

DoF – Collaborative Arrangement for the Provision of the Supply of Biomass Fuels (Wood Pellets)

Resource ID: ID 4668579

USER PROTOCOL

This contract is managed by:

Collaboration Energy and Fleet
Construction and Procurement Delivery
Supplies and Services Division
303 Airport Road West
BELFAST
BT3 9ED

T: 028 9081 6327

Email: collaboration.cpd@finance-ni.gov.uk

1. Background

Construction and Procurement Delivery (CPD), Supplies and Services Division has established a 6 year contract for the Provision of the Supply of Biomass Fuels (Wood Pellets) which commenced on 02 October 2024. The contract will expire on 01 October 2030 with no options to extend.

2. Services Available

This Contract will be for the supply of Biomass Fuels for a term of 6 years.

Services available are;

- Supply and Delivery of Wood Pellet Fuel
- Disposal of Ash
- Ash Cleaning and the Disposal of Ash

The participants bodies are –

<u>Participating Bodies</u>
DAERA - Department of Agriculture Environment and Rural Affairs DAERA – CAFRE
DFC - Department for Communities DfC - Arts Council NI (ACNI) DfC - Public Records Office NI (PRONI) DfC - Nation Museums NI (NMNI) DfC – SportNI
DfE - Department for Economy DfE - South Eastern Regional College (SERC) DfE - South West College (SWC) DfE - Belfast Metropolitan College (BMC) DfE - Northern Regional College (NRC)
DfI - Department for Infrastructure DfI - DVA DfI - Waterways Ireland
DoJ - Department of Justice DoJ - Northern Ireland Prison Service (NIPS)
DoF - Department of Finance DoF - Properties Division

Education Authority NI (EANI)
Police Service NI (PSNI)
St Mary's University College Belfast (SMUCB)
Health and Social Care Trusts NI Fire & Rescue Service (NIFRS) NI Ambulance Service (NIAS) Western Health and Social Care Trust (WHSCT) South Eastern Health and Social Care Trust (SEHSCT) Belfast Health and Social Care Trust (BHSCT) Northern Health and Social Care Trust (NHSCT) Southern Health and Social Care Trust (SHSCT)

3. On-Boarding of Participating Bodies

Only those named in the participating bodies can make use of the contract.

New users of the Arrangement are required to email CPD at collaboration.cpd@finance-ni.gov.uk. CPD will record this request and instruct the user to make contact with the BALCAS Timber Limited key personnel listed in Section 6.

4. Business Case Requirement

Please note all public sector spend should be made in accordance with the relevant business case approvals process. This often requires a proportionate business case to be carried out prior to spend being committed. Users of this arrangement should check with their economist what the appropriate business case requirements are for their organisation.

5. Contract Management

The operational/day-to-day management of the services delivered in conjunction with this Contract will be the responsibility of those person(s) to whom the services are being delivered.

CPD role

If required CPD will hold an annual performance review meeting with the supplier. Prior to these meetings CPD may request information from the Client(s) relating to

the supplier's performance. As and when required the Client may be offered the opportunity to attend these meetings.

Where significant issues in terms of supplier performance are experienced, the Client(s) should inform CPD with supporting evidence. CPD will then liaise with the supplier to determine any possible resolution.

6. Key Contacts

BALCAS Timber Limited:

Paula Keelagher
Market Development Manager
paula.keelagher@balcas.com
02866 411001

7. Pricing

The Contract pricing is considered to be commercially sensitive information. CPD will only release this information upon request once an “**ID 4668579 - Non Disclosure Agreement Form**” has been completed and returned. This agreement can also be accessed via the CPD website.

AccountNI Users

The Contract is available via the AccountNI system.

Non-AccountNI Users

Invoicing terms are agreed between the client and the Supplier and the overarching terms and conditions.

8. Management Information – Non AccountNI users

Organisations that do not use AccountNI will be required to provide CPD upon request details of their organisations spend via the contract. This information is to include the volume of each service element provided by the supplier. This data will also be used to inform any further tender exercise for these services.