



Darlington Housing Association

Replacement of Timber Sash Windows

Carmel Court, Darlington

CONTRACT

TENDER BRIEF

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A Living Wage Clause

1.0 Introduction

- 1.1 North Star Housing Group consists of three operating companies, Endeavour Housing Association, Darlington Housing Association and Teesdale Housing Association. The non-asset holding parent body of this organisation is North Star Housing Group.
- 1.2 All operating companies enjoy equal partnership, whilst continuing to retain their separate identities and operating locations in addition to their relationship with residents.
- 1.3 The Group is ambitious and committed to developing innovative services in rural and urban environments. We are seeking to attract staff that reflect our culture, values and required behaviours, with the competencies and flexibility to deliver within a dynamic housing group.
- 1.4 North Star Housing Group oversees the operation of the organisations, provides strategic direction for the group and also provides the central services such as Finance and ICT, as well as Human Resources and Development.
- 1.5 North Star Housing Group brings together the skills, resources and values of Endeavour, Darlington and Teesdale Housing Associations to form an equal partnership. North Star Housing Group is a strong body with a clear vision of what we want to achieve for the people who live in the region. All of this culminates in an exciting new phase in the creation of affordable, high quality housing and sustainable communities.
- 1.6 For the purposes of this brief the contract is for repairs to a site belonging to Darlington **Housing Association**.

2.0 The Contract

The Joint Contracts Tribunal Limited, Minor Works Building Contract 2011

Parties' Details

Employer's Name and Address

North Star Housing Group
Endeavour House
St. Mark's Court

Thornaby
Stockton-on-Tees
TS17 6QN

Contractor's Name and Address

To be agreed.

2.1 The outcome of tender process will be the issuing of a contract to undertake the works based upon the Schedule of Rates listed in **Section 1**. Note this list is not extensive and additional items may be required upon full pre-works inspection.

2.2 The Contract will include the duties listed below:

- Undertaking pre-works survey to quantify all areas of work
- Design and erection of scaffolding
- Application for all relevant permits
- Undertaking corrective works
- Making good to areas disturbed

2.5 Once the contract has commenced, the contractor would be required to undertake the following:

- Submit a program of work at the pre-contract meeting and continuously update the program as agreed by the Contract Administrator.
- Notify the Client on a weekly basis of completions of all fully snagged schemes for handover. No payment will be authorised for any works until a scheme is fully complete by meeting North Star Housing Groups quality standards.
- Assist with random checks carried out by North Star Housing Group
- Contact Contract Administrator with any queries in relation to the Contract or specification.

3.0 Tender Process

3.1 The selection of the Principal Contractor will be based on both quality and cost and North Star Housing Group reserve the right to balance these considerations in selecting the appropriate Principal Contractor for the Contract. Therefore the Principal Contractor must provide both a written proposal and fee proposal.

- 3.2 The Principal Contractor's written proposal should clearly and succinctly detail the following:
- a) A relevant summary of experience in relation to Contracts of a similar nature detailing works undertaken in the last twelve months.
 - b) Clearly state the personnel that will be used on the Contract and their relevant experience and qualifications (Including Certifications).
 - c) Details of any Contracts of a similar nature recently undertaken for a client with relevant references including contact details.
 - d) Company Equality and Diversity Policy, including details of staff training.
 - e) An outline programme to undertake the works.
 - f) Individual Tender Pricing must be supplied for the following listed below:
 - 1 Priced Schedule of Rates **Section 1**
 - 2 Statement of level of Social Value **Section 3**
- 3.3 Generic publicity material not considered relevant to the Contract or failure to be succinct in producing the written proposal will be assessed as detrimental to any submission.
- 3.4 The submission should consist of a tender return in electronic format of the sections required (see 3.2 above) on "dropbox.com".
- 3.5 The Form of Tender (**Section 2**) must be downloaded onto Dropbox (access details to sent to tenderers before issue of tender docs.), to be received by **12 noon on Tuesday 26 January 2016**. North Star Housing Group's recorded IT system time of receipt will be the definitive time for the avoidance of doubt.
- 3.6 Any question relating to the submission must be sent in writing to, Chris Pearson, Asset Management Surveyor at chris.pearson@northstarhg.co.uk or Chris Harris, Asset Manager at chris.harris@northstarhg.co.uk. To ensure that all questions can be responded to, the deadline for enquiries will be **12 noon on Monday 25 January 2016**.
- 3.7 Tender return - The Principal Contractor is to ensure they return a qualitative submission, a completed Schedule of Rates (**Section 1**) the Tender return form (**Section 2**) and the Social Value Statement (**Section 3**)