



Buildings Services

Dynamic Purchasing System: Contractors' Guide

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1 Purpose of Document

The purpose of this document is to provide you with sufficient information to make an informed decision about whether you (which also means your organisation and sometimes called the "Contractor" in this document) wish to participate in the Council's Dynamic Purchasing System. (DPS).

As you are considering applying to join the DPS you should read this document carefully, since it provides the essential information required for compliance.

2 Background Information

Chelmsford City Council owns and maintains a portfolio of some 100 operational and commercial premises in and around Chelmsford and South Woodham Ferrers, as well as in villages within the administrative district of the Council.

The function of the DPS will be to provide a pre-approved Contractor list that the Council can draw upon for a range of buildings-related services. The Council will run competitions via the DPS for Categories of works. These are: short-notice reactive maintenance, planned maintenance, minor works, external groundworks and civil works. There are around 70 key sites. The remaining sites require minimal attendance and maintenance.

3 General Information

- 3.1 The DPS has a life of five years with an option to extend for a further five years. You may apply to be a DPS Contractor at any time during the life of the DPS. If you are accepted as a DPS Contractor, you will not be obliged to respond to any competition call-off.
- 3.2 The DPS is subdivided into four Categories. You may apply for just one Category or for as many as you are qualified to provide services under.
- 3.3 All DPS Contractors will be subject to annual checks in respect of their credentials and qualifications. (See Section 5.1) Should a Contractor fail these checks, they will be removed from the DPS. Re-registration is permitted subject to appropriate remedial action having been taken.
- 3.4 There is no limit to the number of Contractors who may be admitted to the DPS.
- 3.5 It should be noted that being registered as a DPS Contractor is not a guarantee of business.
- 3.6 DPS Contractors will be required to sign up to a master Agreement setting out the terms and conditions under which the DPS operates.

- 3.7 The Council reserves the right to suspend Contractors from the DPS, should they fail to meet the standards set out in the Master Agreement or any other agreement which is relevant to the works the Contractor is expected to provide.
- 3.8 If you wish, the Council will provide you with training on how to use the DPS.
- 3.9 For an indication of sites and assets which will be covered by the DPS, please see the Asset Overview document, which is available on the Delta portal (See Section 4 below about registering on the Delta portal.)

4 How to Register

- 4.1 The DPS runs on an eProcurement platform called Delta. This is free for you to use. To register please go to www.delta-esourcing.com

You must submit all communications including queries, requests for clarifications and comments via Delta.

To be accepted as a DPS Contractor you are required to complete an on-line application via Delta. This will be checked and validated, usually within 30 days, by the Council.

- 4.2 There is a two-stage process to be accepted as a DPS Contractor and to be selected as one of the Council's Contractors for any specific Category(ies.)

4.2.1 Stage 1 - Qualification

Applications are marked on a pass/fail basis in relation to the following:

- a) Basic information about your company
- b) Your response to the Supplier Questionnaire.
- c) Accreditation – see section table at Section 5.1 below for accepted accreditations and evidence of training required in relation to the specific Categories
- d) Financial check including a credit review via Dunn & Bradstreet
- e) Technical Ability / References
- f) Insurance Cover
- g) Evidence of organisational policies specified under section 5.2, or confirmation of adherence to the relevant Council policies.

4.2.2 Stage 2 – Call Off

The Council will use the Delta Portal to undertake all Call Off competitions under the DPS. Each Call Off will consist of:

- a) A statement of requirements

- b) A timescale for response – only responses made via Delta within the response time will be acceptable
- c) Any additional information pertaining to the requirements
- d) Contracts awarded under DPS Category 2 will be for a period of three years. This may be extended by mutual agreement between the parties.

Only those Contractors that have successfully qualified at Stage 1 for the Category under which the Call Off falls will be invited to respond.

Each response will be treated as commercially confidential and will be assessed according to the criteria laid down in the call-off document. Allocation of work will be based on capability, availability, and value for money.

You may only submit one tender per Call Off, and it must be in English.

The successful Contractor will be notified via Delta and will receive an official Council Purchase Order.

By responding to a Call Off , you are agreeing to be bound by the Terms and Conditions of the Call Off documents and the Master Agreement without further negotiation or amendment.

5 Category Details and Contractor Requirements

For required reactive response times see table at Section 5.2 below.

Category 1: Handyman Maintenance Services

Purpose: Fix minor building faults at any of the Councils properties. For required response times see table at 5.2 below

Sub-Category	Trades Covered under Category	Accreditations/ Evidence of training Required for Registration on DPS
A	Roofing	Manual Handling / “Safe working at Height” level 1 and 2 minimum
B	Brickwork & Masonry	Manual Handling / Working at Height Awareness
C	Carpentry	Manual Handling
D	Internal / external decoration	Manual Handling / Working at Height Awareness
E	Plastering / tiling	Manual Handling
F	Flooring	Manual Handling
G	Glazing	Manual Handling Training/ Working at Height Awareness

H	Minor refurbishment works	Manual Handling/ Working at Height Awareness
I	Locksmith services	Members of Master Locksmith Association
J	Fire proofing	Members of FIRAS or BAFE
K	Steel fabrication and ironmongery	Manual Handling/ Working at Height Awareness All structural steel to be CE marked. Contractor ISO 1090 accredited. Welding and abrasive wheel competency

Category 2: Planned Preventative Maintenance

Purpose: For equipment and systems in specified Council premises including associated reactive works.

Sub-Category	Trades Covered under Category	Accreditations/ Evidence of training Required for Registration on DPS
A	Mechanical Systems maintenance (Heating and hot water systems)	GAS SAFE registered OFTEC registered Members of Chartered Institute of Plumbing and Heating Engineering or Association of Plumbing and Heating Contractors Ltd
B	Air Conditioning, air handling systems, fire dampers	Members of REFCOM, CHAS, safeContractor. ISO45001/ "Safe working at Height" level 1
C	Electrical systems (Condition reports and reactive maintenance)	NICEIC approved Contractor (or equivalent)
D	Emergency light testing (monthly flick testing and annual 3 hr drain down testing) (PAT testing)	NICEIC or NAPIT qualified
E	High level floodlighting/ lighting column inspection and maintenance	PASMA and IPAF / "Safe working at Height" level 1 and 2 minimum / Harness Training NICEIC or NAPIT
F	Passenger and Good lift maintenance	LEIA membership, engineers qualified to QCF NVQ level 3 or equivalent / Working at Height awareness
G	Building Management Systems (Trend approved)	Trend approved TTC Accredited partner. Trained to maintain and carry out remedial work on PRIVA systems
H	Automatic Door inspection and servicing	ADSA / ADIA Trained / Manual Handling / Working at Height awareness
I	Access gate & Roller shutter inspection and servicing	DHF member/ Manual Handling / Working at Height awareness/ Evidence of welding and abrasive wheel competency

Sub-Category	Trades Covered under Category	Accreditations/ Evidence of training Required for Registration on DPS
J	Fire alarm/sprinkler system maintenance	Hold registration on BAFE or FIA Fire detections and alarms systems scheme SP203-1 Member of Fire Industry Association / NICEIC approved Contractor (or equivalent)
K	Fire equipment inspection and maintenance	Registered with BAFE SP101/ST104 or equivalent. Member of Contractsafe
L	Evacuation equipment	Registered with BAFE SP101/ST104 or equivalent. Member of Contractsafe
M	Intruder alarm maintenance (excluding CCTV)	Members of The British Security Industry Association or either the National Security Inspectorate or Security Systems and Alarms Inspection board /Asbestos Awareness/ NICEIC approved Contractor (or equivalent)
N	Drainage	SafeContractor, CHAS or SMAS registered. Achilles UVDB Community Certificate
O	Sewage pump	Members of Chartered Institute of Plumbing and Heating Engineering or Association of Plumbing and Heating Contractors Ltd /Asbestos Awareness
P	Roof and gutter cleaning	"Safe working at Height" level 1 and 2 as minimum/ IPAF and PASMA.
Q	Water Hygiene services (water outlet descaling, water sampling TVC and Legionella) Water Risk Assessments, Swimming Pool (TVC sampling)	Legionella Control Association membership
R	Roof access failsafe and roof edge protection systems	"Safe working at Height" level 1 and 2 minimum/ IPAF and PASMA.
S	Lightning Protection systems	Steeplejack and Lightning Protection Training Group/ PASMA and IPAF/ Working at height "Safe working at Height" level 1 and 2

Category 3: Planned Works

Sub-Category	Trades Covered under Category	Accreditations/ Evidence of training Required for Registration on DPS
A	Minor building projects including multi-trades	Reviewed at selection
B	Windows and door replacement	FENSA / Manual Handling/ "Safe working at Height" level 1 and 2

C	Roofing	Manual Handling / “Safe working at Height” level 1 and 2 minimum
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Category 4: External groundworks and Civils

Sub-Category	Trades Covered under Category	Accreditations/ Evidence of training Required for Registration on DPS
A	Road works (i.e., tarmacking, drainage)	Manual Handling, CPCS card holder
B	Fencing	Manual Handling
C	Hard landscaping (i.e. paving, footpaths, steps, gabions)	Manual Handling, CPCS card holder (drivers of Plant)
D	Bridgeworks	Full member of Concrete Repair Association
E	Concrete repairs	Full member of Concrete Repair Association

- 5.2 Required response times for Category 1 works and reactive works associated with Category 2 are set out in the table below. Contractors must be able to adhere to these for 24 hours per day and for seven days per week.

Priority Level	Response time
Emergency	4 hours
High	24 hours
Medium	5 working days
Low	28 working days

- 5.3 In addition to providing accreditations appropriate to the Category(ies) you wish to be registered for, you are required to produce evidence of the following:
- General health and safety training such as CSCS cards and membership of Safecontractor, CHAS, Constructionline or similar.
 - ISO9001 accreditation or a Quality Assurance statement.
 - Environmental Policy/ Statement or ISO 14001 accreditation and/or any Board or Director level commitments to minimising the Contractor company’s environmental impact*
 - Modern-Day Slavery policy or you can sign up to the Council’s policy.
 - Anti-bribery policy or you can sign up to the Council’s policy.
 - Equal Opportunities policy or you can sign up to Council’s policy.
 - Asbestos awareness training. This is not applicable to Contractors applying only for Categories 2G, 2K, 2L and 4.

You will also be required to complete a Declaration Form about Conflicts of Interest, Gifts, the Freedom of Information Act and Confidentiality. (You will find this on the Delta Portal.)

*Chelmsford City Council has declared a climate emergency and is committed to seeking social value in all its procurement activities. To that end you may be required to submit information relating to your supply chain and your businesses policy relating to recycling and reuse of materials.

6 Contract Terms and Conditions

- 6.1 You will be required to sign up to the Council’s Standard Terms and Conditions (these are set out in our Purchase Orders,) as well as the DPS Master Agreement, as part of the Stage 1 qualification process
- 6.2 In addition, if awarded a contract, you will be required to sign up to Terms and Conditions as set out in the table below.

Category	Form of Contract
2	JCT Measured Term 2011
3	Chelmsford Council’s Small Works
4	JCT Minor Works

7 Insurance

As well as the accreditations listed above, you will need to provide evidence of current insurance cover as set out below.

Type	Amount	Categories
Public Liability Minimum Level	£10,000,000	2A – 2F, 2H – 2R, 3C, 4A-4E
Public Liability Minimum Level	£5,000,000	1A – 1K 2G, 2S, 3A, 3B
Employers Liability Minimum Level	£5,000,000	Required by law, all employers.
Product Indemnity Minimum Level	£2,000,000	Will be specified in competition documents if required.
Professional Indemnity Minimum Level	£2,000,000	Will be specified in competition documents if required.

8 Contractor Responsibilities

- 8.1 You are responsible for ensuring that your contact details are kept up to date on the Delta system and notifying the Council of any changes in a timely fashion.

- 8.2 You must ensure that your responses at Stage 1 and Stage 2 are clear, concise, and complete. Stage 2 responses must be submitted by the due date. The Council will not consider late or incomplete submissions. The Council reserves the right to mark down or exclude responses that are ambiguous or lack clarity.
- 8.3 Responses to Call Off competitions must:
- a) State the goods, works, services and associated charges exclusive of VAT
 - b) State a timescale for carrying out the Call Off requirement including commencement and completion dates
 - c) Include completed copies of all documents required
 - d) Offer a realistic price
- 8.4 A price will be considered too low if it:
- a) Appears much lower than the prices of other tenders
 - b) Is unlikely to cover the Contractor's costs, even with efficient working; or
 - c) Calls into question the Contractor's understanding of the requirement or ability to perform the contract satisfactorily