**Framework Schedule 1 Specification (Annex 5)**

**Logistics, Warehousing, and Supply Chain Solutions (RM6329)**

***This document must be read in conjunction with Framework Schedule 1 (Specification – Core Requirements)***

**Lot 5 Removal and Relocation Solutions**

1. This Annex 5 - Specification for Lot 5 Removal and Relocation Solutions has been structured in the following way:
   1. **Mandatory Deliverables** - these are the requirements that are applicable to this Lot 5 of the Framework Contract. Each Supplier must be able to provide the mandatory Deliverables;
   2. **Optional Deliverables** - these are the requirements that are associated with the respective Framework Contract Lot and the Supplier may choose to provide some or all of these optional Deliverables.
2. **Lot 5 Removal and Relocation Solutions - Mandatory Deliverables**

* 1. This section provides details of the Mandatory Deliverables that the Supplier appointed to this Lot 5 shall be expected to fulfil in their entirety.
  2. The Supplier shall provide the Deliverables to Buyers wishing to procure a wide range of removal and relocation solutions.
  3. **Transport**
     1. The Supplier shall collect and transport any size, weight or quantity of items. Items may include but will not be limited to:
        1. documents;
        2. cartons;
        3. pallets,
        4. furniture;
        5. IT equipment; and
        6. irregularly shaped items
  4. **Storage**
     1. The Supplier shall provide a range of storage durations that the Buyer may stipulate during the Call-Off Procedure. This will include but not be limited to:
        1. daily;
        2. weekly;
        3. monthly; and
        4. yearly.
     2. The Supplier shall ensure that they have adequate flood defence and water ingress prevention procedures, systems and equipment in place at any warehouse premises, and in any event in accordance with Good Industry Practice.
     3. The Supplier shall ensure that they have adequate provisions in place to protect against rodent infestation.
     4. The Supplier shall ensure they have adequate and appropriate procedures in place at any warehouse premises to ensure that the items are properly secured against risk of theft. This will be defined by the Buyer during the Call-Off Procedure and may include but not be limited to:
        1. qualified security personnel;
        2. CCTV;
        3. secure locked facilities; and
        4. cages.
     5. The Supplier shall also be able to take regular deliveries of items into storage which may include a regular schedule of deliveries. This will be defined by the Buyer during the Call-Off Procedure.
     6. The Supplier shall ensure that any warehouse premises meet all necessary legal requirements.
     7. The Supplier shall provide and maintain at its own risk and expense all equipment and/or warehouse premises required to deliver the Buyers requirements and shall ensure that at all times equipment and/or warehouse premises are maintained in good condition and suitable for the type of items to be stored.
     8. The Supplier shall ensure that prior to commencing the services, reasonable inspections and all necessary due diligence has been undertaken to ensure that warehouse premises comply with the requirements of the Buyer. Where compliance with the Buyer's requirements is not met, the Supplier will be required, at its own cost, put in place and implement a plan to ensure compliance.
     9. The Supplier shall provide the labour and resources required to effect both collection, delivery and where relevant, installation and de-installation, as defined by the Buyer during the Call-Off Procedure, including but not limited to:
        1. Porter;
        2. Supervisor;
        3. Project manager;
        4. Operations Manager; and
        5. Technician/Fitter.

* + 1. The Supplier shall provide all packaging, containers, cartons, pallets, consumables, and goods/material handling equipment necessary to fulfil the Deliverables in the Call-Off Contract. The Supplier shall be aware that the cost of these consumables may be passed to the Buyer.
    2. The Buyer will define their requirements during the Call-Off Procedure and will clarify any obligations on the Buyer for the preparation of any items.
    3. The Supplier shall provide flexible capacity that may increase or decrease as volumes dictate.
    4. The Supplier shall provide a range of time and/or day definite collection and delivery services. The precise service times required to fulfil the Deliverables will be defined by the Buyer during the Call-Off Procedure
    5. The Supplier shall be required to ensure vehicles used in the delivery of this Framework Contract complies with the relevant transport regulations, including but not limited to:
       1. Vehicle Excise and Registration Act 1994 (VERA);
       2. Standard international operator’s licence (this applies to all vehicles with a gross vehicle weight rating above 3.5 tonnes;
       3. Certificate of Professional Competence (CPC);
       4. Obtain the correct operating licences for transporting goods;
       5. International road haulage, [gov.uk guidance](https://www.gov.uk/guidance/carry-out-international-road-haulage-after-brexit); and
       6. Commercial vehicle safety and maintenance, [guide](http://www.gov.uk/government/collections/vehicle-safety-and-maintenance-guides).
    6. The Supplier shall provide security clearance details of the vehicle crew making deliveries to secure establishments where requested by a Buyer. These details may include but not be limited to:
       1. Vehicle details including registration;
       2. Full driver details and estimated time of arrival; and
       3. Details of the next destination of the vehicle.
    7. The Supplier shall ensure that during collection, transportation and delivery of items that no unauthorised passengers are allowed in the vehicle or any unauthorised stops are made.
    8. The Buyer will define all collection, delivery, and storage instructions including any additional requirements, restrictions or limitations that the Supplier will need to be made aware of in order to successfully undertake the Deliverables during the Call Off Procedure.
    9. The Supplier shall be able to offer low emission vehicles and/or other methods of reducing emissions across all operational services.
    10. The Supplier shall provide auditable item, asset and/or vehicle tracking capabilities during transportation and storage.
    11. The Supplier shall provide proof of collection and/or delivery. This requirement will be defined by the Buyer during the Call-Off Procedure.
  1. **Disposal and Destruction Services**
     1. The Supplier and/or its Key Sub-Contractors shall hold the necessary waste carriers licence(s) and ensure full compliance with all regulatory requirements pertaining to the country of operation.
     2. The Supplier and/or its Key Sub-Contractors shall provide evidence of recycling, disposal, donation, redeployment, and destruction in accordance with the Buyers’ requirements.
     3. The Supplier shall ensure compliance with all relevant legislation which includes but is not limited to:
        1. Environmental Protection Act 1990;
        2. The Environmental Act 2021;
        3. The Waste (England and Wales) Regulations 2011;
        4. Controlled Waste Regulations (differs across the devolved administrations);
        5. Retained Decision 532/200;
        6. Hazardous Waste Regulations (differs across the devolved administrations);
        7. Regulations relating the disposal of electrical and electronic equipment;
        8. Disposal and Permit Legislation (differs across the devolved administrations);
        9. End of Life Vehicles Regulations SI 2003/2635;
        10. Various Health and Safety Legislation; and
        11. Transport Legislation (different legislation covering Road, Rail Sea and Air).
     4. The Supplier shall support the Buyer by providing processes for the control of all relevant documentation which will include but not limited to:
        1. waste transfer notes; and
        2. certificates of destruction.
     5. The Supplier shall be able to demonstrate a robust and controlled supply chain for the waste management activities.
     6. The Supplier shall provide project management and planning services.

1. **Lot 5 Removal and Relocation Solutions - Optional Deliverables**
   1. **Transportation and storage of sensitive assets**
      1. The Supplier shall be able to transport and store sensitive assets which may include, but not be limited to:
         1. laboratory equipment;
         2. electronics;
         3. volatile substances;
         4. manufacturing machinery;
         5. artwork;
         6. museum articles;
         7. items of no intrinsic value but of historical and cultural importance; and
         8. documents and storage media.
      2. This may require for example: collecting and delivering to and from floors within buildings, specialist handling, specialist handling equipment, appropriate packaging and specialist vehicles and storage.
   2. **Security**
      1. The Supplier shall provide additional security measures and/or additional vehicle security features that comply with the Buyers security policy if requested during the Call-Off Procedure. This may include, but is not limited to:
         1. Additional drivers;
         2. Non-uniformed staff;
         3. Non-liveried vehicles;
         4. Caged areas; and
         5. Segregation.
   3. **Temperature Controlled and Temperature Monitored**
      1. The Supplier shall provide temperature controlled and monitored services which will include but is not limited to:
         1. temperature and/or environment controlled and/or monitored vehicles;
         2. temperature controlled and/or monitored packaging;and
         3. temperature and/or environment controlled and/or monitored storage.
   4. **Installation and Refurbishment**
      1. The Supplier shall have the ability to undertake cosmetic and minor refurbishments of premises which may include, but is not limited to:
         1. painting and decorating;
         2. dilapidation remedy;
         3. wall partitioning;
         4. utility supply reconfiguration;
         5. space utilisation planning; and
         6. reinstallation of lighting.
      2. The Supplier shall be able to provide the installation and de-installation of IT equipment and software.
   5. **Consultancy Services**
      1. The Supplier shall provide advice to the Buyer on the donation of redundant items to not for profit organisations including, but not limited to, charities, schools, and other third sector.
      2. The Supplier shall provide advice to the Buyer for reuse, refurbishment, and recalibration services that may include but is not limited to:
         1. IT equipment;
         2. furniture;
         3. machinery;
         4. instruments and meters; and
         5. white goods.
   6. **International and Domestic Multimodal transport solutions**
      1. The Supplier shall be able to provide international and domestic solutions that may include, but not be limited to:
         1. road;
         2. rail;
         3. river;
         4. maritime;
         5. air freight and
         6. air charter services.
      2. The Supplier shall be able to provide air and marine craft chartering services.
   7. **Customs Clearance Services**
      1. The Supplier shall provide customs clearance services in connection to the service/solutions in this lot. This may include, but not be limited to:
         1. prepare, maintain and submit all relevant returns, entries, declarations, import or export documentation, applications and records with the relevant tax or customs authorities for each shipment on behalf of the Buyer;
         2. perform all customs and export related services in a timely and accurate manner, with all reasonable, care skill and diligence and applying Good Industry Practice; and
         3. preserve and maintain copies of all records, returns, applications, certifications and declarations it makes on behalf of the Buyer and shall provide copies of all documentation, and proof of export or customers clearance on the reasonable request of the Buyer.
      2. The Supplier shall be aware that a Buyer may arrange its own deferment account with HMRC and where applicable, other relevant authorities for the payment of duty or value added tax and the Buyer will provide the Supplier with either standing or specific authorisation to use its deferment account in connection with the provision of the Services under this Agreement. This will be agreed between the Buyer and the Supplier during the Call-Off Procedure.
   8. **International storage**
      1. The provision of international storage services will follow the same requirements for storage as detailed in paragraph 2.4 above.