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| **1** | **Background and Context** |
| New Forest District Council (NFDC) has an extensive property portfolio including over 5,000 social housing dwellings, Council offices, depots and information offices. NFDC is under a legal duty to maintain the structure and fixtures of these properties, including their communal areas. NFDC has a dedicated Housing Major Projects team who are responsible for managing works pursuant to disrepair claims and corporate complaints.  This mini-competition will be undertaken using the three contractors appointed under the existing multi-trade framework. Work is scheduled to commence in July 2025, with a target completion date of December 2025 | |
| **2** | **Scope** |
| The proposed work involves the internal refurbishment and partial re-construction of the external roof of 13 Hyde Close in Sway following damage caused by a fire, including; the complete renewal of the main bathroom, kitchen, repairs to masonry and plasterboard walls, partial reinstatement of ceilings, repairs to the electrical & heating installations, together with comprehensive redecoration throughout.  Refer to:  Appendix B1 for full schedule of works  Appendix B2 for the Bathroom Refurbishments Specification  Appendix B3 for REA Structural Report  **Response Times**  It is expected for the response time to align with the existing multi trade framework:    * Respond to Enquiry Form (accept or decline) & provide RAMS within 2 weeks. * On-site within 4 weeks of accept or decline.   The project is expected to be completed by the end of November 2025, allowing tenants to return to the property. However, this timeline is subject to change if the start date is delayed, in which case completion will occur as soon as is practically feasible.  **Access to the Site**  The Contractor is responsible for arranging access in order to carry out work in accordance with the specification. The Contractor shall exercise care when entering and leaving the premises and shall take all adequate precautions to safeguard the occupants and the general public from injury by reason of its use of the premises.  **Safeguarding Children and Vulnerable Adults**  All reports of safeguarding concerns must be submitted to Hampshire County Council Adult or children services as appropriate with copies being retained and submitted to the NFDC lead Safeguarding Officer.  The Contractor should make themselves familiar with the Council’s Safeguarding procedures, shown in the original Multi Trade Framework tender to ensure full compliance with GDPR when dealing with personal information.  **Repairs to Contractors prior (defective) work under the Framework:**  The Contractor shall provide an emergency responsive repair call-out service covering work previously delivered by the Contractor under this framework which has proved defective (snagging); the cost of repair will at the Contractors expense and at no cost to the Council / Customer  **Tenant Liaison**  Tenant liaison will continue to be undertaken by NFDC officers, but when on site all trade operatives and employees of the awarded contractors under the Framework must conduct themselves to the highest professional standards when dealing with tenants or building users. | |
| **3** | **How the Mini Competition Will Operate** |
| This project will be awarded having conducted a mini-competition on SEBP, utilising the existing Multi-Trade Framework pricing schedule rates tendered.  In accordance with Section 3 of the Outcome Specification in the Multi-Trade Framework tender, the contract will be awarded to the most competitive of the three pre-approved contractors on a weighting of 100% cost. All requirements and outcome specifications outlined in the existing Multi-Trade Framework will apply to this project.  **Variations** All variations to be approved by the Contract Administrator.  **Form of Contract**  The contract will use the existing Multi Trade JCT Framework Agreement with an underlying JCT Minor Works Contract.  Any expenditure by the Council under the Framework Agreement or the Underlying Contract will be only be sanctioned by the issue of a Purchase Order.  Invoices submitted by the Contractor must quote the Councils official Purchase Order.  The majority of prices will be governed by the tendered rates in **Appendix C3** of the existing Multi Trade Framework. Any works required not covered by the tendered rates will be priced by the Contractor based on the tendered hourly/day rates and overhead & profit uplift %, as per the Multi Trade Framework C3 | |
| **4** | **Quality Assurance Requirements** |
| **Compliance with Standards**  The Contractor shall be required to comply with the following standards:    Where an appropriate United Kingdom Standard Specification or Standard Code of Practice or an appropriate and recognised EU or International Standard is current at the date of tender, all goods and materials, workmanship and installations shall be of a quality not lower than that Standard.  a. Water Installation – to confirm to BS6700: 1006, Local Water Authority Requirements and Approved Code of Practice and Guidance L8 (1001). And Water Regulations Guide 1001 with amendments.  b. Electrical Work – to be in accordance with current IEE Standards and Regulations.  c. Asbestos Surveys - All surveys will meet HSE guidance / ACOP as of ‘the Control of Asbestos Regs 2012’ and HSE ‘Survey Guide’ doc HSG 264  d. Asbestos Removal – the Contractor shall be licenced by the Health & Safety Executive for the licenced removal of asbestos and shall be members of ARCA.    **Compliance with Regulations**  Where rules, regulations or requirements have been issued by an appropriate and recognised regulatory body or statutory authority, all goods and materials, workmanship and installations shall be in accordance with the relevant rules, regulations or requirements current at the time of completion of the works.   a. Water Installations – BS6700: 1006.  b. COSHH (Control of Substances Hazardous to Health Regulations and amendments) – All engineers shall be appropriately trained to comply with the requirements of this regulation for all substances involved with the operations of this Contract.  c. Asbestos – All engineers shall have received appropriate Asbestos Awareness Training and must be fully compliant to the requirements of the Authority’s Asbestos procedures.  **Health and Safety at Work Act 1974**  The Contractor shall during the whole course of the contract provide and maintain all necessary safety, health and welfare measures and amenities, comply with all the provisions laid down in the above Act and all Statutory Building and Construction Regulations currently in force and which are applicable to the works.  The Contractor will be required to produce a copy of his Health and Safety Policy and RAMS for inspection by NFDC.    **The Construction (Design and Management) Regulations 2015**  If at any time, before the work starts or during the Works, the Contractor has to use the services of another contractor, not part of the same organisation, the contractor must stop work and immediately inform the Employer. At this point the Contractor will be appointed as the “Principal Contractor” for the project and the Client will appoint a Principal Designer or CDM Advisor.    **The Construction (Design and Management) Regulations 2015 and Pre**  **Construction Information**  All the works are to be carried out in strict accordance with statutory and legal  requirements including the Construction (Design and Management) Regulations  2015 (CDM Regs 2015), as issued by the Health & Safety Executive (HSE).  It is anticipated that these works will be notifiable to the HSE, and the Contractor will be required to prepare and supply a suitable Construction Phase Plan for the approval of the Principal Designer to comply with the CDM Regs 2015.   The Construction Phase Plan shall include all the essential information detailing  the Contractor’s planning and organisation of the works, complete with all  relevant Risk Assessments, Method Statements and arrangements shall be put  in place to ensure compliance with the CDM Regs 2015 legislation. This shall  include (but are not limited to) the following identified hazards:  • Health and Safety  • Control and minimization of nuisances to the neighbours bounding the  site including: Dust, Noise, Traffic movements and management  • Environmental protection, including prevention of pollution  • Highways and roads  • Re-use and recycling    **Construction Phase Plan**  As noted above, the Contractor shall prepare and submit an appropriate Construction Phase Plan to include Method Statements, Risk Assessments to include (but not necessarily limited to) the following:    • Structural alterations  • Collapse (and partial collapse of structures)  • Excavations  • Isolating services  • Roofing works and scaffolding  • Falls from height  • Exposure to dust and other air contamination  • Possible presence of Asbestos containing materials (ACM’s)  • Manual handling  • Hot working  • Site security  • Personal protective equipment (PPE)  • Welfare facilities for site personnel and visitors.  **Discover of Harmful Materials**  If during the course of opening up or dismantling, the Contractor discovers the following materials he shall inform the Contract Administrator immediately:  • Asbestos & asbestos based products.  • Any other material not in accordance with statutory requirement, British  Standards, Codes of Practice and good current building practice.  The Contractors must take all necessary precautions to ensure the safety of all personnel on site, and to provide the safety, health and welfare facilities required by Statutory Regulations.  The Contractors must clear away surplus materials, rubbish and debris as it accumulates during the execution of the works, and on completion of the works to the satisfaction of the Council. All waste disposals shall be in compliance with Statutory Regulation  **Environmental Requirements**  Bats and nesting birds - a bat and nesting bird survey will be carried out by an  independent ecologist.  Please note that where nesting birds or bats are found, this may result in an  alteration to the programme and/or the inclusion of mitigating measures.  Where nesting birds or bats are found, in accordance with the law, works must  cease immediately. | |
| **5** | **Performance Requirements** |
| **Key Performance Indicators (KPI's – As per Multi-Trade Framework)**  As part of the regular Contract Review meetings between the Council’s Contract Administrator and the Supplier’s Account Manager, a range of Key Performance Indicators (KPIs) will be reviewed on a quarterly basis.  The main criteria for establishing a KPI, is relevance to the performance of the contract and ease of monitoring / scoring. With this in mind, it is envisaged that the list of KPI’s initially set at the commencement of the contract may require reviewing for relevance throughout the course of the contract. The Council reserves the right to amend or add additional measures as appropriate.  **Scoring and Weightings:**  KPIs are weighted to reflect the relative importance the Council or Ordering Authority assigns to each aspect of the work; the scores will provide a percentage measure performance against each aspect.  These will be measured within the quarterly Multi Trade Framework KPI meetings and not a standalone review, as per below.   |  |  | | --- | --- | | **KPI** | **Weighting** | | **1. Quality & Programme:** All works allocated to the supplier completed to a high standard, in accordance with the specification and quality standards. | 40% | | **2. Customer feedback** e.g. Tenants / stakeholders feedback regarding communications, cleanliness of site works, politeness and attitude of the suppliers personnel (incl. sub-contractors), site condition on completion / exit. | 30% | | **3. Contract management:** Ease of Contract Administration, attendance to quarterly meetings and invoicing accuracy. General responsiveness of Supplier to service issues. | 30% | | |
| **6** | **Implementation Programme** |
| It is anticipated that the pricing models within the pricing documents will cover all expected scenarios. Anything outside of the bespoke rates by trade will be priced based on an open book basis:  [Materials priced at OEM manufacturing pricing + Materials Uplift %]  +  [Hourly/Day Labour rates by trade + Overhead & Profit Uplift %]  Works to commence in July 2025 and expected to be completed by the end of December 2025. | |
| **8** | **Contact Details** |
| This electronic tender is administered through the Councils e-Tendering tool, ProContract hosted via the South East Business Portal (SEBP).  Clarification Questions regarding this tender must be raised via the Message feature of ProContract.  Relevant stakeholder contact details can be obtained through the NFDC Contract Administrator: Ben Curd: ben.curd@nfdc.gov.uk | |
| **9** | **Purchase to Payment Process (P2P)** |
| **Terms are as per the Multi Trade Framework.**  **Purchase Order:** An official NFDC purchase order shall be raised by the Council’s Contract Administrator for the Contractor to undertake.  The Purchase Order number should be quoted on ALL invoices submitted for payment.  **Completion of Works by Contractor**:  Each month the Contract Administratorwill arrange an inspection of the works, confirming to the Contractor that each stage of works are complete and a percentage of the items can be invoiced by issue of a PPCC (Plot Practical Completion Certificate) as per **Annex 1**  **Invoicing & Payment process**  On receipt of the PPCC the Contractor will submit a Monthly Consolidated invoice at the end of each calendar month detailing ALL completed works during the preceding month.  ALL invoices submitted for payment must be appended with a Plot Practical Completion Certificate, signed by the relevant and authorised Council personnel.  The supplier invoice should be sent to the Councils accounts payable team in electronic format (e-invoice) or via eMail in .pdf format to:  eMail:   [accountspayable@nfdc.gov.uk](mailto:accountspayable@nfdc.gov.uk)  Accounts Payable  New Forest District Council  Appletree Court  Beaulieu Road  Lyndhurst  Hampshire  SO43 7PA  Phone 02380 285588  Domestic Reverse Charge (DRC) from 1st March 2021 (HMRC)  Under this Contract” New Forest District Council is an “end user” for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge | |
| **10** | **Other Information** |
| **“Supplier”** means the organisation providing the works, goods or services referred to in this specification. The term “Supplier” also translates to “Contractor”, “Consultant”, “Vendor”, etc depending on the naming conventions used in the related contract terms and conditions.  "**Council**" means New Forest District Council being a Local Authority. | |

**Annex 1**

**PLOT PRACTICAL COMPLETION CERTIFICATE – No.**

