

adam

Application Guide

The London Borough of Islington

Public Realm

November 2020 – V.2

adam

London Borough of Islington - Application Guide

Contents

Introduction	2
How to join <i>adam</i> Procure	4
Registration	4
Register	4
Add a System User	5
Add a Location	5
Accreditation & Enrolment	6
Accreditation	6
Enrolment	8
Reasons you will fail to onboard to this DPS:	14
Service Categories	15
Next Steps	15
Glossary	16

Version Control

Version Number	Description of Changes	Date of Change
V.1	Original Documentation	October 2020
V.2	Service Template added to the Specialist Ornamental Works category	November 2020

Introduction

The London Borough of Islington will be working with *adam* HTT Ltd to implement a new DPS for Public Realm for Service Users requiring the following job types, referred to as Service Categories:

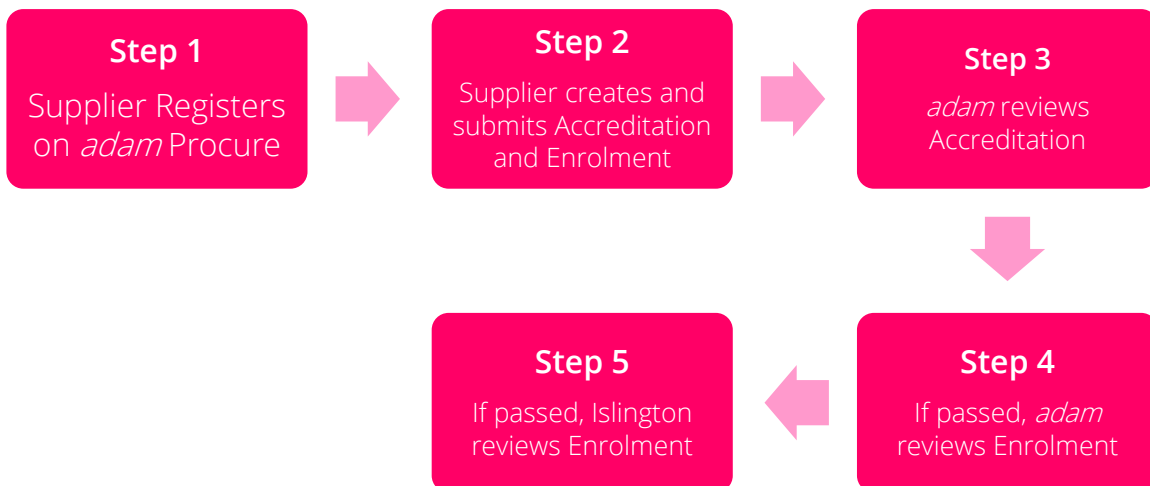
Service Category - Building works	
General repairs	Refurbishment
Roofing	Ceilings
Carpentry	Plastering
Site welding	Painting
Reactive Works	Road cleaning
Shutter maintenance	Door maintenance
Welfare works	Bench installation
Wall construction	Wall maintenance
Green roofing	Brown roofing
Exterior decoration	Interior decoration
Window maintenance	Shutter installation
Powered Door maintenance	
Service Category - Plumbing/ Heating	
Heating maintenance	Heating repairs
General plumbing works	Water temperature checks
Legionella works	Reactive Works
Bio mass heating system maintenance	
Service Category - Drainage	
Specialist drain cleaning	Drain clearance works
Drain repair works	Gutter cleaning
Gully cleaning	Reactive works
Service Category - Heating, ventilation and air conditioning	
Maintenance	Repairs
Duct Cleaning	Filters
Fire dampers	Grill cleaning
Damper testing	Fan testing
Air conditioning units	Carbon filters
Reactive works	
Service Category - Electrical	
General electrical works	Floodlighting
Street light repair	Depot lighting
5 yearly periodic testing	Emergency lighting
Reactive Works	Bollard lighting

Solar panels	Portable appliance testing
Service Category - Surfacing	
Tarmac	Block paving
Paving slabs	Resin surfacing
Line painting	Reactive works
General surface works	Decking
Service Category - Fencing	
Steel railing repairs	Steel railing installation
Historic railing repairs	Reactive works
Wooden fence	Weld mesh fence
General fencing repairs	Railing refurbishment
Self-closing gate	Gates
Service Category - Planned preventative maintenance (PPM)	
Emergency lighting	Fire alarms
Periodical electrical inspections	Pressure vessel testing
Lighting conductors	Disabled toilet alarms
Wood pellet boiler inspections	Solar thermal panel testing
Bio mass heating system inspections	Fire extinguishers
Electrical testing	Periodic testing
Service Category - Access Control	
Automatic barrier servicing	Automatic barrier repairs
Reactive works	Automatic door servicing
Automatic door repairs	
Service Category - Alarms and Security	
Access control	Locks & Keys
Alarms	Reactive works
Service Category - Fuel Island	
Reactive works	
Service Category - Waste Recycling Centre	
Mobile elevated working platforms (MEWP)	Fork lift
Cherry picker	Vehicle stacker
Sign making	Dry riser services
Movement checks	Automatic number plate recognition (ANPR)
Radiant heaters	Sprinkler servicing
Pit cleaning	Interceptor maintenance
HV yearly testing	Black building testing
Air flow testing	BMS / trend
Building access system	Key management system
Fixing checks and maintenance	Passenger lift
Goods Lift	
Service Category - Playground and Sports	
Playground equipment	Water play features
Sports equipment	Water features
Sign making	Tank chlorinations
Wet pour	Safety matting

Safety matting maintenance	Loose fill safety surface
Synthetic turf	Sports pitch roof matting
Service Category – Specialist Ornamental Works	
Clock maintenance	War memorials
Water features	Exterior cladding
Historic railing repairs	Landscape Design
Project Management	Surveying
Building Control	Architect Services
Quantity Surveying	General Works

How to join *adam* Procure

The step by step process to be completed online is as follows:



If either the Accreditation or the Enrolment is failed, the Supplier will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by Islington, the Supplier will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your business on the system (<https://www.adamprocure.co.uk/>). If your office/facility is part of a larger parent group, then head office should register on Procure. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a System User

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into *adam* Procure the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

Add a Location

It is possible to add further locations once the company has been registered on *adam* Procure. To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

For further details and support on how to complete this registration process, please visit the 'Contact us' page at <http://demand.sproc.net> or email our supply chain team directly at supplychains@useadam.co.uk.

Accreditation & Enrolment

The Accreditation and Enrolment is the application criteria to join the DPS. The tables below show the questions which the Supplier will have to respond to. Some questions will only have to be answered depending on the response to another question.

Accreditation

To start a new Accreditation, you will need to select the following:

Client: London Borough of Islington

Category: Public Realm

This table shows the questions which will need to be completed as part of your Accreditation. Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

Q	Company Information	Trigger / Response
1	Name of legal entity or sole-trader	
2	Registered office address (if applicable)	
3	Registered website address (if applicable)	
4	What is the legal entity type of your organisation	
5	If Other, please specify the legal entity type of your organisation	4 (Other)
6	Date of registration in country of origin	
7	Company registration number (if applicable)	
8	Charity registration number (if applicable)	
9	Head office DUNS number (if applicable)	
10	Registered VAT number	
11	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
12	Please provide the relevant details, including the registration number(s)	11 (Yes)
13	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
14	Please provide additional details of what is required and confirmation that you have complied with this.	13 (Yes)
15	Please provide additional details of what is required and confirmation that you have complied with this.	
16	Relevant classifications (state whether you fall within one of these, and if so which one)	

	<p>Voluntary Community Social Enterprise (VCSE)</p> <p>Sheltered Workshop</p> <p>Public service mutual</p> <p>N/A</p>	
17	<p>Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p>	
18	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.</p>	
19	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
20	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

21	Are you bidding as the lead contact for a group of economic operators?	
22	What is the name of the group of economic operators? Please enter N/A if not applicable.	21 (Yes)
23	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	21 (Yes)
24	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
25	Please confirm you have uploaded additional details for each sub-contractor in the downloadable template.	24 (Yes)

Documents	
Supplier Agreement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document. 'I agree to the terms of the document' 'I am authorised to agree'
Declaration Statement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Sub-Contractor Information (Mandatory)	If you have selected 'Yes' to Q24, you will need to upload the Sub-Contractor document, complete, and then reupload in the documents field. If you have answered 'No' to Q24 and do not intend to subcontract, please upload a blank version of this template.

Enrolment

Once the Accreditation is complete, the Enrolment can be started. You do not have to wait for the Accreditation to be approved before starting this.

Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

Q	Company Information	Trigger / Response
1	<p>Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espd/filter?lang=en</p> <p>(This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies located anywhere within the European Union. Created under the EU's 2014 Directive on Procurement the ESPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.</p>	
2	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this web page: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p> <ul style="list-style-type: none"> - Participation in a criminal organisation - Corruption - Fraud - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing - Child labour and other forms of trafficking in human beings 	
3	<p>If you have answered 'yes' to the question above, please provide further details;</p> <ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, - Identity of who has been convicted - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	2 (Yes)
4	<p>If you have answered Yes to any of the questions above. have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)</p>	2 (Yes)

5	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	
6	<p>Please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p> <p>Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>	5 (Yes)
7	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <ul style="list-style-type: none"> - Breach of environmental obligations - Breach of social obligations - Breach of labour law obligations - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state - Guilty of grave professional misconduct - Entered into agreements with other economic operators aimed at distorting competition - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure - Been involved in the preparation of the procurement procedure - Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions 	
8	Please provide further details.	7 (Yes)

	<ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	
9	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)	7 (Yes)
10	<p>Regulation 57 (8)</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p> <ul style="list-style-type: none"> - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award 	
11	<p>Please provide further details.</p> <ul style="list-style-type: none"> - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	10 (Yes)
12	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)	10 (Yes)
13	Are you able to provide a copy of your audited accounts for the last two years, if requested?	13 (No)
14	<p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p> <p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation</p> <p>or</p>	

	<p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>or</p> <p>Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
15	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	
16	Are you able to provide parent company accounts if requested to at a later stage?	15 (Yes)
17	If yes, would the parent company be willing to provide a guarantee if necessary?	16 (Yes)
18	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	
19	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>Please confirm you will complete the template attached</p>	

20	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p> <p>Please enter N/A if you do not sub-contract.</p>	
21	<p>If you cannot provide at least one example for questions 19, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>	19 (No)
22	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	
23	<p>If you have answered yes to question 22 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>Please provide the relevant url to view the statement. If no please provide an explanation</p>	22 (Yes)
24	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Public Liability Insurance = £10m</p>	
25	<p>Please confirm you will register your business as an upper tier waste carrier, broker or dealer and upload the licence under the documents section. The application can be found via: https://www.gov.uk/register-renew-waste-carrier-broker-dealer-england and will need to be renewed every three years.</p>	
26	<p>Do you intend to offer services for electrical works?</p>	
27	<p>Please self-certify that you are registered with the National Inspection Council for Electrical Installation Contracting (NICEIC) and you will upload your NICEIC certificate</p>	26 (Yes)
28	<p>Do you intend to offer services for gas safety that require legislative authorisation?</p>	
29	<p>Please upload your Gas Safety Certificate</p>	28 (Yes)

Documents	
Financial Information (Mandatory)	Please upload copies of the required financial documentation, as requested in Q13-18, as applicable.
Public Liability Insurance (Mandatory)	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£10m) as stated in Q24
Contract Examples (Mandatory)	Please download the contract examples template, complete for up to three contracts and reupload as stated in Q19
Waste Carrier Licence (Mandatory)	Please upload evidence of your waste carrier licence as requested in Q25
European Single Procurement Document (Optional)	Please upload a copy of the relevant evidence to having already completed a European Single Procurement Document, as outlined in Q1
NICEIC Certificate (Optional)	Please upload your NECEIC certificate as requested in Q27
Gas Safety Certificate (Optional)	Please upload your gas safety certificate as requested in Q29

Reasons you will fail to onboard to this DPS:

1. The financial documentation must be uploaded as part of the standard selection questions however, there is no minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement. You must upload the documents you said you would when answering Q13 – Q18 of the Enrolment
2. The public liability insurance must be a minimum of £10m and show the company name and expiry date
3. The contract examples template must be filled in with at least one example of previous experience
4. The waste carrier licence must be upper tier and include the company name
5. If you provide services for electrical works you must register with the National Inspection Council for Electrical Installation Contracting (NICEIC)
6. If you provide services for gas safety which require legislative authorisation, then you must upload your gas safety certificate. The certificate needs to show the company name and expiry date

Service Categories

The Service Categories are shown in the table on the first page of this document. You will need to select all of the Service Categories which apply to your organisation in order to receive job requests. Click 'Find more items' > Add each item by clicking the green triangle > 'Done' to save.

Next Steps

Now you are aware of the on-boarding criteria and minimum standard you must meet to be accepted to this DPS, you can review the Operational Guide to see how the Council intends to run the DPS. This can be found on <http://demand.sproc.net>. Alternatively, you can go straight to *adam* Procure and follow the steps in this guide to complete your Accreditation and Enrolment.

Glossary

Accreditation – The first part of the second step (selection) of the process that a Supplier is required to complete in order to join the DPS. It involves responding to a series of questions and uploading documents.

adam – adam HTT Ltd trading as *adam*, the Supplier of **adam Procure**

adam Procure – An internet based technology platform through which the Council will be operating the DPS to procure Services (web link is www.adamprocure.co.uk).

Agreement – The contract to deliver a Requirement issued by the Council accepting your Offer and confirming agreement on what Services are going to be delivered and at what price.

DPS – Dynamic Purchasing System used for the procurement of Services.

Enrolment – The second part of the second step (selection) of the process that a Supplier needs to complete in order to join the DPS. It involves submitting further information based on which the Council evaluates the capability of your organisation to deliver Services to the Council.

Entry Criteria – The criteria that a Supplier must meet and maintain throughout the duration of the DPS in order to successfully complete and to retain their Accreditation and Enrolment on the DPS.

Offer – Your tender against a Requirement confirming that you can deliver the Services required.

Open for Offers Period – The period during which you can submit an Offer against a Requirement distributed by the Council on the DPS.

Price – Your proposed costs for carrying out a Requirement as contained in an Offer.

Public Contract Regulations – The Public Contract Regulations 2015, amended from time to time, that govern how public sector procurements must be carried out.

Receipt – This is the electronic record submitted via the DPS to confirm the services you have delivered in the specified week. This is used instead of sending the Council a paper invoice.

Requirement – A request issued by the Council from time to time on the DPS describing the specific Services for which the Council is seeking to award an Agreement and which may include terms and conditions applicable to the provision of those Services which supplement the terms and conditions set out in the Supplier Agreement.

Self-Billing Procedure – Arrangements you sign up to as part of the Supplier Agreement for *adam* to generate invoices billing the Council on your behalf so the Council can process payments.

Services – These are the Services that the Supplier will provide where required by the Council from time to time in accordance with the Supplier Agreement as more fully described in the Specification and further detailed by a Requirement.

Specification – The outline description of the Services the Council may require from time to time via the DPS.

Supplier Agreement – The overarching agreement between the Council and a Supplier setting out how the council will award Agreements via the DPS and the terms and conditions applicable to such Agreements.