Engineering Workshops</u>
HMP Bure (Prime site) Jaguar Drive Badersfield Norwich Norfolk NR10 5GB
HMP Coldingley (Prime site) Shaftesbury Road Bisley Woking Surrey GU24 9EX
HMP Featherstone (Prime site) New Road Featherstone Wolverhampton WV10 7PU
HMP Ford Arundel West Sussex BN18 0BX
HMP Highpoint Stradishall Newmarket Suffolk CB8 9YG
HMP Littlehey Perry, Huntingdon, Cambridgeshire, PE28 0SR
HMP The Mount Molyneaux Avenue Bovingdon Hemel Hempstead Hertfordshire HP3 0NZ
HMP Ranby (Prime site)



Retford,
Notts,
DN22 8EU

HMP Stoke Heath (Prime site)
Market Drayton
Shropshire
TF9 2JL

HMP Swaleside
Church Road
Eastchurch
Sheerness
Kent. ME12 4DZ

HMP Warren Hill
Grove Road,
Hollesley,
Nr Woodbridge,
Suffolk,
IP12 3BF

HMP Wymott (Prime site)
Ulnes Walton Lane,
Leyland,
Preston,
PR26 8LW