



**ARC PROPERTY SERVICES PARTNERSHIP LIMITED**

**LEGIONELLA MONITORING CONTRACT**

**REFERENCE NUMBER: AP25022**

# **SUMMARY OF REQUIREMENTS**

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## 1.0 **THIS DOCUMENT**

- 1.1 This document should be read first and read thoroughly.
- 1.2 It is designed to give an overview of the Contract and to help Bidders decide if they wish to tender for the service.

## 2.0 **KEY FACTS**

2.1

|                                        |                                                                                                                                                     |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Service overview:                      | Provision of legionella monitoring including temperature reporting, water testing and routine and periodic water sampling.                          |
| Estimated Start Date:                  | 1 <sup>st</sup> April 2026                                                                                                                          |
| Estimated End Date:                    | 31 <sup>st</sup> March 2028 (initially)<br>31 <sup>st</sup> March 2032 (potentially)                                                                |
| Option To Extend FC:                   | Yes – 2 year + 2 years + 2 year (maximum 6 years)                                                                                                   |
| Coverage:                              | All sites covered under this Contract will be situated in various locations around Nottinghamshire, Derbyshire, South Yorkshire and Leicestershire. |
| Estimated Value (exc. VAT):            | £850,000.00 (based on the full, 6-year life of the Contract)                                                                                        |
| Procurement run by:                    | Scape Group Ltd (SCAPE)                                                                                                                             |
| Client:                                | Arc Property Services Partnership Ltd                                                                                                               |
| Overarching Agreement:                 | NEC4 Term Service Short Contract                                                                                                                    |
| Number of successful Bidders accepted: | 1                                                                                                                                                   |
| TUPE implications:                     | No TUPE applicable                                                                                                                                  |
| Deadline for Expression of Interest:   | 14:00 on 18/11/2025                                                                                                                                 |
| Link to the Opportunity:               | <a href="https://www.delta-esourcing.com/respond/ARYQ36WS2Z">https://www.delta-esourcing.com/respond/ARYQ36WS2Z</a>                                 |

## Benefits of Working for Arc Partnership

2.2 Working for the *Client* provides many benefits for our Suppliers and Contractors. These include:

- ***Payment within 28 days*** – Payments will be received by our Supply Chain Partners within 28 days of receipt of an undisputed invoice, helping with cash-flow, business performance and productivity.
- ***No risk of the Client going out of business*** - Services undertaken for the Client come with a high level of stability because they are not affected by the same market pressures as the private-sector, with no risk of the Client going out of business.
- ***Winning the Contract can grow your business*** – Although the Client cannot guarantee the level of requirement the successful Contractor will receive under the Contract, there is the potential for the successful Contractor to increase its revenues, enhance its reputation and to grow.
- ***Honesty and integrity*** – Contracts and Frameworks procured by SCAPE on behalf of the Client, are awarded via a transparent and published evaluation process. Fair procurement practices are key & name recognition of Bidders does not play any part of the process.
- ***Contribution to Social Value*** – Social Value has a huge potential to help make positive changes to the communities the Client operate in. The winning Contractor can help make a real difference to people's lives.

### **3.0        SERVICES**

- 3.1        This Contract is set up to provide the Client with access to a suitably qualified, experienced and resourced Contractor who can provide legionella monitoring services on an as and when required or scheduled basis.
- 3.2        The Contract will be utilised by all sections of the Client.
- 3.3        The key areas of the service comprises of, but is not limited to:
- temperature reporting;
  - water testing;
  - water tank inspection;
  - water tank cleaning;
  - servicing and testing of shower heads;
  - servicing and testing of TMV's; and
  - water sampling (routine, periodic or ad hoc)
- 3.4        **PLEASE NOTE:** This Contract will be administratively heavy so the Bidder must ensure that they have a dedicated administration resource for the uploading of reports and the keying in of gathered information.

## **4.0** **MINIMUM REQUIREMENTS**

4.1 The successful Contractor must meet the following minimum standards as part of the Conditions of Participation:

- Be registered on the Central Digital Platform
- Have a minimum, annual turnover of at least £250,000
- Have (or hold before the contract start date):
  - Employer's (Compulsory) Liability Insurance = £10,000,000
  - Public Liability Insurance = £10,000,000
- Ensure that the Employers and Public Liability Insurance policy contains an "Indemnity To Principle" clause
- Have systems in place to comply with UK Data Protection legislation
- Have systems in place to include (as a minimum) 30-day payment terms in all of their supply chain contracts, and that such terms are passed down through their supply chain.
- Is a member of the Legionella Control Association (LCA) or similar
- Staff must hold an Enhanced DBS certificate.
- Pay, or be willing to pay, the Real Living Wage as issued by the [Living Wage Foundation](#).
- Become a Signatory level participant [Carbon Reduction Code for the Built Environment](#) (CRCBE)
- Hold ISO 9001
- Hold ISO 45001
- Hold a recognised health and safety accreditation such as CHAS, SSIP or similar
- Have access to a UKAS accredited laboratory that takes part in the Public Health Laboratory Service Water Microbiology External Quality Assessment Scheme for the isolation of legionella from water.

## **5.0** **ELIGIBLE BODIES**

5.1 The procurement will be run by SCAPE and made available to:

The Client:

Arc Property Services Partnership

Registered Office: 2nd Floor, East West Building, 1 Tollhouse Hill,  
Nottingham, NG1 5AT

Company registration number: 10074366

## **6.0**      **LENGTH**

- 6.1      The Contract will be in place for a maximum period of **6 years**.
- 6.2      The Contract will be set for an initial period of **2 years**, with an option to extend for two further periods of **2 years (2 + 2 + 2 = 6 years)**.

## **7.0**      **PROCUREMENT PROCESS**

- 7.1      This will be a single stage procurement process conducted under an Open Procedure, in line with the Procurement Act 2023. The process will be split into 2 parts:

- **Part 1 – Conditions of Participation** – This is a set of questions and criteria that must be passed for the Bidders submission under **Part 2** to be considered. The criteria is based on the Bidders history and what they are currently doing. Written answers will be evaluated by a panel. SCAPE will also undertake checks to ensure the Bidder is not excluded or excludable in line with section 26 and section 28 of the Procurement Act 2023.
- **Part 2 – Award Criteria** – This is both a pricing schedule and a set of questions that the Bidder needs to answer based on what the Bidder will do or how they will deliver the service, if they are awarded the Contract. This is used to determine the most advantageous tender. Prices will be evaluated using a set formula and written answers will be scored by an evaluation panel.

7.2 The documents for the procurement are organised as follows:

### Key Documents

The key documents (denoted by starting with “K”) contain crucial information that must be looked at by the Bidder as part of the **Stage 1** tendering process:

- *K01 – Summary of Requirements [this document]* – A brief overview of the FC, who the Client and SCAPE are and what the Bidder needs to do in order to submit a bid.
- *K02 – Instructions To Tenderers* – This document outlines the full requirements of the tender process.
- *K03 – Commercial Model* – Details the prices the successful Bidder will charge for the services under the FC, is used to evaluate each Bidders price element.
- *K04 – ITT Answer Book* – The Bidder shall provide detailed answers to the questions asked that are relevant to the FC. These will then be evaluated by the Client.
- *K05 – Non-Collusive Tendering Certificate* – A document signed by the Bidder to confirm that they have not colluded with anyone when placing their bid.

### Supplementary Information

These are documents denoted by starting with “S” that should be reviewed by the Bidder, as they contain important information about the overall Contract. This includes items the Bidder will need to comply with if they are successful in winning the Contract.

7.3 **It is recommended that the Bidder reads ALL the documents fully before submitting their bid, even if the Bidder has tendered for services procured by SCAPE or directly commissioned by the Client, in the past.**

7.4 If the Bidder has any questions or queries at all about any of the documents or processes involved with this procurement process, please use the Delta eSourcing Messaging Centre to ask. This allows questions to be held centrally for audit purposes and will ensure questions are not missed.

## **8.0        HOW WE CAN HELP WITH THIS PROCUREMENT**

- 8.1        Both SCAPE and the Client understands that public procurement can be a challenging experience, with many questions being asked and detailed answers needing to be provided. This is to ensure that value for money is being achieved and that public money is being spent wisely.
- 8.2        SCAPE and the Client have used their many years of procurement experience to try and make this procurement process as easy as possible, especially for Small to Medium Enterprises (SMEs).
- 8.3        To that end, for this procurement process, SCAPE and the Client will:
- refrain from using acronyms where possible or will provide an explanation of the acronym within a definitions sheet at the front of each procurement document.
  - provide guidance and help on each question asked
  - provide an open day where Bidders can book a 20 minute slot to talk directly to SCAPE about the procurement. Questions can be asked and any information issued will be sent out via a Q&A document.
  - be available to answer questions via the Delta eSourcing Messaging Centre.
- 8.4        Answers to the Conditions of Participation as well as the collection of general information about the Bidder will be asked via the selection questionnaire directly in Delta eSourcing. Please make sure you save often so you do not lose any work.

## **9.0        CONTRACT AWARD**

- 9.1        Following the conclusion of **Part 1** and **Part 2**, the top scoring Bidder who provides the Most Advantageous Tender (MAT), i.e., the highest combined score for price and quality, will be awarded the Contract.

## 10.0 **KEY INFORMATION**

10.1 **No warranty is given to the Bidder by the Client or SCAPE as to the amount (if any) or nature of the service that may be required to be carried out by the Contractor during the Contract and no claim for compensation either contractual or otherwise will be accepted in respect of any variation in the volume of the services rendered.**

10.2 The Client and SCAPE are Real Living Wage employers as established by the Real Living Wage Foundation. As part of that accreditation, we must insist that our supply chain, including your organisation if you are successful, also pay the Real Living Wage. Further information on this can be found here:

<https://www.livingwage.org.uk/what-real-living-wage>

10.3 As part of the Client's ongoing commitments to Social Value and Carbon Reduction, a separate set of Key Performance Indicators will be utilised to collect data from the successful Contractor annually. These will be based on the Social Value TOMs (Themes, Outcomes, and Measures) but will include committing to the **Signatory** level of the Carbon Reduction Code for the Built Environment (CRCBE). Further information can be found here:

<https://www.crcbe.org/home>

## 11.0 **AIMS AND OBJECTIVES**

11.1 The Contract will be used to assist the Client in providing suitable legionella monitoring services on an as and when required basis.

11.2 As the Client offers may different services to our Customers, the Contractor will help to support us is ensuring that sites we manage or are working on, are as safe as possible.

## 12.0 **CLIENT INFORMATION**

### Details

12.1 Name: Arc Property Services Partnership Limited  
Registered address: 2nd Floor East West Building, 1 Tollhouse Hill, Nottingham, England, NG1 5AT  
Registration number: 10074366 (England and Wales)

### History

12.2 The Client was established in 2016 as a joint venture between Nottinghamshire County Council (NCC) and SCAPE.

- 12.3 The initiative was launched to deliver NCC's capital programme for their property portfolio through a multidisciplinary design and project management practice which also delivers planned maintenance and manage the reactive repairs and servicing.
- 12.4 Today, the Client delivers multi-disciplinary property design, consultancy, master planning, regeneration, project/programme management, emergency, reactive, compliance asset management, and planned services on behalf of NCC and the communities and people it represents. As a 'Teckal' Company, we also undertake third party work.
- 12.5 Since its inception, the Client have delivered over 3,800 projects with a value in excess of £423m, varying from small refurbishments to new secondary schools; and master planning to regeneration.

### **13.0 SCAPE INFORMATION**

#### Details

- 13.1 Name: Scape Group Limited  
Registered address: 2nd Floor East West Building, 1 Tollhouse Hill, Nottingham, England, NG1 5AT  
Registration number: 05660357 (England and Wales)

#### History

- 13.2 SCAPE is a not-for-profit organisation established in 2006 by six local authority shareholders, with the sole purpose of providing procurement frameworks that enable public sector organisations to deliver their essential projects – compliantly and collaboratively, with community at their heart.
- 13.3 The *Client* utilises the expertise of SCAPE for its procurement needs.

### **14.0 FINAL NOTES & GUIDANCE**

- 14.1 If you have any questions, uncertainty or need clarification on any part of the tender process, do not hesitate to get in touch via the Delta eSourcing Message Centre.
- 14.2 Any questions asked will help clarify the situation and will be issued to all Bidders so everyone will have the same information and can submit comparable bids.
- 14.3 You won't be able to change your bid once the tender box is closed, so always check if you are unsure.

### VERSION HISTORY

| Version Update | Description of Update |
|----------------|-----------------------|
|                |                       |