

Appendix B1 – Outline Specification

Contract Ref – DN366132

Contract for the Winter Maintenance & Gritting of Car Parks (Inc. Decking), Road surfaces, Pedestrian footpaths and entrances at Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust

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Adherence to all aspects of the specification below are mandatory and where information has been requested, such information must be supplied as part of the tender response. Failure to provide such information may result in your offer being rejected.

1. Introduction

Both Northampton General Hospital (NGH) NHS Trust & Kettering General Hospital (KGH) NHS Foundation Trust Estates Departments are responsible for the day to day maintenance of buildings over several sites. The majority of these buildings are health care related; in addition there are administration, supplies, and accommodation, workshop and storage facilities.

Both sites have in excess of 600 beds, with NGH (NN1 5BD) self-contained within its town centre location (which includes Springfield House).

As well as the main hospital site at NN16 8UZ, KGH have three (3) outlying locations which are part of the service requirement:

- Nene Park Outpatients, Attley Way, Irthlingborough, Wellingborough. NN9 5GF.
- Robinson Way Car Park, Telford Way Industrial Estate, Kettering. NN16 8PT.
- Trafalgar Road Car Park, Kettering. NN16 8BA.

1.1 Intention

Both Trusts are now in a position to re-tender the contract which will provide a continuity of service along with a more consistent material supply, from the 2019/20 season.

2.0 Contract Preliminaries

This Contract is for the winter maintenance, gritting and salting of Car Parks, Roads, Paths, entrances and walkways to and inclusive of all trust properties and the treatment of the Car Park decking on both sites.

All areas identified and marked on the tender drawings shall be treated on a preventative basis in the first instance. Should a prolonged period of cold, icy weather prevail then, by agreement, the Contractor will be asked to apply reactive measures to the site as directed.

2.1 Site characteristics

The Contractor must familiarise himself with the site and the tender drawings. No claim for want of information will be accepted by the Trust following the award of any Contracts. Contact must be made with the Estates Office, as below, prior to any visits to the Trust.

NGH Authorised Officer – Simon Messinger – 01604 XXXXXX

KGH Authorised Officer – Chris Harris – 01536 XXXXXX

2.2 Contract Supervision

The Contract will be supervised by the Estates Maintenance Manager or his nominated representative termed hereafter as the Authorised Officer, Northampton General Hospital NHS Trust to be referred to hereafter as NGH, Kettering General Hospital NHS Foundation Trust as KGH or the Trust.

2.3 Site Facilities

The Contractor is advised that there are no depot facilities available on site for use by the Contractor.

3.0 Conditions of Contract

- The Contract will run from approximately April 1st 2019 to March 31st 2022.
- The Contract can only be varied by joint agreement between the Contractor and the individual Trusts Authorised Officer. Any such variations to the Contract must be confirmed in writing.
- The Contractor shall satisfy both Trusts that they are capable of fulfilling the contract at both sites in periods of extreme weather conditions and that they have sufficient plant / resource along with guarantees of Salt / Grit supply.
- The Contractor is responsible for monitoring and re-filling the salt bins.
- The Contractor shall list the equipment he proposes to use at both Trust sites and will be expected to make available all plant necessary on each and every visit to the sites; details must be disclosed within the tender response.
- All vehicles will need to be pre-registered with the Trust Authorised Officer, so they can be added to the ANPR system to get through the car park barriers; this is pre-requisite at the KGH main hospital site. NGH to be reviewed.
- A risk assessment and method statement must be supplied to the Trust within the Tender return documentation. These documents will form part of the evaluation weighting process.
- Damage caused by the Contractor to Trust property or that of any other parties shall be the responsibility of the Contractor.
- The cut in/start dates of each Trust may differ, depending on the expiry date on any existing agreements, although the contract signature date and expiry date will remain the same for both Trusts. Start of service dates will be agreed locally.

4.0 Specification (Preliminaries)

In the interests of good communication, the Contractor and the Trust Authorised Officer shall maintain regular contact and this should not necessarily be confined to normal working hours.

4.1 Working Hours

The works shall be carried out between the hours of 22:00 and 06:00 in relation to preventative treatment. In the event of a need for a revisit (reactive treatment) due to adverse conditions, both parties shall agree a convenient time slot but in any case, the visit should not inconvenience the business of the Trust.

4.2 Standards and Performance

The Contractor shall be expected to be aware of the accepted practices and methods used in undertaking work such as intended with this Contract.

The Contractor should be fully conversant with all current Legislation relating to Health and Safety, protection of the environment and the Trust's Control of Contractor policy.

4.3 Due Diligence

The Contractors workforce shall take care not to damage Trust property or private goods or property and shall treat all areas with respect. Any damage caused by the Contractor shall be reported to the Authorised Officer. Any damage to private property must be reported to the owner by the Contractor as soon as possible. Any repairs, reinstatement or replacement shall be carried out at the Contractors expense and to the satisfaction of the Authorised Officer.

4.4 Pollution

The Contractor shall take all reasonable precautions to prevent pollution to the air, soil or water courses arising from the execution of works required within this Contract. The cost of rendering harmless or removing any discharge or deposit will be borne by the Contractor plus the cost of any necessary repair, replacement or reinstatement. The Contractor shall make every effort in reducing noise impact to the neighboring properties.

4.5 Workmanship and Behavior

The Contractor shall employ only competent staff skilled in those operations expected of them. Unskilled staff must be under the direct control of skilled operatives.

The Contractors employees shall, at all times, be polite and courteous to visitors, patients and staff, they should observe all Hospital traffic and directional signage when gritting and consideration shall be given to the effect of scattering grit in the vicinity of persons and vehicles.

4.6 Reports/Management Information

The Contractor will be expected to provide the following daily/weekly/monthly reports to each Trust:

- Electronic Report showing date, time, location, method, spread rate and Met Office temperature (this should also accompany the monthly invoice to accounts payable)

General specification

5.0 General

- All vehicles, plant and signage associated with the contract shall be supplied by the Contractor.

- Material to be used shall be either high quality white de-icing salt or rock salt conforming to BS 3247 or EN equivalent.
- Product for metal decking i.e. Magic Ice Melt Liquid Application & Magic Ice Melt Granule Application. (This is an example rather than a mandated product, we are happy for your bid to carry alternatives)
- All surfaces to be treated will have an even spread of material. This may necessitate the use of equipment appropriate to the site.

6.0 Working Method

(Preventative treatment)

- Spreading will take place between the hours of 22:00 and 06:00.
- The Contractor will be expected to take responsibility for watching the 24 hour forecast from the Met Office and keep the respective Trusts Authorised Officer informed of any potential requirements and fulfillment of service.
- The activation temperature shall be 0° C as determined by the Met Office. An e-mail shall be sent to the Authorised Officer at each Trust, no later than 15:00 on the same day as the intended site visit. Absence of a pre notification of intended site visit may result in a refusal to honor invoices. Subscription to the Met Office forecasting site shall be at the Contractors expense.
- Both Trusts reserve the right to change the trigger temperature, which includes the option to defer the service or determine the rate or volume of salt laid on any given day.
- Details of all site visits shall be kept by the Contractor and be made available on request for a period of no less than seven years in order to assist with evidence in the event of claims against the Trust. This should not compromise any terms and conditions the Contractor may have in respect of liability.
- Additional (Reactive) site visits may be requested where the day time temperature consistently falls below -4° C. The Contractor should acknowledge this point as these documents will form part of the evaluation weighting process.
- Spreading of material will be applied by mechanical spreaders where and whenever possible. Every attempt shall be made to ensure footpaths adjacent the carriageways are adequately treated.
- In the event of snow build up, the Contractor shall have the capacity to move the snow aside to enable access and gritting. This should be in the form of a vehicle mounted plough. The Contractor should indicate if he has this facility available as part of his standard equipment.

- The Contractor will be expected to undertake the works on every occasion the trigger temperature dictates, this shall include all weekends and statutory holidays (public/bank holidays).

6.1 Working Method

(Reactive treatment)

- The Authorised Officer shall make contact with the Contractor should they require a reactive visit (Only in the event of severe or adverse conditions) by no later than 12:00 noon on the relevant day.
- It is recognised that the spreading of de-icing salt or standard road salt/grit through the daylight hours will not be straightforward due to the presence of traffic, parked cars and pedestrians.
- The Contractor shall attend on all occasions when requested by the Trust irrespective of Weekend or Holiday periods

6.2 Working Method

(Manual site snow clearance and pathway gritting)

- The Contractor should indicate their ability, or otherwise, to manually clear snow from doorways and paths in addition to the mechanical method. They should, if capable, price for the works using the tender drawings alongside respective site visits. If requested, this service must be completed by no later than 10:00 hours on the requested day
- It will be the duty of the Trusts on call duty Officers to arrange this service with the Contractor and as such, the Contractor must have an out of hours contact number.
- These manual works may be addressed with motor driven equipment providing the weight of the applicator is not likely to cause damage to the surfaces over which they are to be used.
- All treated paths and walkways to be left free of snow and de-iced to allow safe passage.
- The Contractor should indicate their commitment or otherwise in respect of Weekend or Holiday period working, if they have agreed to the manual clearance section above.
- This section will not form part of the weighting evaluation; however, the Trust does hold the view that a fully managed contract would be preferred.

7. Contract Award Criteria

The Contract will be awarded on the basis of the most economically advantageous offer judged on a Price & Quality evaluation.

Tender evaluation is weighted on a 50% Price and 50% Quality ratio.

Price scoring ranks the tenders in terms of overall price. The price is converted into a score as a percentage of the lowest bid. The maximum price score is awarded to the lowest acceptable bid. Other tender prices are scored in proportion to the maximum score.

Quality scoring will be assessed using the following scoring and sub weighting system. The tender panel will score each proposal against the requirements (on a scale from 0-10). Each criterion is weighted according to its importance to the performance of the contract. The scores are then multiplied by the weightings.

Scoring is interpreted as follows:

Rating	Score	Performance
Exceptional	9 - 10	Very Good or Fully Compliant Submission - which clearly meets all requirements and is innovative and adds value.
Good	7 - 8	Good or Fully Compliant Submission - which clearly meets all the requirements and may exceed some aspects.
Average	5 - 6	Satisfactory or Compliant Submission - which meets essential requirements and is explained in adequate detail.
Weak	3 - 4	Weak or Partially Compliant (Minor Issues) Submission - which in some areas falls short of requirements and is poorly explained.
Poor	1 - 2	Un-acceptable or Non-Compliant (Major Issues) Submission which fails to meet requirements and is not explained.
Unacceptable	0	Totally un-acceptable, fails to provide evidence of ability to meet specified requirements.

8. Technical & Price Weighting

Table one shows the weighted values applied to the tender exercise.

Item	Description	Score Value						
Plant and Equipment	The Contractor should submit details of the equipment they propose to use at both sites.	25%						
Risk assessment and method statement	The Contractor should submit detailed risk assessments along with method statements. These together should demonstrate how the contract will be undertaken safely.	20%						
Information and audit trail.	<p>The Contractor should confirm below if the information listed is, or can be, made available:</p> <table border="1"> <tr> <td>Subscription to the Met Office weather site</td> <td></td> </tr> <tr> <td>Email Confirming intended site visit</td> <td></td> </tr> <tr> <td>Copies of personnel work sheets</td> <td></td> </tr> </table>	Subscription to the Met Office weather site		Email Confirming intended site visit		Copies of personnel work sheets		20%
Subscription to the Met Office weather site								
Email Confirming intended site visit								
Copies of personnel work sheets								
Reports/Management Information	The Contractor should detail how they will provide the reporting requirements of this contract.	10%						
Preventative/Reactive site visits	The Contractor should detail their approach of how they will attend both sites for both Preventative & Reactive actions as set out in the Specification.	20%						
Salt and Grit Supply and filling of Trust Grit bins.	The Contractor should indicate if they are willing to supply materials and top up the Trust grit bins for use by the Trust.	5%						
	Total Weighting	100%						

Table two should be completed by the contractor if they are willing to carry out manual site clearance as described in the Specification, section 6.2.

Terms	Acceptance ✓
We agree that we are able to offer this service.	
We agree to provide an out of hours contact number for the works.	
We are able and prepared to offer this service through Weekends and Statutory Holidays.	

Pricing should be submitted on the attached Appendix B2 and will carry a weight of 50%.

The Contractor SHOULD have the following policies in place and provides copies of such policies with the Tender response:

- Environmental Policy
- Training Policy
- Health and Safety
- Sustainability plan
- Business Continuity plan

9. Tender Response Checklist

Please complete the below and attach as part of your tender response:

Required Element	Reference	Required method of response	Quantity Supplied (For Supplier use)
Mandatory			Tick below
Completed Technical Response	Section 8. refers	Attachment	
Completion of Appendix B2 Offer Schedule	Section 8. refers	Attachment	
Scored			Tick below
Plant & Equipment to be used	Section 3 refers	Supplier Tender Response Document	
Information & audit trail provided	Section 6 refers	Supplier Tender Response Document	
Reports/Management Information	Section 4 refers	Supplier Tender Response Document	
Preventative / Reactive site visits	Section 6 refers	Supplier Tender Response Document	
Supply & top up of Trust grit bins	Section 3 refers	Supplier Tender Response Document	
Environmental Policy	Section 8 refers	Supplier Evidence Attachment	
Training Policy	Section 8 refers	Supplier Evidence Attachment	
Health & Safety	Section 8 refers	Supplier Evidence Attachment	

Sustainability Plan	Section 8 refers	Supplier Evidence Attachment	
Business Continuity Plan	Section 8 refers	Supplier Evidence Attachment	

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