 

**Contract for:**

**MATTRESS DELIVERIES (FROM PALATINE BEDS)**

**Contract Reference: P-008441 / C-012554**

**Appendix 1 – Specification**

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**Client: Palatine Beds (Abri Trading Limited)**

**Nominated Representative: Your Homes Newcastle Limited**

**Background – Introduction – Palatine Beds / Your Homes Newcastle**

Palatine Beds

Palatine Beds is managed by Your Homes Newcastle (YHN), the Arm’s Length Management Organisation (ALMO) attached to Newcastle City Council. As such, Palatine Beds comes under the governance of the YHN trading subsidiary, Abri Trading Limited, which was constituted as a separate subsidiary company to facilitate the commercial activities undertaken in the business.

Palatine Beds, based in Westerhope, Newcastle Upon Tyne, has been in operation since 1905. It manufactures high quality contract mattresses for a variety of Organisations. As a supported business, 60% of our workforce has some form of disability. We work closely with Local Government Organisations to help disabled people gain and maintain employment. Our customer portfolio covers a number of sectors, including the Ministry of Defence, various Hotel chains, Care Homes, Landlords, Schools and Student Accommodation/Universities. The average amount of service among the current staff is 15 years, which means we have a wealth of experience that we can draw upon. Our tradition of craftsmanship is complemented by the introduction of modern, state-of-the-art, technology in our 150,000sqf manufacturing facility.

Your Homes Newcastle

Your Homes Newcastle (YHN) was established in 2004 to manage homes on behalf of Newcastle City Council. As an Arms-Length Management Organisation (ALMO), YHN is owned and controlled by Newcastle City Council but, operates at arms-length, with its own Business Plan, Governance Structure, Workforce, Operational Procedures and Premises.

Your Homes Newcastle (YHN) currently manages almost 28,350 general needs properties: approximately 26,000 on behalf of Newcastle City Council (NCC) and 850 which are owned by Leazes Homes. We also manage approximately 1,500 leasehold properties on behalf of Newcastle City Council.

As well as being one of the largest ALMOs in the country, YHN are one of the most diverse in terms of the range of services we deliver. YHN employ over 950 staff.

**Background to the Requirement**

Palatine Beds specializes in the production of contract mattresses for use in student accommodation, hotels, and care homes. We are proud of our rich heritage and, we can guarantee that our mattresses are comfortable, durable and, competitively priced.

Through successful tenders, Palatine has seen a huge increase in demand particularly across the student accommodation sector and in turn have improved their service offering by way of mattress placement, mattress removal and the removal of new mattress packaging.

**Specification / Scope of Works**

Palatine Beds are looking to procure a service which will provide for the delivery, removal of the old mattresses, placement of new mattresses and removal of new mattress packaging across the UK. Along with dropping off our used mattresses to our preferred recycling centres, depending on our customers’ requirements.

As an example, these deliveries could be anything from:

* Delivering 800 new mattresses to Bournemouth, to be placed in individual rooms and then, 800 old mattresses to be removed and dropped off at our preferred recycling centre and, packaging of new mattress to be removed and recycled.
* Deliver 50 new mattresses to London reception area.

As such, Palatine Beds require a suitably accredited and experienced Provider to provide them with the following services:-

* All mattresses will be individually bagged, ready for collection and shipping.
* Palatine staff will help to load mattresses onto wagons.
* All mattress deliveries must be ‘direct deliveries’ from our Offices and Warehouse location at …….

**Palatine Beds, Stamfordham Road, Westerhope, Newcastle upon Tyne. Tyne and Wear. NE5 5HH.**

to the relevant site (sub-contracting and use of the Palletways network is not permitted). Transhipping at your own depots, between your own wagons is permitted, but only where and when necessary (and we must be informed).

* Collections may also be required direct from our suppliers (these will be identified as and when required).
* Collections and deliveries shall be arranged for weekdays ONLY, Monday to Friday, between the times of 8:00am and 4:00pm. No weekend or Bank Holiday deliveries will be required.
* This will be ad-hoc work depending upon the demand and could entail just delivery or collections and, placement could also be required depending on our customers’ requirements.
* Efficient and cost-effective route and people planning to ensure deliveries are completed with the correct amount of people power to allow placement of mattresses (if required) without having to add additional day rates.
* Collections will be booked between Palatine and successful Contractor.
* Proof of delivery must be provided for every delivery. No payment will be forthcoming without a corresponding, signed, ‘Proof of Delivery’ notice.
* All Contractor vehicles must comply with all legal, safety, and use requirements, as detailed in the current Road Traffic and Transport Acts. Vehicles shall always be capable of performing their intended tasks, to the standards demanded by the law and in this Specification.
* The Contractor shall be responsible for any / all parking charges and fines incurred as part of any of the services delivered under this Contract.
* All appointed Contractor personnel must carry identification cards (photographic if possible), at all times, whilst operating on this Contract.
* All appointed Contractor personnel must adhere to all current Government ‘Covid-19’ guidelines when performing works and services relating to this Contract.