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1. PURPOSE

- 1.1 The purpose of this procurement is to award a Contract to a sole Provider for the provision of industrial painting services for the Home Office Centre for Applied Science and Technology (CAST).
- 1.2 The Home Office Centre for Applied Science and Technology (CAST) will hereafter be referred to as the Authority.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 CAST (the “Authority”) is a unique team of scientists and engineers at the heart of the Home Office providing expert advice, innovation and frontline support. The Authority is the primary science and technology interface between Home Office ministers and policy makers, frontline delivery partners, and the Providers of science and technology. Understanding the policy and operational context of Home Office business allows the Authority to operate where others cannot for reasons of impartiality, national security or market failure.
- 2.2 The Authority’s expertise and activities are focused into capability areas that serve the range of Home Office interests in contraband detection; crime prevention and community safety; cyber; forensics; identity assurance; protective security; public order and surveillance.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Authority has a requirement to paint a 45m square self-supporting tower at their Sandridge site in St Albans before end March 2017.
- 3.2 The Authority has a potential requirement to paint a 46m square self-supporting tower at their Bovingdon site near Hemel Hempstead before end March 2019.
- 3.3 The Sandridge tower details are as follows:
 - 3.2.1. Construction: Square Lattice Bolted, Rolled Steel Angles (RSA)
 - 3.2.2. Height: 45.00m
 - 3.2.3. Top Width: 1.9354m
 - 3.2.4. Base Width: 7.3798m
 - 3.2.5. Design Standard: BS8100 & BS5950
 - 3.2.6. Usage: Civil Telecommunications
- 3.4 The Bovingdon tower details are as follows:
 - 3.2.7. Construction: Square Lattice Bolted, Rolled Steel Angles (RSA)
 - 3.2.8. Height: 46.00m
 - 3.2.9. Top Width: 1.500m
 - 3.2.10. Base Width: 4.675m
 - 3.2.11. Design Standard: BS8100 & BS5950
 - 3.2.12. Usage: Civil Telecommunications

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4. DEFINITIONS

Expression or Acronym	Definition
CAST	means Centre for Applied Science and Technology

5. SCOPE OF REQUIREMENT

- 5.1. The scope for this requirement is to provide a one-off painting activity as a fully managed end to end project. The Authority requires the Potential Provider to plan and execute the project on their behalf.
- 5.2. The Authority requires the Sandridge mast to be painted before end March 2017, this is a firm requirement. The Authority has a potential requirement for the Bovingdon mast to be painted at a mutually convenient period before end March 2019.
- 5.3. Then Authority is seeking a Potential Provider who has the capacity to undertake both projects however the Contract shall only commit to the Sandridge project, with the Bovingdon project included as an optional extra to be confirmed at a later date.
- 5.4. The Authority requires a price to be quoted for the Bovingdon project which shall be fixed for the duration of the Contract. In the event of the Authority wishing to progress with the Bovingdon project, the same Contract terms shall apply once mutually acceptable dates for the project have been agreed by the Authority and the Potential Provider.

6. THE REQUIREMENT

- 6.1. The project(s) shall include the following:
 - 6.1.1 Site survey and planning
 - 6.1.2 Encapsulation & containment netting design and installation
 - 6.1.3 Preparation and cleaning (if required) of the surface prior to painting
 - 6.1.4 Painting of the tower using a single coat epoxy paint system with added aggregate
 - 6.1.5 Sign off and snagging
 - 6.1.6 Certification upon completion

7. KEY MILESTONES

- 7.1. The Contract shall commence by 9th February 2017 but the Potential Provider has until 31st March 2017 to complete the Sandridge project.
- 7.2. The Authority understands that the works are weather dependent and as such the Authority will be as flexible as possible in providing site access.
- 7.3. The Authority will not accept tenders from Potential Providers who are unable to commit to completing the Sandridge project by 24th March 2017.

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- 7.4. The key milestones for the Bovingdon project shall be agreed if and when the Authority makes the decision to progress with this project.
- 7.5. The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Contract commences	9 th February 2016
2	Sandridge project delivery	9 th February – 31 st March 2016
3	Sandridge project sign off and formal completion of works deadline	24 th March 2017
4	Deadline for invoicing of Sandridge project	24 th March 2017
5	Bovingdon project delivery	TBC
6	Bovingdon project sign off and formal completion of works deadline	TBC
7	Deadline for invoicing of Bovingdon project	TBC
5	Contract ends	31 st March 2019

8. AUTHORITY'S RESPONSIBILITIES

- 8.1. The Authority will provide contact details of key project personnel upon the award to the successful Provider.
- 8.2. The Authority will provide site access and access to basic welfare provisions during the works.

9. REPORTING

- 9.1 The Authority requires a report to be issued following the completion of each project.
- 9.2 The report shall contain details of the works undertaken, including (but not limited to): project planning documentation, scope of works, method statement, schedule of works, material safety data sheets for products used, H&S documentation, warranty information, certificates.

10. VOLUMES

- 10.1 The Authority has a single mast at the Sandridge site. The Authority has an additional mast at a location at Bovingdon, near Hemel Hempstead (Grid Reference: TL 014 047). The painting of the Sandridge mast shall be completed before end March 2017. The Bovingdon mast may require painting at some point in 2017/2018. The Authority would like to make provision for this in this Contract but the Authority cannot commit to this project and as such it shall be included as an optional extra.

11. CONTINUOUS IMPROVEMENT

- 11.1. Not Applicable.

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12. SUSTAINABILITY

12.1. Not Applicable.

13. QUALITY

13.1. The Potential Providers operatives shall have received accredited training from the Industrial Coating Applicator Training Scheme (ICATS) and the Potential Provider shall be a member of the Institute of Corrosion, the Confederation of Construction Specialists and the Painting & Decorating Association (or equivalents).

13.2. It would be an advantage is the Potential Provider was accredited to ISO 9001.

14. PRICE

14.1. The Contract price shall be a fixed project cost per mast paid upon successful completion of the works for each mast.

14.2. Prices are to be submitted via the Appendix E excluding VAT.

15. STAFF AND CUSTOMER SERVICE

15.1. Potential Provider's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.

15.2. The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

16. SERVICE LEVELS AND PERFORMANCE

16.1. The Authority will measure the quality of the Provider's delivery by:

16.1.1. The Authority will request a project plan from the Potential Provider which shall outline the project life cycle with target completion dates for the various stages of the project. The Potential Provider shall provide daily onsite progress reports to the Authority. The progress according to the project plan shall be used as a metric to assess the Potential Providers service levels and performance.

KPI/SLA	Service Area	KPI/SLA description	Target
1	Daily Onsite Updates	The Potential Provider shall provide a verbal update on progress against the project plan to the Authority each day that work takes places.	90%
2	Compliance with Target Completion Date	The Potential Provider shall complete and handover the project by end March 2017.	100%

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16.1.2. Where the Authority identifies poor performance against the agreed KPI's, the Provider shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification at the Customer's premises.

16.1.3. The Provider shall be required to provide a full incident report which describes the issues and identifies the causes. The Provider shall also be required to prepare a full and robust 'Service Improvement Action Plan' which sets out its proposals to remedy the service failure. The Service Improvement Plan shall be subject to amendment following the performance review meeting and agreed by all parties, including the Crown Commercial Service prior to implementation.

16.1.4. Where the Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Customer reserves the right to seek early termination of the Contract in accordance with the procedures set out in Appendix C - Terms and Conditions

17. SECURITY REQUIREMENTS

17.1. The Authority's site is secure and any visitors are escorted at all times therefore no specific security clearances are required.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1. Not Applicable.

19. PAYMENT

19.1. Payment shall be made upon successful completion of each project.

20. ADDITIONAL INFORMATION

20.1. The masts are operational structures and the works will include working at height. Those undertaking the works must ensure the activities are planned, safe and suitably risk assessed. The Potential Provider shall be expected to consider aspects such as personal protective equipment (PPE); safety signage; cordons and exclusion zones; fall arrest systems (free climbing is prohibited); RF detection and monitoring; communication; use of lanyards to secure equipment. The Potential Providers operatives shall be fully trained and hold current industrial climbing certification. The Potential Provider shall have appropriate Public and Employer Liability Insurance covering the activities undertaken.

20.2. It may not be possible for the Authority to remove the equipment and associated brackets and cabling, the potential provider shall therefore propose a method for working around these and preventing damage.



21. LOCATION

- 21.1 The location of the masts are: CAST, Woodcock Hill Sandridge, St Albans, Hertfordshire, AL4 9HQ and CAST, Upper Bourne End Lane, Bovington, Hertfordshire, HP1 2RR.