



REQUEST 18005

I am writing under the Freedom of Information Act 2000 to request the following information regarding trauma cleaning (also known as bio hazard or crime scene cleaning):

1. Procurement/Allocation Process:

- a. How does the council allocate trauma cleaning jobs-e.g., is there a framework agreement, preferred supplier list, or competitive tendering process?
- b. What criteria are used to select and approve trauma cleaning companies?
- c. Please supply any relevant procurement policy or criteria documents (or links to where these are publicly available).
- d. Which companies does the council currently contract?

RESPONSE

1a. Wigan Council established a Building Services framework. The framework includes many Lots. Each Lot accommodates a specific workstream. There are specific Lots for trauma cleaning jobs.

The Lots in question are:

Lot 9c:

Lot Title:- Cleaning Properties - (Biohazard, crime or trauma scene and unattended death cleaning)

Brief Description:- Biohazard, crime scene, trauma scene or unattended death clean-up.

Removal, cleaning, and disinfection of blood, bodily fluids, and other potentially harmful pathogens in affected areas after a death, accident, or communicable disease outbreak, in line with guidelines. This may include needle and sharp removal.

Lot 9d:

Lot Title:- Deep Cleaning of Properties post Positive COVID-19 test or post COVID-19 (other major infectious virus) death

Brief Description:- Cleaning of properties where occupants have been identified as testing positive for COVID-19 or there has been a death of a COVID positive individual.

Cleaning in line with Public Health England guidelines for non-healthcare settings COVID-19 cleaning and where an unattended death in line with Biohazard, crime scene, trauma scene or unattended death clean-up guidelines. This may include needle and sharp removal.

We have also re-started the procurement process to develop a new and updated Building Services framework.

1b. We have a prime contractor who will be provided with the first opportunity to deliver trauma cleaning works for the Council. Should the prime contractor be unable or not want to conduct the work in question, the Council has the ability to offer such work to the reserve supplier we have.

1c. Contracts Finder Contracts Award Notice here: [Framework Agreement for Building and Associated Works 2021 - 2025 - Contracts Finder](#)

Also find ITT document attached.

1d. Prime contractor -
BDS Contracting Services

Reserve contractor -
Abacus Cleaning Services

2. Tenant or Housing-Related Clean-ups:

a. The number of cases where trauma cleaning was required in council-owned or council-managed housing stock within your area from January 1, 2020, to the present, and within this:

- i. The number of trauma cleaning jobs commissioned by the council (directly or via contractors) in the same period, and the total costs.
- ii. The number of trauma cleaning jobs not commissioned by the council, and the total cost (if known)
- iii. The types of jobs that the council did commission (vulnerable resident, serious crime scene etc)
- iv.** The reasons that the council did not commission trauma cleaning jobs

We have had a total of 1165 jobs raised for specialist contractors during the period specified. However, related specifically to trauma cleaning this is made up of:

- Crime Scene – 7 (£931) ** reports via Greater Manchester Police or with a crime reference number/FWIN.
- Drug paraphernalia/Needle sweep – 50 – (£12,093)
- Hoarding – 1 (£125)

The information assessed to retrieve this data further highlights issues with blood, vomit, urine, faeces and deep cleans but these are not relating to trauma, but issues identified with individuals or in communal areas through day-to-day work.

Vomit – 1 communal area

Faeces – 40

Blood – 40

Urine – 65 (58 of these in communal areas of block flats)

Deep clean vulnerable tenant - 78

All jobs were commissioned via Wigan Council using the framework referred to above.

3. Complaints:

0 recorded complaints.

- a. The number of complaints received by the council regarding trauma cleaning companies from January 1, 2020, to the present. Please provide a brief description of each complaint, including the date (year), nature of the complaint, type of complainant (ie resident, landlord) the company which was the subject of the complaint, and outcome/action taken (where available).

4. Health and Safety/Enforcement Action:

- a. Any incidents where a trauma cleaning company was found to be in breach of health and safety, environmental health, or public health standards within your area during this period. 0
- b. Details of any enforcement action, notices, or legal proceedings taken against these companies. 0

**Invitation to Tender
Procurement
PACK 1**

**Building and Associated Works Framework
2021 - 2025**

**Period: 4 years
(1 year with option to extend for 3 years in yearly or other
increments)**

DEADLINE FOR SUBMISSION

1200 hours 17 March 2021

**The Invitation to Tender Pack 2 (NOT this document - Pack 1)
must be submitted through ProContract (formerly 'The Chest'
e- procurement portal).**

February 2021

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INFORMATION MEMORANDUM

1 BACKGROUND

1.1 Wigan Council undertakes a range of property maintenance and repairs including:

- ❖ primarily both planned, reactive / responsive and disrepair building and associated works on the council's social housing stock.
- ❖ servicing and maintenance of fire alarms and emergency lighting within corporate buildings, borough's schools, social housing mixed occupancy premises.
- ❖ project works, primarily repairs and alterations within the borough's schools.
- ❖ property adaptation works on private and social housing within the borough, to assist residents to continue to live at home.
- ❖ repairs and maintenance on Makerfield Depot.

Wigan Council intends to create a Building and Associated works Framework to, replace its current Building and Associated Frameworks 1 & 2.

The Framework is to primarily assist its in-house delivery team to cater for the peaks in delivery on social housing works and to meet its commitments to other customers.

In addition, other teams covering housing duties, also have requirements that are covered within the Lots in this Framework.

Works / Services within this Framework cover the whole of the borough of Wigan, although are not restricted to within the boundaries of Wigan due to the locations of Wigan Council's in-house building maintenance team's broader customers.

1.2 Prospective providers submitting responses must be able to deliver all of the works required themselves within the lot they are applying for, **(as stated in the PQQ, sub-contracting works is not permitted under this Framework)**.

- 1.3 The Building and Associated Works Framework 2021 – 2025 will be for a maximum period of 4 years (1 year fixed with an option to extend for another 3 years in 1 or additional year increments).
- 1.4 The intended make-up of the Framework as outlined in the PQQ is for the creation of a large number of individual Lots covering specific areas of work and individual trade work, providing the best opportunity for the broadest range of Prospective Providers to apply for and be successful in joining the Framework, you are invited to tender for the Lots stated in the accompanying message.
- 1.5 Prospective providers who have passed the PQQ stage are those invited to compete in this second stage, the ITT stage. All Prospective Providers **must** continue to meet the Mandatory Accreditations & Qualifications, highlighted in the PQQ document for the lots they are applying for.
- 1,6 Prospective providers will have been informed of which Lots they have successfully passed the PQQ stage for, **note this may not be all the Lots applied for**. All information for these Lots is to be provided at this tendering stage.
- 1.7 **Ensuring Wigan Council has all the required and relevant information is the responsibility of Prospective Providers.**
- 1.8 The annual value of the Building and Associated Works Framework will be in the region of £8million - £14million but **this figure is not confirmed, nor a guarantee.**

1.5 Framework - Lots

This procurement framework has been broken down into Lots, by **specific areas of work** and individual trade work. An approximate historical spend per annum in each lot has been provided, although these figures are for information purposes and not necessarily indicative of future works.

Wigan Council reserves the right to combine Lots if required and reserves the right utilise other established frameworks to assist with works, where operational needs dictate.

Prospective Providers who are successful in being included on the framework are to note that for all lots, allocation of future work will be determined on past performance of works undertaken within this framework and evidence that mandatory accreditations / qualifications are still in place and evidence that works are being undertaken by prospective providers staff who have been approved by the Council.

Prospective Providers are to note that revisions have been made to some of the lots (specifically the Award Process) as published in the PQQ.

The Lots are outlined in the table below:

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
1	Asbestos – Social Housing Properties & Other Premises / Sites	45262660-5	<p>Removal and Disposal of & Encapsulation of Licensed & Unlicensed Asbestos</p> <p>The removal and disposal of licence requiring asbestos and the removal of asbestos cement and other low risk asbestos bearing materials, the process for which does not need a licence.</p> <p>To include removal textured coatings, Bakelite systems, panels, roof sheets, floor tiles, panels, clad structures, SVP's</p>	<p>SSIP, Waste carrier licence Registered / Licence with HSE for asbestos removal</p> <p>Full / Supervisory / Ancillary</p>	<p>Maximum Two prime providers awarded all works – 3 days per week paid on a day rate retention / rates for cost of waste disposal and air quality checks.</p> <p>Additional two reserves to receive works based on provider scores achieved in the tender evaluation & availability when prime providers unavailable.</p>	£300k
2	Concrete Flooring dig out / install and screed finish - Social Housing	45262300-4	<p>Concrete / other material floors full dig out, reinstall of concrete flooring with a screed finish.</p> <p>To include the removal and</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or</p>	<p>SOR priced works.</p> <p>One prime provider awarded all works.</p>	£140k


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	Properties & Other Premises / Sites		<p>appropriate disposal of all waste materials.</p> <p>Installation of waterproof insulated membrane, prior to membrane protection and reinstallation of concrete floor. Where required a latex screed to be applied.</p>	<p>NVQ Level 2- and 2-years' experience or equivalent</p> <p>SSIP Waste carrier licence</p>	<p>Additional two reserves to receive works based on provider scores achieved in the tender evaluation & availability when prime provider unavailable.</p>	
3a	Void Refurbishment & Day to Day	<p>Building (Social Housing) 45215210-2, Building Repairs and Improvements up to £15k 45453100-8</p> <p>Building Repair, Improvement, Refurbishment over £15k 45453100-8</p> <p>Building Rehabilitation 45211000-9 45262690-4, Working in Occupied Premises 45211000-9,</p>	<p>Internal replacement and repair work on all rooms including Bathroom, Wet rooms, Kitchens.</p> <p>Void Properties - Carry out remedial works on individual or multiple properties as per the instruction / directed from the client</p> <p>Tenanted Properties Day to Day - General Repair, Improvement, Refurbishment works in Social Housing, working in occupied premises.</p> <p>Appointments to be made with tenants</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent</p> <p>SSIP, Waste carrier licence, PASMA, in house, dedicated</p>	<p>SOR priced works.</p> <p>Two prime providers receiving works on a rotational basis by number of work tickets, availability, and speed of return basis.</p> <p>Additional three reserve providers to cover peak time works with works allocated based on</p>	£4.8m

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		Joinery 454210000-4, Plastering 45410000-4, Tiling 45431200-9 Plumbing 45332000-3, Building Finishes – Doors 45421131-1	<p>prior to works.</p> <p>All trades areas excluding electrical test, electrical remedial work, floor replacements, flooring, glazing, external Upvc & external doors and decorating on voids, but includes plastering after wiring on void properties.</p> <p>After completion of works ALL debris is to be removed from the premises, along with any around the premises that is related to works – the premises are to be left ready for cleaning prior to handover and occupancy. Note: charges will be incurred by providers for the disposal of any debris not removed when cleaners arrive on site.</p> <p>Providers within this lot are required to undertake works in both empty (void) and tenanted (occupied) properties.</p> <p>Providers within this lot are required to work with other providers undertaking works in the void properties, to ensure</p>	Supervisor 1 st Aider Qualified	<p>provider scores achieved in the tender evaluation & availability when the prime providers are unavailable. Again, works are allocated based on provider scores achieved in the tender evaluation & their capacity and turnaround times.</p>	

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			works are completed to tight timescales.			
3b	Refurbishment & General Building Works – Corporate, Educational, Commercial & Industrial Premises	Building Repairs and Improvements up to £15k 45453100-8 Building Repair, Improvement, Refurbishment over £15k 45453100-8	Multi – trade varied general building works, examples of work (not an exhaustive list) Internal Refurbishment of Corporate Buildings. Internal Refurbishment of Educational Buildings - Nursery's, Primary, Secondary & Academy's. Internal Refurbishments of Commercial & Industrial Premises Construction New Retaining Walls. DDA Hygiene Rooms. This lot does not include specialist installations, painting, glazing, flooring, or electrical works.	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP, Waste carrier licence, PASMA, IPAF, In house, dedicated Supervisor, 1 st Aider Qualified	One prime provider awarded all works. Additional one reserve to receive works when prime provider unavailable.	£100k
4	PAT (Portable Appliance Testing) Tester with Van	Portable Appliance Testing 45310000-3	Portable Appliance Testing Carry out PAT Testing at various sites and premises	PAT Testing Competency Certificate	Maximum of one provider to receive all works. Additional one reserves to receive	£25k

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					works when prime provider unavailable.	
5	Electrician - Labour with a van	Electrical General 45310000-3	Electrical installation and maintenance works 18 th Edition Qualified electrician with a van to carry out ad hoc works, in conjunction with Council in-house teams.	Qualified to 18 th Edition & 3 rd Amendment. NVQ Level 3, C&G Part 1, Part 2, C Cert	Maximum of 10 providers – telephone calls to allocate work based on provider scores achieved in the tender evaluation & availability	£50k
6	Joiner – Labour with a van	Joinery 45421000-4	Joiner with a van to carry out ad hoc works in conjunction with Council in-house teams.	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent	Maximum of 10 providers – telephone calls to allocate work based on provider scores achieved in the tender evaluation & availability	£50k
7	Plasterer / Tiler – Labour with a Van	Plastering 45410000-4 Tiling (Wall) 45431200-9	Internal plastering (including fibrous) applied by hand providing a surface for decoration. Plastering work. The fixing of wall tiling. Wall tiling works.	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and	Maximum of 10 providers – telephone calls to allocate work based on provider scores achieved in	£100k

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			Multi-trade Plasterer / Tiler with a van to carry out ad hoc works in conjunction with Council in-house teams.	2-years' experience or equivalent	the tender evaluation & availability	
8	Labourer – Labour with a van	CPV not required	<p>Experienced labourer with a van to carry out varied ad hoc labouring works, including lifting, ladder works, transport of materials and waste, minor works, making areas safe, including assisting qualified tradespeople and the preparation of site e.g. remove old kitchens, bathrooms ready for re-installation.</p> <p>This lot includes assisting in the establishing of sites for election voting.</p>	<p>Qualified Staff - NVQ Level 1 relevant to CSCS Card Labouring or equivalent experience</p> <p>Waste carrier licence</p>	Maximum of 10 providers – telephone calls to allocate work based on provider scores achieved in the tender evaluation & availability	£50k

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9a	Cleaning of - Social Housing Void Properties post Building work	Cleaning (Builders Cleans) 90910000-9	<p>Cleaning and preparing premises for occupancy after completion of refurbishment works.</p> <p>Final Clean of void properties prior to handover</p>  <p>Cleaning specification for void </p> <p>Replace any missing or damaged items (specified and provided by the client) including furniture, white goods cooking utensils' bedding as requested by the client)</p>	<p>Previous experience of this type of work with a local authority / social housing and all the relevant safe methods of working and COSHH.</p> <p>Waste carrier licence</p>	<p>Maximum of two providers to receive all works - work awarded with geographical splits based on provider scores achieved in the tender evaluation & availability and turnaround timescales</p> <p>Additional two reserves to receive works when prime providers unavailable, with work awarded on same basis as prime providers.</p>	£160k
9b	Cleaning of Social Housing Communal Areas	Cleaning (Communal Areas) 90910000-9 Needle and Sharps removal 90520000-8	<p>Cleaning of communal areas within social housing premises, which includes hi-rise, sheltered and residential premises.</p> <p>Communal areas include entrances,</p>	<p>Previous experience of this type of work with a local authority / social housing and all the relevant</p>	<p>Maximum of two providers to receive all works, work awarded based on provider scores achieved in</p>	£50k

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			<p>hallways, corridors, staircases, lifts, driveways, paths, etc.</p> <p>This includes carpet and upholstery cleaning as required and may include needle and sharp removal.</p>	<p>safe methods of working and COSHH.</p> <p>Waste carrier licence.</p>	<p>the tender evaluation & availability and turnaround timescales</p> <p>Additional one reserve to receive works when prime providers unavailable.</p>	
9c	Cleaning Properties - (Bio hazard, crime or trauma scene and unattended death cleaning)	House Decontamination 90900000-6 Needle and Sharps removal 90520000-8	<p>Biohazard, crime scene, trauma scene or unattended death clean-up.</p> <p>Removal, cleaning, and disinfection of blood, bodily fluids, and other potentially harmful pathogens in affected areas after a death, accident, or communicable disease outbreak, in line with guidelines.</p> <p>This may include needle and sharp removal.</p>	<p>Evidence or relevant qualifications and experience.</p> <p>Safe methods of working and COSHH.</p> <p>Waste carrier licence.</p>	<p>Maximum of one provider to receive all works.</p> <p>Additional two reserves to receive works when prime provider unavailable, work awarded based on provider scores achieved in the tender evaluation & availability and turnaround timescales</p>	£20k

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9d	Deep Cleaning of Properties post Positive COVID-19 test or post COVID-19 (other major infectious virus) death	House Decontamination 90900000-6 Needle and Sharps removal 90520000-8	<p>Cleaning of properties where occupants have been identified as testing positive for COVID-19 or there has been a death of a COVID positive individual.</p> <p>Cleaning in line with Public Health England guidelines for non-healthcare settings COVID-19 cleaning and where an unattended death in line with Biohazard, crime scene, trauma scene or unattended death clean-up guidelines.</p> <p>This may include needle and sharp removal.</p>	<p>Evidence or relevant qualifications and experience.</p> <p>Safe methods of working and COSHH.</p> <p>Waste carrier licence.</p>	<p>Maximum of two providers to receive all works, work awarded via – telephone calls to allocate work based on provider scores achieved in the tender evaluation & availability</p> <p>Additional one reserve to receive works when prime provider unavailable.</p>	£20k

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9e	Out of Hours Call Cleaning Properties	Cleaning (Communal Areas) 90910000-9 Needle and Sharps removal 90520000-8	<p>Provision of an out of hours cleaning service, for predominantly social housing settings communal areas.</p> <p>Communal areas include entrances, hallways, corridors, staircases, lifts, driveways, paths, etc.</p> <p>This includes carpet and upholstery cleaning as required and may include needle and sharp removal.</p>	<p>Previous experience of this type of work with a local authority / social housing and all the relevant safe methods of working and COSHH.</p> <p>Waste carrier licence</p>	<p>Maximum of one provider to receive all works.</p> <p>Additional one reserve to receive works when prime provider unavailable.</p>	£20k
10	Clearing of Social Housing	House Clearance 98390000-3 Needle and Sharps removal 90520000-8	<p>Front End clearing to void properties and disposal of items</p> <p>The removal of furniture and contents from whole property including cupboards, loft, garage, outbuilding etc. to leave it clear and tidy.</p> <p>Items to be disposed of in line with Council instructions.</p> <p>Needle & Sharps Removal and disposal as required.</p> <p>Fly tipping - Collection, removal and</p>	<p>Previous experience of this type of work with a local authority / social housing Provide evidence of training and refresher training.</p> <p>Waste carrier licence</p> <p>1st Aider Qualified.</p>	<p>SOR priced work.</p> <p>Maximum of one provider to receive all works.</p> <p>Additional one reserve to receive works when prime provider unavailable.</p>	£60k

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			disposal of items as requested			
11a	Painting & Decorating including stripping walls, antifungal application, graffiti removal and filling and sanding of walls - Social Housing	Painting and Decorating General 45442110-1 45451000-3 Painting 45442100-8 Woodcare 45442120-4 Cleaning (Graffiti Removal) 90690000-0	Internal and external works, including: Stripping of wallpaper, Hanging paper Filling and Sanding of walls ready for painting Emulsion on ceilings and walls Preparing and painting of woodwork External painting of woodwork, guttering, fencing. Application of Sovereign or comparable antifungal solution, and any other specialist solutions for a range of issue resolution including: removal of graffiti on varying	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP, PASMA, IPAF, 1 st Aid Qualified Waste carrier licence	Maximum Two prime providers awarded all works, principally there will be an area basis to works and based on providers scores achieved in the tender evaluation & availability. Additional two reserves to receive works based on	£1.6m

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			materials.		provider scores achieved in the tender evaluation & availability when prime providers unavailable.	
11b	Painting & Decorating including graffiti removal- Other Premises and Sites	Painting and Decorating General 45442110-1 45451000-3 Painting 45442100-8 Woodcare 45442120-4 Cleaning (Graffiti Removal) 90690000-0	Internal and external works, including: Stripping of wallpaper, Hanging paper Emulsion on ceilings and walls Preparing and painting of woodwork External painting of woodwork, guttering, fencing. Removal of graffiti on varying materials.	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP, PASMA, IPAF, 1 st Aid Qualified Waste carriers' licence	Maximum of one provider to receive all works. Additional two reserves to receive works based on provider scores achieved in the tender evaluation & availability when prime provider unavailable.	£50k
12a	Garage Doors Fit new and repair existing as requested	Doors (Garage) 45421131-1 Doors (Roller & Folding Shutter) 45421142-1	Replacement of garage doors & Frames, roller shutters / up and over shutters etc. Variety of types	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or	SOR priced works. Maximum of one provider to receive all works.	£10k

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	including lock renew and repair and roller shutters / up and over shutters etc Social Housing Properties & Other Premises / Sites		Repairs – replace damaged or broken items - handles, locks, arms, mechanism springs etc.	NVQ Level 2- and 2-years' experience or equivalent SSIP, Waste carrier licence	Additional two reserves to receive works based on provider scores achieved in the tender evaluation & availability when prime provider unavailable.	
12b	Pedestrian / Vehicle Gate Maintenance	Repair and maintenance of plant 45259000-7	Repair and maintenance of heavy-duty vehicle gates, including servicing, force testing and certification. Pedestrian gates maintenance, improvements/upgrades.	Door and hardware federation (DHF) Qualified Staff 18 th Edition & 3 rd Amendment. NVQ Level 3 Electrical or C&G Part 1, Part 2, Cert C NICEIC or another accreditation body SSIP	SOR priced works One prime provider awarded all works. Two reserve providers allocated works based on provider scores achieved in the tender evaluation & availability when prime provider unavailable	£10k
13a	Electrical -	Electrical Services	Electrical Installation & Maintenance	Qualified Staff to	SOR priced works.	£1.2m

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	Social Housing	45310000-3	<p>and make good associated works e.g. plaster / fill in chased out elements for wires on tenanted properties.</p> <p>Work on void and tenanted properties, including out of hour / call out works.</p> <p>Rewires, part rewrites, fault finding, repairs, consumer units, cable up grades, earthing, continuity testing, replacements switches, sockets, fitting of fires, storage heaters, economy 7 clocks, down flow heaters, lighting internal / external, full test & inspection, period tests.</p> <p>Full & Partial rewrites to Tenanted House's, Bungalows & Flats.</p> <p>Installation of Hearing loops Wiring power supply to such items as door access, showers, disabled hoists, special toilets e.g. gerberit toilets.</p> <p>TV Aerial installation and repairs.</p>	<p>18th Edition & 3rd Amendment. NVQ Level 3 Electrical or C&G Part 1, Part 2 Cert C NICEIC or another accreditation body SSIP PASMA, IPAF, Waste carrier licence,</p>	<p>Maximum of two prime providers to receive all works.</p> <p>Works allocated on a rotational, availability and speed of return basis.</p> <p>Additional two reserve to cover peak time works, based on provider scores achieved in the tender evaluation & availability when prime providers unavailable.</p>	
13b	Electrical - Other	Electrical Services	Electrical Installation & Maintenance	Qualified Staff to	One prime	£75k

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	Premises and Sites	45310000-3	<p>Rewires, part rewrites, fault finding, repairs, consumer units, cable up grades, earthing, continuity testing, replacements switches, sockets, fitting of fires, storage heaters, economy 7 clocks, down flow heaters, lighting internal / external, full test & inspection, period tests.</p> <p>Full & Partial rewrites to all types of properties.</p> <p>Installation of Hearing loops Wiring power supply to such items as door access, showers, disabled hoists, special toilets e.g. gerberit toilets.</p>	<p>18th Edition & 3rd Amendment. NVQ Level 3 Electrical or C&G Part 1, Part 2, C Cert NICEIC or another accreditation body</p> <p>SSIP, PASMA, IPAF,</p> <p>Waste carrier licence,</p>	<p>provider to receive all works.</p> <p>Two reserve providers allocated works based on provider scores achieved in the tender evaluation & availability when prime provider unavailable</p>	
14a	Flooring Various – All uses Social Housing	Flooring (Rubber, Plastic, Cork, Lino and Carpet) 45432111-5	<p>Supply & Fit various types of flooring</p> <p>Domestic Flooring:</p> <ul style="list-style-type: none"> - Vinyl sheeting, in line with specification - Carpeting / Underlay <p>Latex Screed to be applied where</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent</p>	<p>SOR priced works.</p> <p>One prime provider to receive all works.</p> <p>Two reserve providers allocated works based on</p>	£350k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
			required.	SSIP, Waste carrier licence	provider scores achieved in the tender evaluation & availability when prime provider unavailable	
14b	Flooring Various – All uses Other Premises and Sites	Flooring (Rubber, Plastic, Cork, Lino and Carpet) 45432111-5	Supply & Fit various types of flooring in a variety of environments. Industrial, Commercial and Domestic Flooring: <ul style="list-style-type: none"> - Vinyl – tiles / sheeting - Ceramic tiles - Carpeting - Carpet tiles Latex screed to be applied where required	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP, Waste carrier licence	One prime provider to receive all works and One reserve provider when prime provider unavailable	£40k
15	Blinds - Social Housing	Blinds 45421143-8	Supply & Fit Flame Retardant Blinds & curtains'	Experience in Blind supply and fitting	One prime provider to receive all works and One reserve provider when prime provider unavailable	£10k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
16a	Glazing Social Housing	Glazing 45441000-0 Windows (PVCU) 45421132-8 Window and Doors Service and Repair 45421100-5	<p>Manufacture supply & fit double glazed units.</p> <p>Supply and fit composite Single Glazing & Double Glazing – full window units.</p> <p>Window Repairs i.e. .replacement sash to match existing as well as replace locking mechanisms gaskets, handles etc.</p> <p>To board-up, measure, fit and manufacture double glazed units to conform to BSEN1279 within 24 hours of a verbal order being placed</p> <p>All glazing work compliant with glazing Regulation 14</p> <p>Re glaze of existing units single, Georgian, laminated, double-glazed units.</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent</p> <p>Approved FENSA Accreditation</p> <p>PASMA, IPAF,</p> <p>SSIP,</p> <p>Waste carrier licence,</p>	<p>SOR priced works.</p> <p>Maximum two prime providers awarded work based on provider scores achieved in the tender evaluation & availability.</p> <p>Two reserve providers to cover at peak times, with work awarded on same basis as prime providers.</p>	£600k
16b	Glazing - Other Premises and Sites	Glazing 45441000-0 Windows (PVCU) 45421132-8	<p>Manufacture supply & fit double glazed units.</p> <p>Supply and fit composite Single</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to</p>	<p>One prime provider awarded all work with a reserve provider to</p>	£30k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
		Window and Doors Service and Repair 45421100-5	<p>Glazing & Double Glazing – full window units.</p> <p>Window Repairs i.e. .replacement sash to match existing as well as replace locking mechanisms gaskets, handles etc.</p> <p>Conservatory & Glazed Canopies</p> <p>To board-up, measure, fit and manufacture double glazed units to conform to BSEN1279.</p> <p>All glazing work compliant with glazing <u>Regulation 14</u></p> <p>Re glaze of existing units single, Georgian, leaded, laminated, double-glazed units.</p>	<p>Trade or NVQ Level 2- and 2-years' experience or equivalent</p> <p>Approved FENSA Accreditation</p> <p>SSIP</p> <p>PASMA, IPAF,</p> <p>Waste carrier licence,</p>	cover at peak times	
16c	Composite Glazed Doors – Social Housing and Other Premises and Sites	Window and Doors Service and Repair 45421100-5 Doors (UPVC) 45421131-1	<p>Supply & fit – Composite Doors.</p> <p>Supply only – Composite Doors.</p> <p>Manufacture, Supply and replacement of glazing cartridges to external</p>	<p>Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and</p>	One prime provider awarded all work with a reserve provider to cover at peak times	£500k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
			composite or UPVC doors. Repairs to composite or UPVC doors.	2-years' experience or equivalent Approved FENSA Accreditation SSIP PASMA, IPAF, Waste carrier licence		
17	UU Repairs- Social Housing and Other Premises and Sites	Water Supply (Pipelines Renovations) 45232151-5	Specialist United Utilities repairs. Underground bursts, replacement water mains repairs & replacement internal and external water main stop taps.	Qualified staff in line with UU regulations SSIP, Waste carrier licence	One prime provider and maximum of One reserve provider when prime provider unavailable	£30k
18a	Metal Gates & Fencing - Social Housing	Metalwork (Architectural Blacksmiths) 71550000-8 Fencing 45342000-6	Manufacture & Supply, Repair & replacement of metal fencing, gates, posts, and other bespoke metal items	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and	SOR priced works. One prime provider and one reserve provider when prime	£60k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
				2-years' experience or equivalent SSIP Waste carrier licence	provider unavailable	
18b	Metal Gates & Fencing - Other Premises and Sites	Metalwork (Architectural Blacksmiths) / 71550000-8 Fencing 45342000-6	Manufacture & Supply, Repair & replacement of metal fencing, gates, posts, and other bespoke metal items	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP Waste carrier licence	One prime provider and maximum of one reserve provider when prime provider unavailable	£10k
19a	Remedial Repairs DPC, - Social Housing and Other	Damp Proofing Chemical (including Injection) 45262520-2	Damp remediation – DPC only Partial & full DPC damp remediation to housing stock, including	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to	SOR priced works Maximum of three providers, work	£250k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
	Premises and Sites		<p>bungalows, flats.</p> <p>Includes Membrane, chemical injection and K11 type product application (as instructed by the Council)</p> <p>This lot does not include removal and reinstating of kitchen, woodwork, electrical, plumbing, painting or flooring.</p>	<p>Trade or NVQ Level 2- and 2-years' experience or equivalent</p> <p>Evidence of training in injection and membrane DPC installation.</p> <p>SSIP,</p> <p>Waste carrier licence</p>	awarded based on provider scores achieved in the tender evaluation & availability to undertake and complete work	
19b	Remedial Repairs Woodworm, Wet and Dry Rot – Social Housing and Other Premises and Sites	Woodworm & Dry Rot Treatment 90921000-9	Remedial treatments for woodworm, wet and dry rot	<p>Property Care Association (PCA) accreditation in Woodworm and Dry Rot treatment.</p> <p>SSIP, Qualified 1st Aider. Waste carrier licence</p>	<p>SOR priced works.</p> <p>One prime provider and maximum of One reserve provider when prime provider unavailable</p>	£20k
19c	Remedial	Insulation (Cavity	Remedial treatments by extraction of	Accredited with	Mix of SOR priced	£30k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
	Repairs – Cavity Wall extraction – Social Housing	Injection) 45320000-6	failed cavity wall insulation and injection of replacement cavity insulation.	CIGA, The National Insulation Association SSIP Waste carrier licence	works and quotes. Maximum of two providers work awarded via telephone calls based on provider scores achieved in the tender evaluation & availability	
19d	Remedial Repairs – Loft Insulation installation – Social Housing	Insulation (Roof & Loft) 45320000-6	Supply and install loft insulation	Accredited with CIGA, The National Insulation Association SSIP Waste carrier licence	Mix of SOR priced works and quotes. Maximum of two providers work awarded via telephone calls based on provider scores achieved in the tender evaluation & availability	£20k
20	Disrepair Remedial works – Social Housing	Damp Proofing (including Injection) 45262520-2 Insulation Chemical (Cavity	Complete Disrepair Remedial Works – primarily related to damp remediation and making good of all areas of works.	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or	SOR priced works. Maximum of four prime providers receiving works	£1m

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
		Injection) 45320000-6 Working in Occupied Premises 45211000-9, Joinery 454210000-4, Plastering 45410000-4, Tiling 45431200-9 Plumbing 45332000-3, Building Finishes – Doors 45421131-1	<p>Works on Social housing stock, including bungalows, flats.</p> <p>Undertake works in line with survey and works order including: Removal and reinstatement of all affected housing fabrication and items e.g. plaster, door frames, skirting, kitchens, flooring, paintwork etc.</p> <p>Gas, Electrical, Flooring, Windows/Glazing, Groundworks and Paintworks will be undertaken by other providers on the framework, in line with Council instructions – any exceptions to this arrangement will be based on providers undertaking these works in-house (not sub-contracted) with accredited and qualified personnel.</p> <p>Installation of Damp Membrane, chemical injection and K11 type product application as instructed.</p> <p>Works are to be completed to tight timescales in line with instructions set out in the schedule, with</p>	<p>NVQ Level 2- and 2-years' experience or equivalent</p> <p>SSIP,</p> <p>Waste carrier licence.</p>	<p>based on provider scores achieved in the tender evaluation & availability and speed of return basis.</p> <p>Additional two reserve providers to cover peak time works with works allocated on same basis as prime providers.</p>	

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
			penalty clauses where the provider delays, results in additional costs to the Council. Tenant instigated delays are to be reported to the Council immediately.			
21	Brick works – All properties and areas	Masonry and Bricklaying Work 45262500-6	Removal and Installation of brickwork, flagging items, on buildings, surrounding features and land. Includes, a variety of works for example, brick removal and replacement, pointing, flagging, wall removal and build.	Qualified Staff in Bricklaying - NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and 2-years' experience or equivalent SSIP Waste Transfer Licence	SOR priced works. One prime provider and maximum of one reserve provider when prime provider unavailable	£30k
22	Roofing & Guttering Repairs & Gutter Cleaning – All Properties	Guttering and Rainwater Goods 45261320-3 Roofing 45261000-4	Tiles, slate, ridge, chimneys, guttering etc. - GRP roofing system Lead work flashings, guttering repairs / replacement, re bed hip / verge /	Qualified Staff Minimum NVQ Level 2 in Roofing Occupation and 2 years' experience	SOR priced works and quotes. Two prime providers	£450k

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		Roofing (Slating / Tiling) 45261211-6 45261212-3 Roofing (Asphalt) (Felt) 45261214-7	ridge tiles, slate / tile replacement, decking & flat roofs, metal sheet cladding. Flashing of chimneys, rebuilding chimneys, fascia / soffit replacement, clear out guttering & balcony gullies and associated works including pointing.	or equivalent for roofing activities SSIP, PASMA, IPAF, Waste carrier licence	awarded all works on an equal split by work tickets. Additional one reserve to cover peak time works	
23a	Door Entry Systems Maintenance - Social Housing and Other Premises & Sites	Doors (Security) 45421131-1	Door Entry Systems Maintenance of Specialist systems repair Warden Call, Door Entry, Access Control & Call Systems. Including hardware and software issues & interface with Fire Alarm. Replacing locks, closers, glazing, supply and programming of fobs etc.	Qualified Staff to 18 th Edition & 3 rd Amendment. NVQ Level 3 Electrical or C&G Part 1, Part 2, C Cert NICEIC or another accreditation body SSIP, Approved Installer, PASMA, Waste Carrier Licence,	SOR and Quotes. One prime provider and one reserve provider when prime provider unavailable.	£60k
23b	Door Entry	Doors (Security)	Door Entry Systems	Qualified Staff to	Quotes.	£200k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
	Systems Installation - Social Housing and Other Premises & Sites	45421131-1	Install Specialist systems, Warden Call, Door Entry, Access Control & Call Systems. Including hardware & software provision & interface with Fire Alarm.	18 th Edition & 3 rd Amendment. NVQ Level 3 Electrical or C&G Part 1, Part 2, C Cert NICEIC or another accreditation body SSIP, Approved Installer, PASMA, Waste Carrier Licence,	Maximum five providers, with work allocated based on mini competition quote and ability to undertake the work to timescales and in line with requirements	
24	Solar Panel Maintenance Social Housing along with Other Premises and Sites	Solar Photovoltaic 45261215-4 Repair and maintenance of plant 45259000-7	Reactive repair of PV Panels and associated equipment, fitted to Social Housing, Commercial, Educational, Industrial & Domestic property.	Qualified Staff to 18 th Edition & 3 rd Amendment. NVQ Level 3 or C&G Part 1,2,C Cert. NICEIC or equivalent accreditation Registered Approved Installer,	SOR priced items One prime provider	£100k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
				MCS & Green deal, SSIP PASMA, IPAF Waste Carrier Licence		
25a	Emergency Lighting Service, Maintenance & Installation– Educational, Corporate & Other Premises	Emergency Lighting & (Servicing Maintenance) 45310000-3	Emergency Lighting & Power, Emergency Lighting Service, repair and maintenance of emergency lighting and power systems (post installation)	Qualified Staff to 18 th Edition & 3 rd Amendment. NVQ Level 3 or C&G Part1,2,C Cert. NICEIC or equivalent accreditation, SSIP PASMA, IPAF Waste Carrier Licence	Hourly rate. One prime provider and maximum of one reserve provider when prime provider unavailable	£20k
25b	Fire Alarm Service,	Fire Alarms (Servicing and Maintenance)	Servicing and maintenance of fire detection and alarm systems (post	Qualified Staff to 18 th Edition & 3 rd	Hourly rate	£80k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
	Maintenance & Installation - Educational, Corporate & other premises	45312100-8	installation)	Amendment. NVQ Level 3 or C&G Part1,2, C Cert. NICEIC or equivalent accreditation Registered Approved Installer, FIA Competence in Design, Maintenance and Testing SSIP PASMA, IPAF Waste carrier licence,	One prime provider and maximum of one reserve provider when prime provider unavailable	
26	Minor Adaptations & Associated Works	Access Ramps 45210000-2 Joinery 45421000-4 Masonry and Bricklaying Work	Carry out specified alterations which includes steps, flags, rails, ramps, widening doorways and associated works. Works to meet DDA & legislative	Qualified Staff NVQ Level 3 or C&G Advanced Craft relevant to Trade or NVQ Level 2- and	SOR priced works and quotes. One prime provider and maximum of one	£350k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
		45262500-6	requirements.	2-years' experience or equivalent CAT & Generator competency & certification Evidence of competencies in DDA regulations including Part M SSIP Waste carrier licence	reserve provider when prime provider unavailable	
27	Emergency make Safe Building Control works — During working hours and out of hours	Roofing 45261000-4	General works related to making safe areas and structures, including boarding up windows, doorways and applicable openings. Make safe building or structure which includes roofing works. Install safety barriers or Heras	Qualified Staff Minimum NVQ Level 2 in Roofing Occupation and 2 years' experience or equivalent for roofing activities SSIP, PASMA,	SOR priced work and quotes. One prime provider and maximum of one reserve provider when prime provider unavailable	£20k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
			fencing as required. Works undertaken during and out of hours.	IPAF, Waste carrier licence		
28	Electrical Fan supply and installation	Electrical installation work 45310000-3	Supply and fix of electrical fans to domestic properties with required completion documentation in accordance with building regulations	Qualified Staff to 18 th Edition & 3 rd Amendment. NICEIC or equivalent accredited Registered Approved Installer	SOR works priced One prime provider and maximum of one reserve provider when prime provider unavailable	£20k
29	Fire Preventative Work	Fire prevention installation works 45310000-3 45343000-3 453443100-4	Work associated with maintaining fire integrity of buildings.	FIRAS ASFP	SOR works priced	£20k
30	Garden work - Social Housing	No CPV	Strimming and cutting back of overgrown gardens. Garden excavation, clearing, removing and appropriate disposal	Qualified Staff - NVQ Level 1 relevant to CSCS Card Labouring or equivalent	SOR works. priced Two prime providers with	£50k

<u>Lot No</u>	<u>Lot Title</u>	<u>Common Procurement Code (CPV)</u>	<u>Work / Service Description</u>	<u>Mandatory Accreditations & Qualifications</u>	<u>Award Process of Actual Work / Service</u>	<u>Approx. Spend per annum</u>
			<p>of waste (with disposal certificates).</p> <p>In line with Wigan Council instructions remove trip, fall and drowning features, disposing of all waste (with disposal certificates).</p> <p>Installation with concreting of items including rotary drying lines</p>	<p>experience</p> <p>Waste carrier licence</p>	<p>work allocated based on provider scores achieved in the tender evaluation & availability.</p> <p>One reserve provider when prime provider unavailable</p>	

2 THE FRAMEWORK

- 2.1 The Framework will be open for use to all departments within Wigan Council. Wigan Council **makes no guarantee** as to the volume of business on offer.

3 OUTLINE OF INVITATION TO TENDER ASSESSMENT CRITERIA

- 3.1 **Failure to provide the information requested will result in a failed submission.** If there are any questions that do not apply, please explain as to why the answer is “N/A”. “N/A” will not be accepted on its own.

- 3.2 The ITT is split into three sections

- 3.3 Prospective Providers must complete all three sections .

Section 1 contains mandatory schedules for completion on:

Part 1 - Company Information

Part 2 - Technical and Professional Competences and Capacity

Part 3 - Financial and Insurance

Part 4 – Community Wealth Building & Social Added Value

Section 2 contains pricing schedules for completion

Section 3 contains the Undertaking Declaration, which must be completed and signed by a Partner, Director or authorised representative.

4 PROCUREMENT TIMETABLE

4.1 The table below illustrates an indicative timetable for the procurement process. Wigan Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Publication of ITT Documentation	15 February 2021
End of Pre-submission clarification(s)	1200 hours 15 February 2021
Deadline for replies to Pre-submission clarification(s)	1200 hours 10 March 2021
Deadline for receipt of completed ITT submission	1200 hours 17 March 2021
Evaluation of ITTs	18 - 31 March 2021
Potential Interviews / Clarification meetings - (note this may not be required)	1 st week April 2021
Notification of result of evaluation to successful and unsuccessful applicants	27 April 2021
Alcatel Period (10 days)	7 May 2021
Expected date of contract award	10 May 2021
Expected date of contract commencement	11 May 2021

5 CONTACT DETAILS

5.1 All communications for queries or requests for information during this procurement exercise must be directed through ProContract (formerly 'The Chest').

No requests for information other than via ProContract will be responded to.

For further information regarding, ProContract e- procurement portal, please refer to <https://procontract.due-north.com>

WIGAN COUNCIL

Building and Associated Works Framework for Works

2021 - 2025

INSTRUCTIONS TO ORGANISATIONS AND DETAILS OF CONTRACT

ITEM	FRAMEWORK DETAILS
OJEU reference:	(a) 2020/S 237-586850
Contract Description:	(b) Building and Associated Works Framework 2021 - 2025
Period of Contract:	(c) This contract will be for a maximum period of 4 years, 1 years fixed with an option to extend for another 3 years in 1 or greater years increments
Procurement approach	(d) A Restricted - two stage approach is being utilised to procure this framework.
Call-off Frequency	(e) Wigan Council makes no guarantee as to the volume of business on offer and volumes provided are indicative only and intended as a general guide.
Estimated Contract Value	(f) The annual value of the Building and Associated Works Framework 2021 – 2024 will be in the region of £8million – £14million, but this figure is not confirmed, nor a guarantee.
Submission Instructions:	(g) Prospective Providers who have passed the PQQ Stage are those invited to compete in this second ITT stage.
ITTs to be sent to:	(h) To submit your response, you should upload all documents via the e-tendering portal ProContract – https://procontract.due-north.com by the closing date and time.
Date/time for ITT return:	(i) 1200 hours 17 March 2021

ITEM	KEY DETAILS
Form of Contract	As listed on ProContract
Performance	<p>The contractor's performance will be assessed on a project/works-by-project/works basis. Wigan Council reserves the right to remove the contractor from the framework if Wigan Council feels that the performance is not up to the required standards of Wigan Council.</p> <p>Wigan Council retains the contractor for the performance of the services on a non-exclusive basis</p>
Submission Pricing	<p>As part of the tender submission, different pricing approaches are required. Submissions will have to show how the prices are built up. Submissions will be evaluated by firstly assessing whether the price is within tolerance and then multiplying the submission price per SOR by SOR frequency and scored accordingly. The most economically advantageous will receive most points allocated to the pricing model.</p> <p>Prices submitted are binding on contractors and will be built into contracts of works – Wigan Council may consider price rises during future years of the contract based on significant legislation and regulatory changes and significant increases in material costs.</p>
Contract/Contact Manager	The contractor shall employ a competent and authorised Key Person empowered to act on behalf of the contractor for all purposes connected with successful tendered projects/works within the framework.
Contractor Employees	<p>Wigan Council reserves the right under the contract to refuse to admit to, or to withdraw permission to remain on, any premises occupied by or on behalf of Wigan Council any member of the contractor's employees; and/or any person employed or engaged by, whose admission or continued presence would be, in the reasonable opinion of Wigan Council, undesirable.</p> <p>The contractor shall provide details of staff they wish to undertake works including name, home postcode, qualifications and other particulars as Wigan Council may reasonably desire for approval.</p> <p>The contractor's employees, engaged within the boundaries of any of Wigan Council's premises, shall comply with such rules, regulations and requirements (including those relating to security and H & S arrangements) as may be in force from time to time for</p>

	<p>the conduct of personnel when at that establishment and when outside that establishment.</p> <p>The decision of Wigan Council as to whether any person is to be refused access to any premises occupied by or on behalf of Wigan Council shall be final and conclusive.</p> <p>The contractor shall replace any of their employees who Wigan Council reasonably decides to have failed to carry out their duties with reasonable skill and care. Following the removal of any of the contractor's employees for any reason, the contractor shall ensure such person is replaced promptly with another person with the necessary training and skills to meet the requirements of the services.</p> <p>The contractor shall bear the cost of or costs arising from any notice, instruction or decision of Wigan Council under this clause.</p>
Key Performance Indicators (KPI's)	Wigan Council will utilise a series of KPI's to monitor performance and quality of works. These may change over the life of the Framework.
Insurance and Liabilities	<p>The contractor shall maintain insurance necessary to cover any liability arising under the contract as set out in the Contract Particulars.</p> <p>The contractor shall prior to the commencement date and on each anniversary of the commencement date and/or upon request provide evidence that all premiums relating to such insurances have been paid.</p>
Health and Safety	The contractor shall comply with all health and safety legislation in force and all health and safety policies of Wigan Council.
TUPE	<p>Wigan Council believes that TUPE will not apply in this instance.</p> <p>Wigan Council gives no guarantees on this and will not be responsible for any TUPE costs</p>
Assignment, Sub-contracting and Responsibility	Subject to any express provision of this framework, the contractor shall <u>not</u> assign all or any benefit, right or interest under this contract or sub-contract the provision of the services.

COMMUNITY WEALTH BUILDING & SOCIAL ADDED VALUE

Wigan Council has been committed to acting in a socially responsible way and to influencing others with whom we work with to do the same for a number of years. In accordance with the Social Value Act 2012 we have considered social value in all our decisions; about how we spend this value and in addition to ensure that who we work with has the potential to make a major contribution to the borough of Wigan.

Wigan Council is looking forward at the next decade and the Council's strategy for the borough 'Deal 2030' and believes that Community Wealth Building (CWB) is a key cog in building and deepening our successes into the economic lives of our citizens and communities.

CWB is an alternative approach to local economic development which redirects wealth back into the local economy and into the hands of local people and places, for the benefit of local communities. The Council has practiced elements of CWB for some years, whilst we have not always recognised it, but the CWB ethos strongly aligns to 'The Deal'.

Working with the Centre for Local Economic Strategies (CLES) the Council are at the beginning of work to put CWB at the heart of our approaches by establishing a version of CWB to truly meet the needs of the borough. Wigan Council are looking for its CWB strategy to be a catalyst to put more economic control in the hands of local people and in doing so create an economy which nurtures and sustains all citizens, by tackling inequality in wealth head-on.

Wigan Council believes through the borough's version of CWB, our economy can be developed so that it is expertly tuned to deliver benefits and sound justice for every single resident of the borough.

The Council cannot do this in isolation, but by building on the foundations of 'the Deal', the Council are working with the family of anchor (non-profit, local based) institutions e.g. colleges, hospitals etc. within the borough and is seeking to champion a community partnership approach to the borough's economy, using the partnerships significant economic resources to create an alternative to the failed trickle down approach.

Whilst not taking an anti-private sector or anti-big business stance, we want to see the co-ops, mutually owned businesses, SMEs and municipally owned firms within

the borough playing a growing role in building an economy where growing wealth benefits everyone.

The Council wants to use the public money that is intended for the borough to tackle our greatest challenges and create an economy that is fairer.

As a partnership we are looking to spend with companies with a commitment to Wigan borough and the people they are serving. Money intended for the borough is spent for the benefit of the borough. This means a greater emphasis on working with those businesses committed to Wigan borough, a model that is mutually beneficial – the right choice for the council and its partners and right choice for the borough and people who live here.

Wigan Council's CWB vision is that:

“Money created here is spent here, work pays and we all benefit from the wealth of our place – the money but also the ideas, the passion, the people.”

Using CLES five principles of creating a community wealth building approach. Which are: fair employment and just labour markets, progressive procurement, socially just use of land and property and making financial power work for local places, Wigan Council has identified six broad key areas for taking their CWB partnership approach forward.

Key areas:

1. Procurement & Commissioning
2. Housing
3. Community assets
4. Recruitment
5. Green jobs
6. Working with business & supporting entrepreneurs

Wigan Council's Community Wealth Building web page can be accessed at www.wigan.gov.uk/communitywealthbuilding, with the Vision & Principles document attached below:



In relation to this Framework, building on our Social Added Value approach and as part of Wigan Council's CWB Vision, prospective providers are requested to agree to voluntary commitments should they be successful.

Whilst these are being finalised, they include the following elements:

- Employment of a high percentage of local labour
- Working with Wigan Council staff to identify suitable vacancies that can be offered as an apprenticeship / traineeship with appropriate training programme
- Placing appropriate employment and training vacancies with designated Council partners
- As a priority and where appropriate, recruitment of local unemployed people into new job opportunities
- Support with targeted employment opportunities for our complex dependency cohorts
- Utilisation of local supply chains
- Minimum wages in line with Wigan Living wage and no zero-hour contract approaches
- Demonstrable proof of investment in the borough
- Utilisation of greener technologies
- Reduction of adverse impact on the environment

COMPLETING THE QUESTIONNAIRE

1.1 **Failure to provide the information requested will result in a failed submission.**

If there are any questions that do not apply, please mark them “N/A” with an explanation as to why this is not applicable.

1.2 The ITT is split into three sections:-

Section 1 Contains questions for completion on:-

- **Company Information** – including confirmation and electronically signed **(this is a scanned in signature)** declaration by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation that the information provided in the PQQ was accurate and that it still remains valid
- **Technical & Professional Competences and Capacity** - including information on the company’s mandatory accreditations and qualifications, along with staff names and qualifications to meet the requirements of the Lots applying for – all evidence needs to be uploaded to the ProContract site for evaluation
- **Financial and Insurance**
- **Community Wealth Building and Social Added Value** – outlining the organisations approaches, actions and commitments

Section 2 Contains pricing schedules for completion. **Note: you are only to complete the schedules relating to the lots you have been asked to tender for. All prices need to be completed within the lot schedule.**

Section 3 Contains the Undertakings Declaration and acceptance of contract details, terms and conditions, which is to be electronically signed **(this is a scanned in signature)** by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.

All applicants are required to complete all three sections.

- 1.3 The successful contractors will be expected to comply with Wigan Council's policies available on Wigan Council's website (www.wigan.gov.uk) including the following, non-exhaustive list:

- Health and Safety (copies can be provided on request)
- Equality and Diversity
- Whistle blowing
- Data Protection (GDPR)

2 Consideration of ITT Submissions

- 2.1 Please note, that when evaluating the ITT, Wigan Council will take into account whether all of the requirements of the ITT documentation have been met, such as whether all additional documentation requested has been included with the submission. Organisations may be asked to clarify their answers or to provide more details, as responses may be rejected if they are incomplete.

2.2 Supporting Documentary Evidence

Failure to provide any of the requested evidence (see below) as specified in the ITT will result in the submission being rejected:

- a) The completed and electronically signed (**this is a scanned in signature**) ITT Questionnaire including any supplementary evidence cross-referenced to the appropriate sections.
- b) Organisations accreditations and Staff details and associated qualifications.

2.3 Disqualification / Rejection

Wigan Council shall disqualify or penalise any applicant(s) if:

- i. All answers are not provided in the boxes under the questions.
- ii. Answers are greater than the word limits given; if the answer are greater, then points will be deducted. Other attachments submitted will not be considered unless requested.
- iii. Submit blank answers with N/A will result in a zero mark.
- iv. Applications fail to provide an acceptable or satisfactory response to any question in the submission or inadequately or incorrectly complete any question.
- v. Applicants submit its completed ITT (or any part of) after the deadline.

The applicants who comply with the above grounds shall be evaluated on the qualification criteria listed in the ITT, which takes into account the Technical & Professional Competencies and Capacity, Financial & Insurance Position, Community Wealth Building & Social Added Value and Price of Work.

Wigan Council may seek independent financial and market advice to validate information declared or to assist in the evaluation.

Shortlisted contractors may be required to attend an interview for clarification purposes.

Once on the Framework allocation of works at the award stage will be undertaken in accordance with **the award criteria and any revisions** stated in this pack.

3. Evaluation of Questionnaires

3.1 Compliance Review

Please note the following is a summary of the essential requirements for submission:

Section	Assessment	“Fail” on
Section 1		
Part 1 Company information	<p>This section is required for information and the potential to fail clarification questions.</p> <p>This is to ensure Wigan Council knows which organisation has submitted the ITT and that the PQQ submission is still valid.</p>	Incomplete information, Incomplete or no electronic signature confirming the accuracy and validity of the PQQ information.
Part 2 Technical & Professional Competence and Capacity	<p>This section consists of 4 questions all questions must be responded to by all organisations, along with evidence relating to all the lots you have been successful to respond to.</p> <p>The questions are evaluated on a mix of pass / fail and scored basis.</p> <p>Questions 2.1 and 2.2 being scored, with a maximum of 50 points per question.</p> <p>(100 points in total available).</p> <p>Question 2.3 evaluated on a pass / fail basis.</p>	Unsatisfactory response, lack of qualifications, relevant specific experience, lack of capacity for works and / or incomplete information to questions.

Section	Assessment	“Fail” on
Part 3 Financial & Insurance	This section will be assessed, and responses evaluated on a pass / fail basis. We will seek evidence relating to the questions, if required.	Unsatisfactory responses and / or incomplete information, inadequate insurance or missing or out of date evidence
Part 4 Community Wealth Building & Social Added Value	This section consists of 4 questions all questions must be responded to by all organisations. Question 4.1 will be evaluated on a pass / fail basis. Questions 4.2 & 4.3 are to be scored, with a maximum of 100 points available for each of the questions. (200 points in total available).	Unsatisfactory response and / or incomplete information to question 4.1 which is a pass/fail question. Unsatisfactory response and / or incomplete information to questions 4.2 - 4.4
Section 2		
Pricing Schedule	This section is evaluated on price for each Lot group of prices. With points allocated on the methodology shown at Appendix B. (700 points in total available)	Incomplete information, not all prices required are provided.
Section 3		
Undertaking Declaration	This section will be evaluated on a pass / fail basis.	Incomplete or no electronic signature

3.2 Main ITT Scoring / Weighting Grid

When considering submissions, the following ITT selection criteria will be applied: -

<i>ITT Evaluation Criteria</i>	<i>Points</i>
Company Information	<i>Pass / Fail</i>
Technical & Professional Competencies & capacity.	100
Financial & Insurance	Pass / Fail
Community Wealth Building & Social Added Value	200
Pricing	700
Declaration	Pass / Fail

3.3 ITT Selection Criteria Scoring

Wigan Council may invite the top scoring applicants (to be determined) to an interview/clarification meeting.

4 SUBMISSION OF ITT'S

4.1 The closing date and time of the ITT is 1200 hours 17 March 2021.

4.2 Please ensure that you submit your application through **ProContract (formerly 'The Chest')** e – procurement portal.

- 4.3 Please ensure you leave sufficient time to submit your Invitation to Tender (ITT) prior to the closing date/time. Wigan Council cannot be held responsible for any issues in leaving the return of your submission too late.
- 4.4 No submission received after this closing date and time will be considered.
- 4.5 Please do not send any additional company literature/brochures if these have not been requested. For the avoidance of doubt, these would neither be considered nor scored, and marks may be deducted.
- 4.6 The ITT must provide all of the information requested in the specified format and be completed in full and signed where indicated.
- 4.7 Failure to complete all relevant sections or sign the document where required may render your submission incomplete or non-compliant and may invalidate your submission.
- 4.8 This ITT is for use by Organisations who have been chosen to submit an ITT their professional advisers and other parties essential to preparing responses to the ITT and for no other purpose.
- 4.9 The contents of this ITT, and that of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of Wigan Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.
- 4.10 This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for

any inaccuracy or incompleteness is therefore expressly disclaimed by Wigan Council and its advisers.

4.11 Wigan Council reserves the right to reject ITTs, which are not submitted in accordance with the instructions given.

4.12 Wigan Council reserves the right to cancel the tender process at any point. Wigan Council is not liable for any costs resulting from cancellation of this process or for any costs incurred by Organisations taking part in the tender process.

4.13 ITT's must be completed in the English language.

4.14 Organisations are deemed to understand fully the processes that Wigan Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015.

4.15 **If at the time of the evaluation process, your registration with Constructionline, Safety Schemes in Procurement (SSIP), HSE Asbestos license, Waste Carrier License or other accreditation are under suspension, not verified or non-compliant, then this will be classed as a fail and your application rejected.**

5 Clarifications and Queries

5.1 Pre-submission Clarifications

Any clarification by Wigan Council prior to the ITT due date will be issued as a Circular Advice to all Prospective Providers via ProContract.

There will not be any negotiations of any of the substantive terms of these documents. Only clarification queries relating to the documents will be answered.

Prospective Providers must submit all ITT related queries in writing via ProContract portal no later than **1200 hours 3 March 2021**.

Any questions about the procurement should be submitted via ProContract. **Discussions with Officers of Wigan Council regarding the procurement could result in you being disqualified from the procurement process.**

Wigan Council shall endeavour to respond to all such queries/clarifications within 5 working days, by the issue of a Circular Advice to all Prospective Providers via ProContract, unless the clarification is confidential, in which case it will be restricted to the enquiring Prospective Provider, and general clarification issued to other Prospective Providers if appropriate.

Wigan Council reserves the right to retain all and any of the information supplied to it by applicants.

All such queries will be responded to by Wigan Council by **1200 hours 10 March 2021**.

Telephone or e-mail enquiries will **NOT** be accepted and may result in your application being declined.

Wigan Council reserves the right to retain all or any of the information supplied to it by applicants.

5.2 Post Submission Clarifications

Wigan Council reserves the right, after submissions have been opened, to clarify with any Organisation any aspect of the submission and to retain all or any of the information supplied. It is imperative that all Organisations ensure that their primary contact is available during the ITT evaluation period in order to respond to any clarifications that are asked.

All Wigan Council and applicant clarifications, both pre-submission and post ITT submission shall be sent using the e-procurement portal ProContract.

6 FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION STATEMENT

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to Wigan Council may be disclosed in response to a request made pursuant to the FoIA.

In respect of any information submitted by a Prospective Provider, that it considers commercially sensitive the Prospective Provider should:

1. Clearly identify such information as commercially sensitive.
2. Explain the potential implications of disclosure of such information: and
3. Provide an estimate of the period of time during which the Prospective Provider believes that such information will remain commercially sensitive.

Please submit responses to 1, 2 or 3 as an Annex with the completed ITT.

Receipt by Wigan Council of any material marked 'confidential' or equivalent should not be taken to mean that Wigan Council accepts any duty of confidence by virtue of that marking. Wigan Council shall not be responsible for any loss, damage, harm or other detriment however caused arising from the disclosure of any of the confidential information under the FoIA or other similar legislation of code.

THE RESTRICTED PROCEDURE

ORGANISATION'S GUIDE

1 INTRODUCTION

The procurement of this Contract is being carried out under the restricted procedure. This means that Wigan Council. is following a two-stage process for organisations to be included on the framework. Wigan Council has assessed your PQQ submission and you have successfully progressed to the ITT stage.

This guide is intended to help you:

- understand the procurement process.
- Prepare your Invitation to Tender (ITT) response, and price the pricing schedule.

Further details of the various stages are shown below to assist you through the process.

2 FRAMEWORK AND SHORT LISTING

If you want to be considered, to progress to the framework you must complete the ITT documentation and submit through the e-procurement portal - **ProContract** and within the given timescales.

You must comply with all of the instructions, include the signed undertaking in your submission, and answer any clarification questions, which may be included. And ensure all required documents are attached and referenced.

Wigan Council will consider the information that you submit in your ITT to decide which organisations are to be included on the framework.

The ITT asks about different aspects of your business as follows:

Section 1

- | | |
|--------|--|
| Part 1 | Company Information |
| Part 2 | Technical & Professional Competencies and Capacity |
| Part 3 | Financial & Insurance |
| Part 4 | Community Wealth Building & Social Added Value |

Section 2

Pricing Schedule

Section 3

Undertaking Declaration

All parties who are eligible will have a score by the end of the ITT evaluation and the parties will be ranked in numerical order.

Wigan Council may invite the top scoring applicants to Interview.

2 PRICING SCHEDULE – SECTION 2

As part of the procurement pack, there are pricing schedules for each Lot, within an excel spreadsheet titled Section 2 Pricing Schedule.

Organisations need to complete all the pricing schedules relevant to the Lots they have successfully progressed to the ITT stage for.

Pricing schedules are either:

- a) Schedule of Rates: - work descriptions in the format, which organisations are required to complete charging rates for each description of work, with an all-inclusive price.

Organisations are required to note that prices submitted are binding on contractors and will be the maximum price built into any future contract. Wigan Council may consider price rises during future years of the contract based on significant legislation and regulatory changes and significant increases in material costs.

- b) Detailed Work Pricing: an example of project works requiring a clear breakdown of costs, including hourly rates of labour and hours for completion of works, with materials to be used and their costs.

Organisations are required to note that the submitted hourly rates of labour will be binding on contractors and the submitted hours for work completion will be taken as a benchmark for future price submissions. Wigan Council may consider price rises during future years of the contract based on significant legislation and regulatory changes and significant increases in material costs.

- c) Hourly Rates: labour hourly costs, for a tradesperson with a vehicle.

Organisations are required to note that prices submitted are binding on contractors and will be the maximum price built into any future contract. Wigan Council may consider price rises

during future years of the contract based on significant legislation and regulatory changes and significant increases in material costs.

The pricing model will account for 700 points.

The quality aspect of the tender (which is covered in procurement pack 2), will account for 300 points, based on the stated scores for each question.

The Interview will be for clarification and where a final decision needs to be made between providers.

There is a Total Maximum points available of 1000.

You should read the ITT carefully. It is important that you understand the needs and requirements of Wigan Council as:

- You need to be able to demonstrate that you can meet those requirements in the information which you provide, and
- To ensure that you have considered all aspects of the pricing document.

You should also take time to understand how your Tender is going to be evaluated by reference to the evaluation criteria so that you can ensure that your information gives you the best opportunity of success.

This includes understanding all of the obligations you will have under the Contract – the Contract will comprise:

- Contract Particulars
- Pricing Schedule

If there is any inconsistency between any of the items listed, they will take priority as listed e.g. anything in Special Terms and Conditions would override an inconsistent term in the Standard Terms and Conditions.

If there is anything that you do not understand about the ITT, you should submit a question via the e – Procurement portal ProContract for clarification, within the stated timescale.

4 PRICING AND QUALITY SUBMISSION

Your Tender must be **up loaded** onto e-procurement portal - **ProContract** in accordance with the details set out in the ITT. Tenders will need to be submitted following the instructions to do so within the ITT documentation before the closing date and time.

It is the Tenderers responsibility to ensure that the submissions are delivered on time and that sufficient time is built into the preparation to allow the Organisation to meet those timescales.

5 TENDER EVALUATION AND CONTRACT AWARD

Tenders within this ITT are going to be evaluated based on the most economically advantageous Tender, of those that meet the quality threshold.

The evaluation of your Tender will follow this process:

- Wigan Council's evaluation panel for this procurement will check the Tenders for compliance with the requirements.
- If compliant, the information provided will be evaluated against the evaluation criteria as set out in the ITT.
- Wigan Council will clarify your Tender as needed.

You should ensure that there is somebody available to answer questions or queries from Wigan Council as soon as possible in order to assist the evaluation process. Your responses will be to clarify elements of the Tender submission.

Wigan Council may decide to use interviews/clarification meetings as part of the evaluation process.

Once the successful tenderers are chosen, Wigan Council will notify them and all unsuccessful tenderers of the outcome, via the e-procurement portal ProContract.

6 CONTRACT START

If you are the successful tenderer, you will be sent a letter of intent from Wigan Council to sign before you start fulfilling your obligations under the Contract

subject to meeting any preconditions or checks prior to entering into the Contract.

You should be ready to start on the day indicated in the procurement documents and to ensure that all relevant personnel are available for that start date anticipated to be 11 May 2021.

APPENDIX A

FRAMEWORK TERMS AND CONDITIONS

Added to the ProContract site

APPENDIX B

PRICING AWARD EVALUATION

The Pricing Award Evaluation will be assessed under the award criteria for Quality and Price stated in this section.

1. Cost

Criterion	Weighting
Lowest submitted tender having taken into account any other priced risks or benefits to the Council (including frequency of SOR utilised)	700 Points

Each tenderers completed pricing schedule tender sum submission will be awarded a score based on its relationship with the lowest Tender which will take into account any other risks or benefits.

The tender with the lowest tender sum will be **awarded the full 70%**; each of the remaining tenders will be awarded percentages on a pro-rata basis in accordance with the following calculation.

Example

Company A overall tender sum £140,000

Company B overall tender sum £150,000

Company C overall tender sum £180,000

to work out the adjusted weighting of each price submission:

*= **lowest price submitted** divided by **actual price submitted** multiplied by **Price weighting***

Therefore:

Company A overall contract price £140,000 = £140,000/£140,000 x 70 = 70% therefore 700 points

Company B overall contract price £150,000 = £140,000/£150,000 x 70 = 65.33% therefore 653 points

Company C overall contract price £180,000 = £140,000/£180,000 x 70 = 54.44% therefore 544 points