

[REDACTED]

From: [REDACTED]
Sent: 27 June 2012 16:38
To: [REDACTED]@mdyson.co.uk
Subject: Scottish Government - Overcladding - Clarification Letter - Michael Dyson Associates
Attachments: Overcladding - MDA - Clarification Letter - 27 June 2012.doc
Importance: High
Follow Up Flag: Follow up
Due By: 29 June 2012 12:00
Flag Status: Flagged

Dear [REDACTED]

Please see the attached clarification letter in relation to your recent tender for the Scottish Government provision of a report on survey of properties affected by Glasgow Housing Association Overcladding and associated re-roofing works.

A response by return e-mail is due by 1200 hours on Friday 29 June 2012.

Kind regards,

[REDACTED]

[REDACTED]

Portfolio Officer | **Scottish Procurement**
The Scottish Government, Europa Building, 450 Argyle Street, Glasgow, G2 8LG
Tel: (0141 24) [REDACTED] Fax: (0141 24) [REDACTED]
www.scotland.gov.uk/procurement

[REDACTED]
Director
Michael Dyson Associates Limited,
West House,
Meltham Road,
Honley, Holmfirth,
West Yorkshire,
HD9 6LB

Sent via e-mail only: [REDACTED] [mdyson.co.uk](mailto:[REDACTED]@mdyson.co.uk)

Ref: CASE/187569

27 June 2012

SCOTTISH GOVERNMENT INVITATION TO TENDER FOR THE PROVISION OF A REPORT ON SURVEY OF PROPERTIES AFFECTED BY GLASGOW HOUSING ASSOCIATION OVERCLADDING AND ASSOCIATED RE-ROOFING WORKS.

Dear [REDACTED]

Thank you for your response dated 30 May 2012 in respect of the above requirement. We have reviewed your response and I would be grateful if you could please see the clarification below.

Question 1: At Section 5. Price (C.1) of your Tender Submission you detail:

“We have completed and submitted Schedule 6, the Pricing Schedule, as required by the Invitation To Tender, based upon internal and external assessments of 250Nr properties.

We do not seek to qualify our offer in any way, having described at great length our proposed approach to delivering the Commission and the resources we intend to commit. However, we have observed that the sample suggested within the Circular Advice Note may be insufficient to underpin a truly reliable Final Report. We have, therefore, suggested an alternative sampling regime which we believe will provide the platform for a more realistic and reliable output to this Commission and in the interests of probity include at Appendix D a memorandum version of Schedule 6 based upon this sample regime.


The suggested increase in survey numbers will not affect the programme.”

However, at Schedule 5 – Appendix D – Memorandum Pricing Schedule. You have declared your alternative pricing option as “Not Tendered”.

I would therefore be grateful if you could confirm the Memorandum Pricing Schedule is a tendered price for the alternative sample proposed and that this change to the sample will not affect the programme.

I would be grateful if you could provide a response by **12.00 hours on Friday 29 June 2012.**

Yours sincerely,

A solid black rectangular redaction box covering the signature area.A solid black rectangular redaction box covering the name.
Portfolio Officer

[Redacted]

From: [Redacted]@mdyson.co.uk>
Sent: 29 June 2012 09:33
To: [Redacted]
Subject: Survey of Properties Affected by Overcladding & Re-Roofing Works
Attachments: Schedule 5 - Appendix D - Memorandum Pricing Document - Option B.pdf

Dear [Redacted]

Please find attached the Memorandum Pricing Schedule which is a tendered price for the alternative sample proposed.

This fee (Option B) is based on a block survey approach in favour of a dwelling survey approach.

The suggested increase in survey numbers (Option B) will not affect the programme.

[Redacted]


[Redacted]

Director's Secretary
Michael Dyson Associates Ltd

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MEMORANDUM PRICING SCHEDULE – OPTION B

1. In Table 1, Tenderers must submit a firm price, i.e. not subject to variation, exclusive of VAT for the total cost of the provision of the service detailed in Schedule 2 for the duration of the contract.
2. Firm prices should be detailed on the basis of an 8 hour day and should be inclusive of any costs anticipated to be required to meet the requirements of the contract. These costs could include staff costs, attendance at meetings, equipment and materials, overheads, travel and sustenance and any other category not included in this list.
3. In Table 2, Tenderers must detail a breakdown of their Staff Rates which make up the Total Cost detailed in Table 1.
4. In Table 3, Tenderers must detail a breakdown of cost per individual property survey.
5. All costs appropriate to the proposal must be included or summarised here. Costs which appear elsewhere in the proposal but which are not summarised here will be presumed to have been waived.
6. Payment will be made in accordance with the Frameworks Terms and Conditions of Contract.

Table 1 - Total Cost of Service

Activity	Person Days	Price £ (Ex VAT)
Stage 1 – Desktop Work		
<i>Briefing</i>	5	██████
<i>Inaugural Meeting</i>	3	██████
<i>Desktop Study</i>	8	██████
<i>Inception Report</i>	6	██████
Stage 2 - Surveys		
<i>Choose Sample</i>	2	██████
<i>Benchmarking Surveyors</i>	6	██████
<i>Pilot Study</i>	4	██████
<i>Fieldwork</i>	132	██████
<i>Upload Data</i>	1	██████
<i>Interim Report</i>	4	██████
<i>Interim Report Review</i>	2	██████
Stage 3 – Survey Report		
<i>Draft Final Report</i>	7	██████
<i>Final Report</i>	3	██████
<i>Presentation</i>	2	██████
Total Price (Ex VAT)		£58,526
VAT Payable		£11,705.20
VAT Registration Number		567 2782 04

Table 2 - Breakdown of Staff Rates

Personnel	Grade	Days Input	Activity	Day Rate (8 Hours) £
██████████	Director	8	Director Responsible, Report Sign Off	██████
██████████	Associate	25	Primary Client Contact & Writing Reports	██████
██████████	Engineer	11	Structural assessment and advice	██████
██████████	Technical Manager	11	Data management & quality control	██████
██████████	Fieldwork Manager	14	Fieldwork management & quality control	██████
██████████	Tenant Liaison Manager	10	Tenant/homeowner liaison	██████
Surveyors	Surveyors	106	Physical assessments	██████

Table 3 - Breakdown of cost per individual property survey

Survey by Property Type	Cost
External Assessment	██████
Internal Assessment	██████