A framework guide for Asbestos Works and Services (AS1)

Better buying for homes and local communities
Introducing the SPA

The Scottish Procurement Alliance (SPA) is a new approach for procurement in Scotland, created for organisations that buy products and services for the construction, refurbishment and maintenance of social housing and public buildings. It is backed by LHC, one of the leading and most respected procurement companies in the UK.

The SPA results from discussions with LHC members in Scotland who saw the huge potential of having a centre of excellence for procurement – focused on construction and refurbishment – which exclusively addresses Scottish needs, standards and aspirations.

Its formation is timely, coinciding as it does with the new procurement regulation in Scotland which places additional requirements on organisations involved in procurement using public funds. The significant new requirements are as follows:

-- All spends of £50,000 and above must be compliant with the new regulation, a much lower threshold than previously
-- The specific social value and community benefit of each spend over this threshold must be stated (a requirement from 1 June 2016)
-- Each organisation must publish a procurement strategy showing how local needs will be met (a requirement from 31 December 2016)

In this changing landscape for procurement and with its sole focus on Scotland, the SPA will be a hub of knowledge and insight for its partners, working in partnership with them to develop Scottish best practice, social value from procurement and positive outcomes for Scottish communities.

What makes the SPA different?

SPA is set to change the landscape of procurement in Scotland, bringing significant benefits to partners and the communities they serve.

Our vision is to be the recognised centre of excellence for procurement in Scotland, successful at ensuring every pound spent on the construction and refurbishment of public buildings and social housing adds to the quality of life enjoyed by the Scottish communities we serve.

Active partnerships

Every partner can contribute to the frameworks SPA creates. They can ensure the requirements and specifications meet the needs of local communities and Scottish quality, price and value standards.

Better procurement

The sharing of knowledge will drive both the precision and usability of frameworks, while at the same time enabling each partner to grow their insights into better procurement for social housing and public buildings, and develop effective strategies that meet regulatory requirements.

Generating a collective fund

By using SPA frameworks for purchasing, partners within the alliance who spend over a specified threshold will receive a rebate which they can choose to contribute to The SPA Collective Fund for investment in community projects of shared benefit. Alternatively, some or the entire rebate can be returned to the individual partner to support their own sustainable procurement strategy.

Backed by LHC

With a history that extends back half a century, LHC is one of the most experienced and respected providers of procurement frameworks in the construction sector. As a not-for-profit organisation it shares an ethos with the clients it supports with procurements services.

LHC will produce, house and manage the frameworks initiated by SPA partners, giving direct access to a tried and tested system that ensures compliance, quality and best value for clients, at the same time as enabling frameworks entirely shaped for Scottish requirements.

Free membership

Joining the SPA is free for any organisation that is fully or part publicly funded. The membership application form can be downloaded here:

WWW.SCOTTISHPROCUREMENT.SCOT/SIGNMEUP

Dates correct at time of print.
### The SPA framework in action

As well as providing compliance, quality and best value to clients, the SPA framework for Asbestos Works and Services supports a streamlined process from the award of a contract (call-off) to completion of a project.

#### Competitive market prices

Prices in place at call-off stage maintain best value as established in the evaluation stage.

#### Quick and efficient procurement

Speedy access to SPA framework suppliers and the options of a mini-competition or direct award to enable the final selection of a supplier(s) for a project.

#### Instant access to project data

Continuous access to information throughout the procurement process through the suppliers’ on-line portal.

#### High quality standards

Standards of quality maintained throughout projects through monitoring in accordance with the ISO 9001 Quality Management System.

#### Service levels guarantee

Guaranteed service levels from inquiry to supply, providing peace of mind that services and works will be conducted effectively.

#### Quick project starts

Enabled by pre-tendered procurement that reduces the cost and time input by publicly funded organisations.

#### Advice on design and regulatory compliance

Guidance on interpretation and conformity to all statutory regulations and planning requirements.

#### Delivery periods guarantee

Guaranteed delivery periods that ensure services and works are delivered to meet work schedules.

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**About this framework**

The SPA framework for Asbestos Works and Services is available to all organisations in Scotland that are fully or part publicly funded.

Fully OJEU compliant, this framework offers asbestos services through three workstreams:

- Asbestos Management and Supervision Services incorporating Surveys and Bulk Sampling
- Air Sampling and Air Monitoring Services and Asbestos Management Services (excluding supervision of projects)
- Asbestos Removal and Related Works

This framework offers:

- Access to approved consultants and specialists asbestos contractors
- Asbestos solutions for all housing and properties including common blocks of housing properties, public and communal buildings, NHS and educational establishments, and all types and classifications of buildings used by public sector authorities
- Asbestos management services that include, but not limited to: Management and supervision of asbestos removal/remediation, undertaking and preparing third party gap analysis
- Licensed works include, but not limited to: Removal and disposal of asbestos containing materials using appropriate control measures and under appropriately controlled conditions; removal of asbestos containing appliances and encapsulation works
- Approved suppliers that will advise on design and regulatory compliance while also maintaining high quality standards, in accordance with ISO9001 Quality Management System
- Non-Licensed works including: Removal of asbestos and undertaking associated works in accordance with HSG 210 task sheets and preparing risk assessments as required by HSG 210

This framework has been established in strict compliance with the Scottish public sector procurement rules for use by publicly funded organisations in Scotland as detailed in the SPA buyer profile (www.scottishprocurement.scot/buyerprofile). Contract notices were issued by LHC on behalf of the Scottish Procurement Alliance (SPA), and are specified below:

- 2013/S 141-245789 (Services) Scotland
- 2013/S 141-244838 (Works) Scotland
SPA framework suppliers have passed a rigorous evaluation process in order to serve the needs of our partners.

About this tender

The tender process for this framework followed an open procedure which eliminates the pre-qualification questionnaire stage. Suppliers were given free and open access to the tender and offer documentation and answered suitability assessment questions.

Selection criteria

- Financial standing
- Economic and financial standing
- Employment practices
- Health and safety management
- Sustainable and environmental management
- Technical capacity including quality management
- Experience of working in public sector properties
- Managerial capability, product range and support
- Technical support provided to the client
- Compliance with EU/UK legislation
- Quality management and procedures
- Equal opportunities and diversity
From suitability to call-off contract

The diagram below shows the process a framework supplier completes in order to service the needs of SPA partners. It also highlights the support our partners receive.

Suitability assessment

On frameworks using an open procedure, potential suppliers have open access to the tender and offer documentation (ITT) and are asked to respond to suitability assessment questions covering:

- Company Standing
- Financial standing, employment practices, environmental awareness, capacity and geographical range
- Installation capability
- Technical capability
- Quality systems management capability
- Experience of supply to the public sector
- Specifications for products and services
- Testing and certification
- Service capability
- Pricing
- Sustainability and social value

A detailed evaluation report is prepared which shows for each tenderer a:

- Weighted score under each heading
- Value for money index
- Company or companies recommended for appointment

Appointing framework suppliers

Our aim is to give our partners a choice of approved framework suppliers to work with. Numbers vary per framework in line with anticipated demand and subject to the number of qualifying suppliers that can adhere to our strict criteria.

- All suppliers are notified of the results and the unsuccessful tenderers can choose to have a debrief to help improve future offers
- Contract Award Notices are published in the Official Journal of the European Union (OJEU) and on the LHC website

Awarding contracts “Call-offs”

When partners are ready to choose a framework supplier for an individual project they should start the process by talking to our procurement experts. SPA will coordinate either:

- A mini-competition involving framework suppliers that have declared an interest in the project
- A direct award made to a single company, with justifiable reasoning, without reopening competition. Our procurement experts can provide the final evaluation table to assist in the decision.

Works commence/complete

SPA provides support and technical assistance throughout the life of a project, as required:

- To ensure high quality standards are maintained
- Service levels are fulfilled
- Delivery periods are met

We actively pursue feedback on our projects in order to establish an excellent partner journey. We will be happy to meet you during and after project completion to discuss how SPA, as well as the framework suppliers, could improve the level of performance.

Award weighting criteria

Award weighting criteria are established on each individual framework and can be flexed to a buyer’s individual needs.

Workstreams 1 and 2 (services)

70%

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<td>-- Comprehensiveness of service</td>
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<td>-- Contract service and delivery</td>
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<td>-- Contract scenario submissions</td>
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<td>-- Schedule of rates and prices</td>
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Workstream 3 (works)

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<td>-- Elemental activities</td>
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Details of each workstream

There are three workstreams within the SPA asbestos framework. Two of these address management and monitoring services, and the third covers works associated with the removal of asbestos.

Workstream 1: Asbestos Management and Supervision Services incorporating Surveys and Bulk Sampling

Asbestos Management including:
- Management and supervision of asbestos removal/remediation projects including air sampling, monitoring and air testing firms/consultants. Alternatively, providing assistance and advice to the asbestos team in the management of projects and associated services
- Undertaking and preparing third party Gap Analysis
- Review and update the Asbestos Risk Register
- Preparation of surveys and risk assessments as part of the compliancy requirements
- Reviews and updates of the Asbestos Management Plan
- Linking the Asbestos Risk Register and Management Plan with the Repair or Property Order System
- Training of and informing staff relating to existing and/or future changes in Regulations and duties under the Control of Asbestos Regulations, other related legislation and Codes of Practice
- Providing advice to consultants and contractors appointed by the partner

Supervision Services incorporating Surveys and Bulk Sampling including:
- Undertake asbestos management, refurbishment and demolition surveys including the execution of combined surveys i.e. R&D and management
- Carry out individual bulk sampling of suspect materials on an ad-hoc basis
- Provide professional and concise asbestos reports in accordance with HSG264
- Provide reports as an Excel file in the correct format compatible with meeting the partner’s asbestos database
- Provide analysis of asbestos bulk samples through the use of a UKAS accredited ISO 17025 laboratory
- Day to day asbestos surveys including those required to be executed within 48 hours of instructions
- Out of hours asbestos surveys
- Emergency asbestos surveys
- Accelerated provision for undertaking surveys and bulk sampling and providing results and reports. Providing verbal results of sample testing by phone with report to follow
- Preparing Asbestos Risk Assessments

Workstream 2: Air Sampling and Air Monitoring Services and Asbestos Management Services (excluding supervision of projects)

Air Sampling and Air Monitoring Services including:
- Undertake air monitoring/air tests
- Issue four-stage clearance certification that is compliant with HSG248
- Provide all air monitoring certificiates in electronic format with agreed time frames
- Audit licensed asbestos removal contractor’s method statements and site operation
- Provide background, leak and smoke testing as required
- Provision of scope/specification of work for remediation works
- Out of hours air sampling and air monitoring services
- Emergency air sampling and air monitoring services
- Accelerated execution of air monitoring/air tests and providing all certification to the partner

Asbestos Management services including:
- Undertaking and preparing third party Gap Analysis of the partner’s in-house procedures
- Review and update Asbestos Risk Register
- Preparation of surveys and risk assessments as part of a partner’s compliancy requirements
- Reviews and updates of the Asbestos Management Plan
- Linking the Asbestos Risk Register and Management Plan with the partner’s Repair or Property Order System
- Training of and informing staff relating to existing and/or future changes in Regulations and duties under the Control of Asbestos Regulations, other related legislation and Codes of Practice
- Providing advice to consultants and contractors appointed by the partner

Workstream 3: Asbestos Removal and Related Works

Non-Licensed Works including:
- Removal of asbestos and undertaking associated works in accordance with HSG 210 Task Sheets.
- Preparing risk assessments as required by HSG 210

Please note that Non-Licensed Works under this framework will only be carried out by companies holding a full HSE licence, which is currently valid, and without special conditions imposed by the HSE.

Licensed Works including:
- Local environmental cleaning
- Full decontamination
- Emergency and also out of hours responses, making safe any suspect or known asbestos containing materials, local environmental cleaning and disposal of materials
- Encapsulation works
- Removal of asbestos containing materials using appropriate control measures
- Drilling holes and cutting asbestos containing materials and without special conditions imposed by the HSE.
- Removal of asbestos containing appliances, dismantling boilers and removal
- Opening up of ducts
- Collection of bagged waste
- Provision of plywood temporary reinstatement
- Provision of all enclosures
- Supply and erect temporary hoarding and fencing
- Arrange for and have undertaken all air testing by a UKAS accredited laboratory independent of the licensed contractor
- Undertake four stage clearance and issue certification providing that the area is safe for re-occupation
- Arrange for and have undertaken periodic reassurance air testing using an accredited UKAS laboratory including the issue of an air-monitoring certificate providing that the area is safe for re-occupation

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Our partners have the option to work with alternative framework suppliers for each workstream to help ensure best value and quality.

### SPA approved framework suppliers

#### Workstream 1
Asbestos Management and Supervision Services
Incorporating Surveys and Bulk Sampling.

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#### Workstream 2
Air Sampling and Monitoring Services and Asbestos Management Services (Excluding Supervision of Projects).

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#### Workstream 3
Asbestos Removal and Related Works

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Framework for Asbestos Works and Services:

Workstream 1: Asbestos Management and Supervision Services incorporating Surveys and Bulk Sampling

Workstream 2: Air Sampling and Monitoring Services and Asbestos Management Services, excluding Supervision of Projects

Workstream 3: Asbestos Removal and Related Works

This framework is valid until 31st May 2018