**CONTRACTS FINDER NOTICE INFORMATION – FOR CURRENT OPPORTUNITY**

**SECTION 1 – SUMMARY INFORMATION**

**Your reference:**

Not applicable

**Notice title:**

Term Contracts for Responsive Repairs and Major Works – In-House Team Support Contract Streams 1A/B/C/D/E/F: General Building Works/Roofing Works/Flooring Works/Drainage Works/Waste Management/Asbestos Removal

**Closing date:**

19th December 2017

**Contract start date:**

2nd April 2018

**Contract end date**

1st April 2023

**Primary reference:**

Not applicable

**Lowest / actual value (£):**

£1.00

**Highest value (£):**

£200,000.00 or insert “See Section 5”

**Suitable for SME (Small and Medium Enterprises):**

Yes

**Suitable for VCSE (Voluntary Community and Social Enterprises):**

No

**Contract type:**

Works/Services Contract

**Procedure type:**

Open

**SECTION 2 – LOCATION AND INDUSTRY**

**Postcode:**

NN8 1BQ

**Region(s):**

East Midlands

**CPV code(s):**

50000000

**SECTION 4 – CONTACT DETAILS**

**Name (optional):**

Neville Moore

**Email:**

neville.moore@whomes.org

**Address:**

Thompson Court, 9f Silver Street

**Town/City:**

Wellingborough

**Country:**

United Kingdom

**Postcode:**

NN8 1BQ

**Phone number (optional):**

01933 234450

**Website (optional):**

www.wellingboroughhomes.org

**SECTION 5 - DESCRIPTION**

Wellingborough Homes Limited, trading as “Wellingborough Homes” (the “Client”) is procuring a suite of term maintenance contracts to support the implementation of a new In-House Team (“IHT”) of operatives delivering reactive and void housing repairs from April 2018.

The implementation of the Client’s new IHT model for the reactive and void repairs service will rely on access to a formalised network of (sub)-contractors or service providers to support the new IHT operative team.

The repairs undertaken by the IHT will focus initially on reactive activities within the Client’s customers’ homes e.g. carpentry, plumbing, internal finishes, electrical work etc.

The network of supporting (sub)-contractors will be required to undertake tasks in a number of other key areas:

* Larger-scale reactive repairs e.g. roofing works/ad hoc kitchen replacements etc.
* Major void refurbishment works
* Where specialist skills/equipment is required e.g. drain jetting etc
* General support to meet peaks in repairs workload in excess of the normal IHT capacity

IHT reliance upon the network of supporting (sub)-contractors (or service providers) may reduce in some areas over the duration of the contracts as it develops and increases its own resources and capability. There is no fixed timescale for this aspiration, but it may be realised from 2-years after commencement of the contracts.

To support the above, the Client wishes to procure separate Contracts for each of the following contract/work streams which are the subject of this Notice:

* Contract Stream 1A: General Building Works (reactive brickwork, concrete, fencing, drainage, ground works and the like)
* Contract Stream 1B: Roofing Works (reactive general roofing works, incl. chimneys, ridge lines, fascia lines, re-tiling and the like)
* Contract Stream 1C: Flooring Works (reactive sheet vinyl, wet rooms and general floor-finishing services and the like)
* Contract Stream 1D: Drainage Works (reactive drain-jetting, sewer clearance services and the like)
* Contract Stream 1E: Waste Management (reactive garden/house clearance, sharps, bio-hazards and the like)
* Contract Stream 1F: Asbestos Removal (reactive removal of licensed asbestos and asbestos containing materials, associated works and the like)

The approximate annual budget for the first year of the Contracts, excluding VAT, are estimated as likely to be up to the following maximum amounts:

* Contract Stream 1A: General Building Works - £200,000
* Contract Stream 1B: Roofing Works - £45,000
* Contract Stream 1C: Flooring Works - £22,000
* Contract Stream 1D: Drainage Works - £20,000
* Contract Stream 1E: Waste Management - £45,000
* Contract Stream 1F: Asbestos Removal - £20,000

The financial values cannot be definitively ascertained nor guaranteed due to the unpredictable, responsive and variable nature of the work. The annual value year on year into the Contracts is also likely to decrease as the IHT develops and increases its own in-house delivery capability.

The Contracts cover any or all of the Client’s business units and properties including any future additions. Additional properties may include without limitation residential properties (whether obtained through a merger or acquisition or as part of a joint venture arrangement), commercial properties, or corporate facilities owned or leased by the Client. The Client reserves the right to also remove properties, for example as a result of stock rationalisation.

The M3NHF Schedule of Rates suite of documentation is basis of procuring the Contracts. The Contracts’ terms will be the NHF Form of Contract 2011 (Rev 5: 2017).

The tender and pricing mechanism will be on the basis of tendered percentage adjustments to extracts from the M3NHF Schedule of Rates – Responsive Maintenance and Void Property Works Version 6.3 together with, daywork labour hourly rates, out of hours emergency works hourly rates, rates for client technical inspections, void property inspections and scaffolding; all as appropriate to the particular contract/work stream.

With the exception of the Waste Management Contract (Contract Stream 1E), the Contracts’ durations will be initially 2-years, but with a Client option to extend for up to a further 3-years on an annual basis. The Waste Management Contract duration will also be initially 2-years, but with a Client option to extend by 1-year. The Contracts’ end date stated in Section 1 represents the ultimate end date inclusive of all extension periods, but in the case of the Waste Management Contract, the ultimate end date will be 2021. The Contracts will be subject to regular monthly, quarterly and annual performance reviews. Year on year continuance of the contracts from the commencement will be dependent upon satisfactory performance by the service provider. The Contracts will also contain a break provision that may be exercised by the Client subject to the giving of the period of notice stipulated in the Contracts.

Other key characteristics of the Contracts include, but are not limited to:

* IT software/system primarily using web portals and/or then Apps (when available) as the means of interface including real time working, data collection, reporting and invoicing;
* Delivery of a customer focused service and showing commitment to providing an effective service that provides value for money for the Client and its customers;
* Operation of a repairs by appointment only system and showing commitment to at least maintaining but also improving of the Client’s performance in relation to customer satisfaction, value for money and other performance indicators;
* Requirement to provide, maintain and operate from a base local to Wellingborough; and
* Requirement to employ wherever possible contract dedicated staff to deliver the service.

Parent company guarantees, performance bonds, warranties and or deposits will not generally be required by the Client.

In the event of a group of bidders submitting an acceptable offer it will be necessary for them to provide a written undertaking that each organisation will be jointly and severally responsible for the due performance of the Contracts. In such cases and in addition to any written undertaking, the group of bidders may be required to provide other assurance in the form of a guarantee, bond, warranty and or other deposit for the due performance of the Contracts.

Bidders are advised that the terms of the Transfer of Undertakings (Protection of Employment Regulations 2006 (“TUPE”) are believed to not apply in respect of this procurement.

It is the Client’s requirement that Bidders for Contract Stream 1F – Asbestos Removal must be licensed under the Control of Asbestos Regulations 2012 to undertake “work with asbestos” and be members of ARCA or equivalent accredited trade association.

Details for accessing and downloading tender documents is set out in this Notice at Section 6 – Additional Information.

**SECTION 6 – ADDITIONAL INFORMATION**

This procurement is being administered and managed through **eTenders@Rand** ([**http://etenders.randassociates**](http://etenders.randassociates)**.co.uk**) which is Rand Associates Consultancy Services Limited's e-procurement portal (the "Portal") for registering expressions of interest, downloading tender documents, communicating queries/clarifications and responding to the same and uploading tender submission documentation.

The Portal will be accessible for registration and downloading tender documents from **17:00 hours on 27th November 2017.**

Bidders who wish to participate in this procurement must register and download tender documents via the Portal.

All expressions of interest, downloading of documents, communications and submissions must be made only via the Portal.

When registering for access to the Portal, bidders will receive an email with a link to create and activate their own account. Once activated and logged in, bidders will need one of the following codes, appropriate to the contract/work stream which they are interested in, to register and download tender documents:

|  |  |  |
| --- | --- | --- |
| **Contract Stream** | **Description** | **Code** |
| 1A | General Building Works | WBHGB01 |
| 1B | Roofing Works | WBHRF12 |
| 1C | Flooring Works | WBHFL23 |
| 1D | Drainage Works | WBHDC34 |
| 1E | Waste Management | WBHWM45 |
| 1F | Asbestos Removal | WBHAR56 |

Should bidders have any queries, or experience difficulties with the registration or download/upload system, they should contact the Portal helpdesk by calling +44 (0)1737 225 077 (ask for Paul Dugdale or Jonathan Case) or email [eTenders@rand-associates.co.uk](mailto:eTenders@rand-associates.co.uk).

All communications and submissions must be made through the Portal. Bidders may seek clarification where they consider any part of the documentation is missing or anything related to this procurement is unclear. All queries and any clarification must be communicated using the secure email messaging function on the Portal, but to be received no later than **17:00 hours on 11th December 2017**. This will provide an audit trail of all clarification requests and responses issued. It will not be possible to respond to any queries received after that stipulated date and time.

It is the Bidder's responsibility to regularly monitor communications raised and issued through the Portal. Responses to requests for clarification will be communicated by Rand Associates Consultancy Services Limited to all bidders through the Portal's secure email messaging system. The identity of the bidder seeking clarification will not be disclosed to other bidders.

When uploading submission responses, bidders must be aware of any speed limitations of their internet connection, system configuration and general web traffic etc as these may impact on the time taken to complete the transaction. Uploading of submissions must be completed by the deadline closing date and time. It is recommended that bidders DO NOT wait until too near the closing time on the return date. The closing deadline for uploading completed tender submissions is **17:00 hours on 19th December 2017**. Please note that the Portal will not permit tender submissions to be uploaded after the closing deadline.

Tender submission documents will be visible to the Client and Rand Associates Consultancy Services Ltd only after the closing deadline.

If there are any significant changes to the information supplied by any bidder in its tender submission after it has been submitted, the bidder must as soon as reasonably practicable inform the Client in writing of the full nature, extent and effect of the change or changes. This applies also at all other stages of the procurement process.

The Client reserves the right to withdraw from this procurement procedure at any time without awarding a contract or contracts. Bidders shall be responsible for the costs and expenses they incur as a result of participating in this procurement process. Neither the Client nor any of its advisors shall liable for any costs in respect of the preparation of any tender submission of any bidder whether they are successful or unsuccessful. This shall equally apply in the event that the procurement process is postponed, cancelled or abandoned by the Client at any stage and for whatever reason. Bidders shall be deemed to have unequivocally accepted this as a condition precedent to participation in this procurement process.