

The **acc** Liverpool Group

TENDER REF: TT000055

TENDER FOR THE SUPPLY AND INSTALLATION OF
CARPET FOR THE CONVENTION CENTRE

Briefing Document

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1. Overview

The ACC Liverpool Group (ACC Liverpool) campus is home to a world-class family of venues, experiences and services for the local, national and international events market.

Our Group includes Destination Venue ACC Liverpool, home to BT Convention Centre, Echo Arena and Exhibition Centre Liverpool and our ticketing agency TicketQuarter.

The versatile BT Convention Centre facilities include a 1,350 seat auditorium, 18 breakout rooms, 3,725m² of exhibition space and a range of sustainable credentials having been designed to produce half the CO₂ emissions it would without any environmentally-friendly measures.

Sister venue Echo Arena Liverpool is an 11,000-seat arena with 22 hospitality VIP Boxes and a packed programme of entertainment and sporting events throughout the year.

In September 2015, ACC Liverpool expanded its offering with the opening of Exhibition Centre Liverpool, adjacent to BT Convention Centre and Echo Arena, providing an additional 8,100m² exhibition facility, taking the total to 15,225m² of interlinked and flexible event space.

A pedestrian link bridge connects the new and existing venues making it the only purpose-built interconnected arena, convention centre and exhibition facility in Europe. A 216-bedroom Pullman hotel, which forms part of the development, opened in February 2016.

ACC Liverpool works closely with clients helping to ensure the success of their events and delivering the best possible service. All of the Supplier's staff will be required to be pro-active in providing a first class, customer focused service to all clients.

Our vision is to be a successful world class arena, convention centre and exhibition centre that serves its customers to the best of its abilities and attracts visitors to Liverpool, thereby contributing to the long term growth and prosperity of our enterprise, our city and its people.

The awarded Contractor must be a true partner and work closely with The ACC Liverpool Group to promote continuous improvement and help The ACC Liverpool Group enhance their brand and service quality.

2. Vision

The unique skill of what the ACC Liverpool Group does is in the complexity of bringing together many diverse individual groups of people with different expertise and experiences, to create seamless, coherent and impactful events that deliver a unique experience for your clients and visitors.

The awarded Contractor must be a true partner and work closely with ACC Liverpool to promote continuous improvement and help ACC Liverpool enhance their brand and service quality through the provision of high quality, pro-active and innovative products and services.

3. Values

We regard to The ACC Liverpool Group's brand values to be:-

Our Brand Blueprint

Who We Are

We are The ACC Liverpool Group

A family of world-class venues, experiences and services for the local, national and international events market.

Currently our group includes Destination Venue ACC Liverpool, home to BT Convention Centre, Echo Arena and Exhibition Centre Liverpool and our ticketing agency TicketQuarter.

How We Work

Straightforward

Ambitious

Versatile

Welcoming

What We Do

We strive to be at the heart of Liverpool's cultural and economic success, and our passion for the city is matched only by the commitment we show to our customers.

Through the venues we operate and the services we provide, our focus is to attract business and visitors to Liverpool, contributing to the long-term growth and prosperity of our group, our city and its people

The **ACC** Liverpool Group

4. Scope of Services

This requirement is for the removal of existing carpet tiles and other items and the supply and installation of new carpet tiles into the BT Convention Centre for the ACC Liverpool Group (the Customer). The Customer requires a preferred supplier (the Supplier) to supply carpet to fit the following areas across two levels:

Level 2 (Attachment 1 – Level 2 Drawing)

Area to be laid	Size (m ²)
Corridors including Stairs	392

Level 3 (Attachment 2 – Level 3 Drawing)

Area to be laid	Size (m ²)
Corridors	639
Entrance	832
Auditorium Entrance	82
2 x Drum Stage Floors	2 x 55

4a. Removal

The area detailed on the attached drawings is currently carpeted and this must be removed and disposed of accordingly.

Other items that must be removed are as follows:

- **Bump Rails**
 - There are currently bump rails fixed to the floor through the existing carpet tiles. These must be removed with the current carpet tiles but then replaced after the installation of the new tiles.
- **Door Stops**
 - The area also houses 20 door stops that must be removed and then replaced in the correct position.
- **Stair Nosings**
 - 19 stair nosings will also need to be replaced with new.
- **Floor Sockets**
 - 78 floor sockets will require the frames removing and refitting

- **Stage Traps**
- 3 Hatches

4b. Supply

The Supplier may offer 2 styles/types of carpet tiles for use. The one carpet tile chosen will be used throughout all areas.

Carpet Specification

The carpet tiles supplied must adhere to the following specification as a minimum:

- Adhere to all relevant Health & Safety requirements i.e. Fire Regulations
- Colour – grey (consideration must be given to disguising any potential staining)
- Pattern style – random lay
- Stain repellent
- Hard wearing to withstand heavy footfall (we can have up to 1500 delegates moving over this space on any given day)

The Customer requires 40 square metres of spare tiles.

4c. Installation

- **Bump Rails**
- The bump rails must be replaced after the installation of the new tiles.

- **Door Stops**
- The 20 door stops removed must be replaced in the correct position.

- **Stair Nosings**
The 19 stair nosings removed must be replaced with new. There are 2 staircases with 19 steps with various nose lengths. The total linear meterage per stair case is 77.

- **Floor Sockets**
- There are 78 floor sockets that will need to be cut around and inlaid into the lid. The frames will need re-fitting onto the new tiles.

- **Stage Traps**
- There are 3 Hatches in the drums which are just under 1 meter square each. These will need 24m of Aluminium carpet tile per drum.

- **Diminishing Strip**

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- There will be a requirement to fit 11m of PVC Diminishing Strip in each drum.

5. General Information

Sustainable methods of transport are always encouraged and preferred by the ACC Liverpool Group. However, free of charge car park passes will be issued to the successful Supplier on commencement of this Contract. There may also be the potential to arrange a reduced rate for additional vehicles parking in the Customers car park.

As part of the Contract, the Supplier must provide a post installation site visit 1 month after the installation to ensure there are no issues.

6. Your ITT submission

Now we have outlined the details of the Contract, we would like to know a little more about your organisation and the skills you could potentially bring to this Contract. Listed below are a number of areas we would like you to cover in your submission:

Section A - Organisation information

Question	Please provide your response below
Full name of your organisation	
Trading name of organisation (if different from above).	
Date of formation	
Registered number if a limited company (please supply a copy of the certificate of incorporation and any certificate of change of name)	
Registered address of organisation and address of principal trading office	
Contact for this tender – name and role within your organisation	
Phone number	

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Fax number	
E-Mail Address	
Address and phone number of office from where business would be conducted in support of any after sales service if different from 1.5 and 1.6 above.	
Full names and addresses of all directors/company secretary/ partners/associates or proprietor.	
Have any of the persons named in 1.10 above been subject to bankruptcy proceedings or been involved in an organisation which has been subject to liquidation proceedings or had receivers appointed? If yes, please give details.	
Have any of the persons named in 1.10 above, been convicted of any criminal offence, apart from minor traffic offences? If yes, please give details.	
If your organisation is a member of a group of companies, give the name and address of the holding company.	
If your organisation is a member of a group of companies, is the holding company in a position to guarantee your performance of the contract?	

Section B – Experiences

Question	Please provide your response below
Please provide details of contracts/orders fulfilled within the last two years which have been of a similar volume and level of complexity.	
Has your organisation ever had a contract/order cancelled due to failure to perform? If yes, please provide details.	
Has your organisation ever suffered a deduction for liquidated and ascertained damages in respect of any contract/order within the last 3 years? If yes, please provide details.	
Is there any material non-employment related litigation (pending, threatened or determined) or other legal proceedings against your organisation that may affect your organisation's ability to deliver the contract/order? Exclude County Court proceedings and debt collection below a threshold of £5,000. If your answer to this question is "yes" please provide a detailed statement of such litigation or proceedings.	

Section C - Financial Details

Question	Please provide your response below
Please state the full name and contact details of the person in your organisation who is responsible for financial matters.	
Please provide a statement of turnover for the nearest 12 month period.	
Are there any outstanding claims or litigation against your organisation with regard to systems and/or service delivery? If yes, please give details.	
Please state the name and address of your bankers.	
Please supply your VAT registration number.	

Section D - Professional Conduct

Question	Please provide your response below
Has your organisation or any employee committed a criminal offence relating to the conduct of your business or profession? If so please provide details.	
Is your organisation currently involved with any legal proceedings (including arbitration) with any other organisations including local authorities?	
Are there any issues, currently or likely, in relation to your organisation that may give rise to any conflict of interest? If so, please provide details.	

Section E – The Project

Considering the information contained in section 4 of this document, please provide a plan detailing how you intend to remove and dispose of the carpet. If required, skips can be placed in a site loading bay, with access to the higher floors via lifts. As the Customer's site has a "zero to landfill" policy, your plan should also include details of the sustainable disposal of the existing carpet.

Section F – Contract Delivery

Describe your plan for delivery of this contract. The project delivery plan should include, amongst other things, mobilisation of the contract, removal, disposal, supply, installation, inspection, snagging and on-going warranty.

Section G – Intention To Subcontract Part Of The Services

Please indicate whether your organisation intends to sub contract any element of this contract. If so, please provide details of sub contractors in the appropriate section within Document 2 – Pricing Schedule attached.

Section H - Costs

Please complete Document 2 – Pricing Schedule by providing a price per contract line and any additional pricing information as requested.

7. Selection Criteria

Tender submissions will be evaluated by the panel detailed below:-

Eddie Dos Santos – Head of Event Support

Jim Goff – Head of FM

Naomi Thomas – Purchasing Executive (Facilitating)

The evaluation panel will use the following guidelines, listed in no particular order, to select a contractor:-

- Quality of carpet tiles provided
- Plan to execute the Contract
- Suitability to matching our needs
- Competitiveness of pricing
- compatibility with ACC Liverpool’s vision, mission and brand values

Note: Tenderers will be required to attend the site at Kings Dock to familiarise themselves with the premises before submitting their tender proposals. Please see section 8 Next Steps.

8. Next Steps

Please see below an indicative project timetable (these times may be subject to change):-

23 June 2017

Contract Documents added to Contracts Finder and ACC Liverpool Group Website

26 June 2017

Confirmation of participation in the tender process. Please confirm your intention to provide a tender submission via email to purchasing@accliverpool.com

26 June 2017

Site visits for tenderers to familiarise themselves with the site. This will be 1 group visit open to all tenderers and will be 2pm til 3pm.

28 June 2017

Tenderers have the opportunity to raise questions regarding the ITT until 12 noon on this date. Please submit any questions via email to purchasing@accliverpool.com

30 June 2017

Deadline for tender submissions 11am.

Please submit your ITT response by 11am via email to purchasing@accliverpool.com and post two hard copies as detailed below:-

FAO Naomi Thomas – Procurement Manager

The ACC Liverpool Group Ltd, Kings Dock, Liverpool Waterfront, L3 4FP

3 July 2017

Tender submissions will be evaluated

4 July 2017

Award confirmed and contract documentation issued. Mobilisation work to commence

7th – 23rd August

Project timeframe – please confirm you are available to conduct the site work within these dates, both in terms of your availability and lead times of the proposed carpet.