



QUANTITY SURVEYING SECTION

Electronic Data Interchange (Commercial)

General

Ability to transmit via email, receive and read: Word, Excel and PDF documents and JPEG files.

Application for Payment Process:

The contractor shall submit interim applications for payment, in the form of a valuation in excel format by email to the recipients identified at the commencement of the framework.

On receipt of an interim valuation, in the required valuation format as set out below, Fingal County Council (FCC) shall evaluate the valuation and shall issue a signed recommendation with an approved Purchase Order Number (PO) & Goods Received Number (GRN) to the contractor. The Contractor will then submit to their invoice directly to the FCC's accounts department in the amount recommended, together with the signed recommendation. This will then be process by accounts and payment issued to the contractor.

Pro-forma invoices are not acceptable in lieu of a valuation submitted in the required format.

Valuations not submitted in the specified format will not be considered as having been received and this may cause delays to payment.

Valuation Submission:

Four separate applications for payment are submitted per month on this framework and are as follows:

- General Response Maintenance (GRM): All costs associated with maintenance calls.
- CAT1's / Re-Lets: Refurbishment works carried out to vacant properties for re-letting.
- Tenant In-Situ (TIS): Refurbishment works carried out to occupied properties.
- Disabled Persons Grant (DPG): Levels access shower conversions & ramps to occupied properties.

Completion Sign-Off:

No works to CAT1's/Re-Lets, Tenant In-Situ (TIS) or Disabled Persons Grant (DPG) are to be submitted on any application for payment unless accompanied by an approved Completion Sign-Off issued by the FCC Clerk of Works (CoW) responsible for the works. Such works where not accompanied by the relevant Completion Sign-Off will not be paid and will need to be re-submitted the following month or when the Clerk of Works considers the works sufficiently complete to issue the Sign-Off. It is the responsibility of the contractor to complete the works and get the Completion Sign-Off from the CoW, together with the CoW Final Inspection Report (If Property not Boarded) and include it with their application for payment.

Supporting Documentation:

Where costs claimed are not included in the tendered Schedule of Rates (SoR) and are based on either previously submitted quotations, correspondence or invoices a copy of the quotation, invoice or correspondence must be included with the application for payment and shall be marked with the Maintenance Call Number (MRF) or the relevant variation number linking it to the specific item where it is claimed. Where supporting documentation is not included the entire MRF/Variation cost will be excluded for payment and shall be re-submitted the following month with supporting documentation.

File Naming:

In the case of all CAT1's/Re-Lets, Tenant In-Situ (TIS) or Disabled Persons Grant (DPG) supporting documents such as reports, drawings, and completion certs the filename and sub-directory must be pre-fixed by the job reference number, i.e., 23-100.

General Response Maintenance (GRM):

The monthly GRM Claim will be submitted in a excel file, on a single worksheet, utilizing the column names and sequence unless otherwise approved and agreed by the QS Section of FCC.

The contractor is required to enter the Unique Property Reference Number (UPRN) against each maintenance call.

The contractor must enter a quantity in the quantity column even if the quantity is 1.

Ensure that the MRF total does not occur in the extension/sub-total column which contains the total of the quantity x rate columns for each row, i.e., a separate column must be used to contain the total for the MRF.

The contractor is not permitted to overwrite the SoR description associated with the cost code with the following exceptions where it is required to be overwritten with an actual description of the work done:

- Labour Rates: The SoR Code is used but the description is overwritten with a description of the works done for which the labour rate is claimed.
- "INV" or "QTE" is entered as the SoR Code where an Invoice or quote is claimed, and the description of the invoice (Name/Work) is entered in the description column.
- On-Costs: Where a on-cost is applied to a invoice the relevant SoR code for the On-Cost is used. The On-Cost should be on the following line to the invoice cost claimed.

Missed SoR Description/Rates: Where an item has been missed from the Tender SoR, the contractor may utilize their own cost code with the prefix "NC". FCC QS Section will review this code and confirm if its continued use is acceptable based on the submitted Tender SoR.

MRF Identification information will be issued on the first row commencing each MRF, with costing information inserted on each row below as required. A blank row will be left between each MRF claimed.

The current approved FCC GRM submission format is as per Appendix A.

CAT1 / Re-Lets:

Cat1/Re-let applications for payment shall be submitted on the standard template as issued to the contractor(s) at commencement of the Framework and is based on the 1 – 4 bed re-let format in the tender SoR. If necessary, owing to file size of submission, WeTransfer or similarly approved by Fingal County Council shall be utilized.

The monthly application for payment for Cat1 / Re-Lets shall comprise of:

- The excel claim spreadsheet format as supplied by FCC.
- The submission information for each re-let shall be in a separate directory name with the job number and address and shall contain:
 - Signed completion certificate.
 - Pre-Works Reports – Clerk of Works, Electrical & Heating
 - Kitchen Layout if issued.
 - Final Clerk of Works Report (Unless Property has been boarded on completion)
(It is the responsibility of the contractor to get this report for inclusion in the payment application)

Disabled Persons Grant (DPG):

DPG applications for payment shall be submitted in an agreed excel format shall contain the following information:

- Level Access Showers: The drawing as issued by FCC indicating the work required.
- Ramps: Before and After drawings issued by FCC indicating the works required.

APPENDIX A

‘GRM’ Submission Format:

Column	Title	Format	Description
A	Claim #	Text	Contractor Abbreviation + Claim Number, i.e., JB-01, 02 etc
B	UPRN	Text	Unique Property Reference Number. Provided by FCC on MRF request as issued to contractor.
C	EirCode	Text	If no UPRN number provided EirCode must be used.
D	Address	Text	Address of the property
E	DateAllocation	Date	Date format, i.e., 17/03/2024
F	DateCompletion	Date	Date format, i.e., 17/03/2024
G	CoW	Text	Clerk of Works Initials
H	SoRCode	Text	Tender SoR Code Reference or as above note.
I	SoRDescription	Text	Tender SoR Code Reference or as above note.
J	Qty	Number	Contractor quantity claimed.
K	Unit	Text	As SoR
L	Rate	Number	As SoR Tendered rates.
M	SubTotal	Number	Extension of Qty x Rate for the specific row.
O	MRFTotal	Number	The Total of all row SubTotals claimed against this MRF#