

# CAFM Bidders Day Questions and Answers

Supporters Bar, The Shay Stadium

**13<sup>th</sup> March 2015, 2.00pm-3.30pm**

## **Section 1**

**Q.1 What maintenance management system do you use?**

A None at the moment, we have approval to purchase a CAFM system and are currently setting up a project team to deliver this in order to ensure our asset data is up to date and provide us with an effective work planning and reporting tool. This won't be fully commissioned until August 2016 however once commissioned will enable all our suppliers to interface with us more simply and effectively.

**Q.2 Would the contractor then link in with this?**

A Yes, the maintenance management system would link in with the Contractor. All contractors would be required to have a compatible software system that is capable of interfacing with the client's software and at this stage this is likely to be an Oracle based system. We are in discussions with our ICT department to ensure our suppliers benefit from mobile access.

**Q.3 With the Fabric bundle, are you looking for 1 company to lead it, or can you collaborate and work together?**

A All these are sole service, so there can only be 1 contractor to lead the contract, but we encourage and support businesses to work together, under consortium based arrangement.

**Q.4 Is it taken into consideration when it is local companies who are bidding, as it would mean local staff would be employed therefore improving the local economy?**

A We have to procure on an open and fair basis, part of our evaluation will include 'Social Value'.

**Q.5 The spend figures, do they include planned and reactive?**

A Yes.

**Q.6 For Mechanical and Electrical - the specific 4 lots, can one company be in charge of all 4, or do they have to be 4 separate companies?**

A The lots have to be applied for separately, for 1 company to deliver all 4 lots would mean that that same company would have to win each lot.

**Q.7 How will I become aware of the RPZ contract which is less than £10K? How do I know when it is available?**

A Contact us with your information and we will include you.

**Q.8 Are there any capital works included?**

A No, but the Council do have an annual Capital programme that we procure separately through YORtender and be open to competition.

**Q.9 Apprentices-what are you looking at with regards to including them into the scheme?**

A Yes apprentices are covered under Social Value part of the evaluation. The Council supports apprentices (more from the Business Growth Team later) so there will be support available.

## **Section 2**

**Q.10 YORtender- was it always anything over £10K had to be applied for that way?**

A No, previously YORtender was used for anything over £60K, however now it will be used for quotations/tender over £10K. This will mean that there are no paper copies and there is a clear audit trail on the system.

**Q.11 Where would Yorkshire Purchasing association fit in?**

A We have considered all the categories and at this stage there will be no frameworks, it will all be open for competition.

**Q.12 Tupe, does it apply in certain lots and would we receive information on it.**

A Yes, details will be included within the tender documentation.

**Q.13 Scoring of tenders last year, the feedback from the letters was unclear. Will you be providing more clarity this time round? The % didn't tell us anything.**

A We always give an overall position on where you have come with % in regards to price and quality. If you contact us further, we will always provide more feedback and clarity on where you need to improve.

**Q.14 You will give us guidance on how to improve**

A Yes, definitely. It is a continuous relationship and we want to help you improve, as well as taking on your comments to ensure we are improving ourselves.

### **Section 3**

**There were no questions on Section 3**

### **Section 4**

**Q.15 There is some clarity needed on the Yorkshire Purchasing Association. Does it mean that the YPO catalogue is no longer being used?**

A It is our intention currently that we will no longer be using frameworks or YPO directly as the categories we have explained today will be open to competition. Previously, frameworks were utilised on some categories due to timescales that we were under. The only service YPO will provide is Utilities where we are contracted until 2017 and 2019 on Gas and Electricity respectively.

**Q.16 With YORtender, you have to make sure you get the key words right so that they match us?**

A Yes, when we upload a quotation / tender, we have to ensure that we highlight all the key words relevant for that procurement. When your company registers on YORtender, you also have to select the key words appropriate to the works and/or services that your company can provide. Also ensure that you chose the relevant Common Procurement Vocabulary (CPV) Codes in relation to your company's services. Upon upload, you will receive notification through YORtender when a contract has been published.

**Q.17 On the M and E are we in a better position to submit one tender for all lots through one point of contact or find individual companies to apply for each lot independently.**

A One tender cannot be submitted for all the Lots 1 to 4, the company (whether a lead company from a consortium or a single company) will need to submit a tender for each lot.

For the avoidance of doubt, if more than one company forms a consortium, one company will need to be the lead company.

**Section 1**

**Q.1 Is there any intention of breaking washrooms into lots?**

A No, it is one contract. If you cannot provide all services you will need to create a consortium. We promote collaborative and partnership working wherever possible.

**Q.2 How are you advertising these contracts?**

A Through the YORtender portal. As long as you are registered, you will receive the notification as appropriate. Please ensure that you register for free at [www.yortender.co.uk](http://www.yortender.co.uk).

**Q.3 UV filtration and chemical dosing are usually separate from moveable walls. Why are they together?**

A One of our pools one has a movable wall and the previous contractor was able to service that as well as doing the dosing and UV filtration. We are still reviewing this but expect for now this will stay as is but there is a possibility it can be moved to another bundle in the future.

**Q.4 Is there a relevant vetting procedure?**

A Yes, Deborah Gaunt from Procurement will take through changes in procedure and legislation in the next section of the presentation.

**Q.5 If the company sub-contracts, how do you vet the sub-contractors? As there have previously been sub-contractors who didn't have Health and Safety qualifications.**

A We don't, it is the responsibility of the Lead Contractor to manage and be responsible for any sub contractors. Under new procurement rules, contractors who do not have CHAS or SSIP will need to complete a full H and S assessment.

**Q.6 Is it the responsibility of the lead supplier to ensure everyone has it?**

A Yes.

**Q.7 Is the lead liable if it is found that they don't have it?**

A Yes.

**Q.8 Is there a lot of TUPE involved in this?**

A We are not expecting a great deal but we anticipate some. We will provide all the information as part of the procurement process.

## **Section 2**

### **Q.9 Are you ensuring local companies from Calderdale are being used?**

A We can use local contractors for contract values of less than £10,000 and where relevant will always look to involve. We will attempt to ensure local companies are advised when procurements are going out but stress this is the responsibility of the suppliers. To ensure your company is aware of opportunities register on [www.yortender.co.uk](http://www.yortender.co.uk).

### **Q.10 The suitability assessment, is this just another name for PQQ?**

A No, the suitability assessment is a simpler form to complete and is tailored to be fair, proportionate and relevant to each specific contract.

### **Q.11 Is the amount you've given the final amount?**

A No, the amounts displayed today are annual contract values and not total contract values over the term of the contract.

## **Section 3**

### **Q.12 Commencement dates, are these the start of the contract or start of procurement process?**

A The date supplied is the start of the contract.

### **Q.13 Why are some of these big lots, and some of them broken down. We are going to end up still completing a PQQ for a lot that has a smaller contract value than the cut off line.**

A We have carefully considered the grouping of the work. We don't want to get a contract which has countless sub-contractors working on it as we want to deal with one supplier per contract. In the M and E bundle we decided to split the bundle into 4 lots so they are easier to manage. Putting them all together under one contract may be something we look at in the future but for now we felt it was too much too soon.

### **Q.14 Putting the 4 lots into one bundle will make it an OJEU and produce more work for the supplier, why have you done this?**

A Originally we wanted to put this together as we have with the Fabric, after serious consideration we decided to take a commercial approach and split into lots, allowing suppliers more opportunities to win the work. We will clearly confirm arrangements throughout the procurement process. Like everyone, we have savings to achieve. Talk to us, we are here to support you.

**Q.15 Are all the specifications informative and inclusive of data?**

A All data lists and asset lists will be provided. Previously we have had issues with data but we have worked alongside contractors to improve that data throughout current contracts and we will continue to do so. We recently got approval to go ahead and procure a Computer Aided Asset Management System, which will continue to improve our data and will link in with the contractors.

**Q,16 Has there been a view to install closed protocol systems?**

A We want open protocol systems as closed systems will give us some issues.