



The City of Edinburgh Council

GUIDANCE FOR USING THE FRAMEWORK AGREEMENT FOR:

Edinburgh Shared Repairs Service

Reference: CT0917

1st April 2022 – 31st March 2024

with up to two optional 12-month extensions

**** PLEASE TREAT THIS GUIDE AS COMMERCIAL IN CONFIDENCE ****

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The main contact for this agreement is:

[REDACTED]
Shared Repairs Senior Manager within the Edinburgh Shared Repairs Service
The City of Edinburgh Council

Email – [REDACTED]@[edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)

Phone – [REDACTED]

In addition, [REDACTED], Chartered Building Surveyor, [REDACTED], Building Surveyor, were involved in the creation of this Framework Agreement on behalf of the Edinburgh Shared Repairs Service Team

1. Introduction

The purpose of this Framework Agreement is to deliver a more efficient route to market by minimising the resource required to procure access to Edinburgh Shared Repairs Service Contractors. This Framework Agreement will provide a compliant route to market to purchase this service.

This Framework Agreement has been tendered by The City of Edinburgh Council.

The scope of services includes fabric repairs to the external common areas of historic tenements across the City of Edinburgh. This work may include repair and replacement of roof coverings and roof lights, repair and replacement of external wall elements, for example stonework, brickwork, blockwork and render coverings. The work may also include internal works in common stair areas like plaster repairs and decoration, replacement of common entrance doors and windows. The Framework also provides for emergency 'make safe' works, such as removal of dangerous masonry, loose slates, flashings or chimney pots as required.

A copy of the Framework Specification with further detail of the scope of services is provided as **Appendix A** and includes health and safety requirements and KPI information.

2. Benefits of using the Framework Agreement

This Framework Agreement offers:

- Ability to award contracts efficiently via rank;
- Ability to carry out a mini competition for work packages;
- Excellent service delivery from experienced contractors; and
- Adherence to procurement legislation.

3. The Contractors

Six Contractors have been awarded a ranked place on the Framework Agreement across two lots:

Lot 1 Fabric Repairs Works (Work Package Call-off Value up to £50k)	Lot 2 Fabric Repairs Works (Work Package Call-off Value up to £250k)
1) James Breck Ltd	1) James Breck Ltd
2) Apex Contracts Ltd	2) Apex Contracts Ltd
3) Go-Wright Ltd	3) Go-Wright Ltd
4) Watson & Lyall Ltd	4) Watson & Lyall Ltd
5) Saltire Roofing & Building Ltd	5) B & D Roofing & Building Ltd
6) B & D Roofing & Building Ltd	6) Saltire Roofing & Building Ltd

Submissions were scored on the following aspects:

Cost – 60%

In the Commercial Section, tenderers were invited to complete a Pricing Schedule with capped Contractors Percentage Adjustment (CPA) rates (the maximum that can be applied in future tendering) for notional work packages. These percentages may be discounted on an individual basis for future works packages tendered in accordance with the framework agreement and call-off methodology, described in Section 4 Operation of the Framework Agreement.

Quality – 40%

In the Technical Section, tenderers were required to complete scored questions and provide method statements to evidence their knowledge and general suitability as Contractors. This included questions on Service Delivery Methodology (25%), Delivery Team (20%), Contract Management and KPIs (15%), Health and Safety (10%), The Environment & Sustainability (10%),

Community Benefits (5%), Business Continuity (5%), Fair Work Practices (10%) and Fair Work Management Information (Non Scored).

The submissions were evaluated by Technical Council Officers from the Edinburgh Shared Repairs Service of the City of Edinburgh Council.

The full contact details of the Contractors can be found in **Appendix B**

4. Operation of the Framework Agreement

The following call-off methodologies will be used by the Council in awarding contracts through the Framework Agreement:

Utilising Ranking

When utilising ranking, the Council will allocate business to the highest ranked Contractor of the corresponding lot (as established at the point of the Framework Agreement award). The successful Contractor will be advised of their proposed appointment by telephone/email, followed up with an award letter. If the Contractor declines the business the next highest scoring Contractor will be awarded the business and so on.

Mini-Competition – (this option will be most used)

The Council shall, at their sole discretion, choose to allocate business by undertaking a mini competition amongst all Contractors from the identified lot on the Framework. Evaluation criteria shall be based on the Criteria used to establish the Framework Agreement, however weightings and specific content will be refined to suit the requirement. The successful Contractor will be advised of their proposed appointment by telephone/email, followed up with an award letter. If the Contractor declines the business the next highest scoring Contractor will be awarded the business and so on.

The Council may decide to carry forward the quality/technical scores allocated to each Contractor (as established at the point of the Framework Agreement award) and seek a commercial response only. As price is the only factor being evaluated, you must utilise the quality score the Contractor obtained when awarded onto the framework, as such the price ratio is 60% (quality 40%). On receipt of supplemental tender and price, officers will input pricing into the price only matrix, which will show your winning Contractor.

5. The Financial Terms

The Contractors have been added to the Oracle Contracted Supplier List and orders can be raised for the services by 'template by amount'.

Requisitioners can estimate the amount of their order if they are unsure of the final value then change the amount once they have the final invoice amount. Once the order amount has been changed to reflect the final invoice amount (NET amount), they just need to fully receipt the order and send the invoice to the Payments Unit.

The Specification detailed the following:

Individual orders will be raised for each work package and are to be separately invoiced on completion.

A Purchase Order Number (a unique number allocated to the order for services to be provided under a Call-off Contract issued to the Contractor by the Council) shall be provided in respect of (provisionally) agreed fees. Only once a Purchase Order Number has been rendered shall the Contractor submit an invoice to the Council. The invoices must reference the Purchase Order Number.

If the order value changed during the work, the Contractor needs to obtain authorisation from the Contract Administrator before submitting an invoice and, if approved, the requisitioner will need to change the PO amount to match the final invoice amount.

Once the order amount has been changed to reflect the final invoice amount (NET amount), the requisitioner needs to fully receipt the order and send the invoice to the Payments Unit.

The Council is not permitted to carry out any alterations to invoices.

Invoices will normally be settled within 30 days of receipt.

Pricing Schedules are as indicated at **Appendix C**

6. Terms and Conditions

The Framework Agreement consists of the Council's Framework Specification, the Council's Invitation to Tender, the Council's Framework Agreement Terms and Conditions, the Contractors' Pricing Schedules, the Contractors' Tenderer Submissions and the Contract Award Letters. Terms & Conditions are provided at **Appendix D**. Copies of the full set of tender response documentation are available on request.

Appendix A: Scope of Services including KPIs



Framework
Specification.pdf



Key Performance
Indicators.xlsx

Appendix B: Contractor(s) contact details

Company Name	James Breck Ltd
Contact Name / Position	Stewart Myers / Director
Contract Representative	Stewart Myers
Address	12 Hailes Street Edinburgh EH3 9NF
Phone Number	0131 228 4080
Email Address	Stewart Myers: [REDACTED] accounts@jamesbreck.co.uk
Comments	Lot 1: ranked First / Lot 2: ranked First

Company Name	Apex Contracts Ltd
Contact Name / Position	James Ford / Managing Director
Contract Representative	[REDACTED]
Supplier Address	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Supplier Phone Number	0131 316 4747
Supplier Email Address	James Ford: info@apexroofingcontracts.co.uk [REDACTED]@apexroofingcontracts.co.uk
Comments	Lot 1: ranked Second / Lot 2: ranked Second

Company Name	Go-Wright Ltd
Contact Name / Position	Gordon Cartwright / Director
Contract Representative	Gordon Cartwright
Supplier Address	Unit 7 Dunrobin Court 14 North Avenue

	Clydebank G81 2QP
Supplier Phone Number	0141 375 7690
Supplier Email Address	 info@go-wright.co.uk
Comments	Lot 1: ranked Third / Lot 2: ranked Third













Company Name	Watson & Lyall Ltd
Contact Name / Position	Nigel Watson / Director
Contract Representative	
Supplier Address	Dryden Road Bilston Glen Industrial Estate Loanhead EH20 9LZ
Supplier Phone Number	
Supplier Email Address	info@watsonandlyall.co.uk
Comments	Lot 1: ranked Fourth / Lot 2: ranked Fourth

Company Name	Saltire Roofing & Building Ltd
Contact Name / Position	Alan Davie / Operations Manager
Contract Representative	
Supplier Address	15 Allanbank Gardens Lauder Berwickshire TD2 6AB
Supplier Phone Number	
Supplier Email Address	alan@saltireroofing.co.uk
Comments	Lot 1: ranked Fifth / Lot 2: ranked Sixth

Company Name	B & D Roofing and Building Ltd
Contact Name / Position	James McKay /
Contract Representative	
Supplier Address	12 Ashbank Vogrie Road Gorebridge

	EH23 4NH
Supplier Phone Number	
Supplier Email Address	mail@bdroofing.co.uk
Comments	Lot 1: ranked Sixth / Lot 2: ranked Fifth

Appendix C: Contractor(s) Pricing Schedules (commercially sensitive)

James Breck Ltd	 Pricing Schedule LOT 1 James Breck.xl	 Pricing Schedule LOT 2 James Breck.xl
Apex Contracts Ltd	 Pricing Schedule LOT 1 Apex.xlsx	 Pricing Schedule LOT 2 Apex.xlsx
Go-Wright Ltd	 Pricing Schedule LOT 1 Go-Wright.xls	 Pricing Schedule LOT 2 Go-Wright.xls
Watson & Lyall Ltd	 Pricing Schedule LOT 1 W&L.xlsx	 Pricing Schedule LOT 2 W&L.xlsx
Saltire Roofing & Building Ltd	 Pricing Schedule LOT 1 Saltire.xlsx	 Pricing Schedule LOT 2 Saltire.xlsx
B & D Roofing and Building Ltd	 Pricing Schedule LOT 1 B&D.xlsx	 Pricing Schedule LOT 2 B&D.xlsx

Appendix D: Terms and Conditions



Terms & Conditions
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