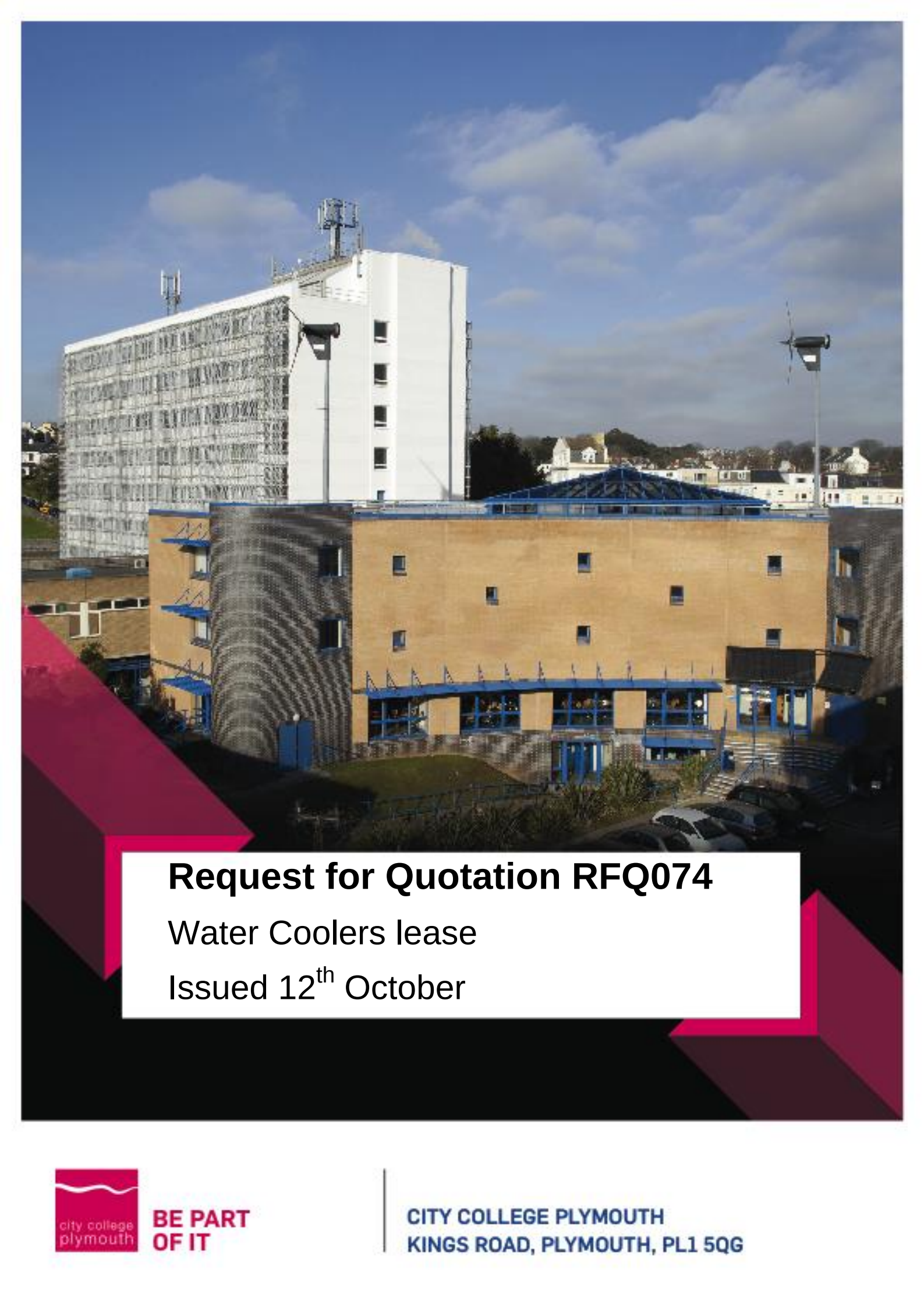




Request for Quotation RFQ074

Water Coolers lease

Issued 12th October



**BE PART
OF IT**

**CITY COLLEGE PLYMOUTH
KINGS ROAD, PLYMOUTH, PL1 5QG**

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CONFIDENTIALITY STATEMENT

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2017 City College Plymouth.

OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Friday 20 October 2017

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 18th October 2017.

Adam Baker

Procurement Assistant

Phone: 01752 856 829

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

City College Plymouth is seeking to contract with a single supplier for the provision of mains fed water coolers across two of its sites: Kings Road and Picquet Barracks. The purpose of this request is to establish a 3 year contract to run from 1 November 2017 to 31 October 2020.

BUSINESS OVERVIEW & BACKGROUND

The College operates on four sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

City College Plymouth's Estate includes 4 sites;

Kings Road 24,321m²

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m² stem centre opened in July 2017

Picquet Barracks 1706m²

Distributed across 7 different buildings at the site including a 2 story building.

Pace 569m² (City Centre Based)

2 story building located in the city centre.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest professional, vocational and technical colleges in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM opened in autumn 2017. The state-of-the-art facility provides a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

REQUIREMENT

The anticipated costs is £4,000 per annum across a 3 year lease.

The outline of the requirement is below;

- To supply 23 in no mains fed water coolers on an annual lease to the college single use toilets to meet the following specs
 - Chilled and ambient taps
 - Additional Drainage facility below drip tray to collect excess water
 - Sufficient space to allow refilling of a typical size water bottle
- Unit to be repaired or replaced within 48 hours of breakdown.
- Units to be serviced twice per annum

Please state any initial installation charge in your tender response.

The locations for the water coolers as per Appendix D

In order to meet the College safeguarding requirements, all contractors on site during the main College term should hold a full English DBS disclosure. This requirement may be suspended where it can be demonstrated that, as a minimum, the contractor's supervisor on site holds this disclosure and the Site services manager is satisfied that contractor's supervision arrangements of their staff is adequate.

In addition to the pricing schedule, you are required to submit a written document which details your company offer with particular interest to the areas below. The submitted document will be scored as per the table on page 11.

- Contact Management, including details of primary contacts and responsiveness to requests.
- How you will meet the college safeguarding requirements, including your supervision arrangements of staff when on site during term times.
- Your contribution to Sustainability, the Environment and Social Responsibility.
- Any student opportunities you would be willing to provide eg work experience, student talks, or any other value added items.

In order to qualify for this contract you should have an annual turnover of at least £11,000.

SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

WORKING REQUIREMENTS

HEALTH & SAFETY

All work must be carried out in a safe manner, and in accordance with all relevant Health & Safety Regulations, without risk of harm to the people carrying out the work, students and staff of the college, and members of the public.

The College operates a Signing In/Out, and a permit to work system which must be strictly adhered to.

The contractor is responsible for arranging all safe access to work areas (e.g. scaffolding) and for maintaining safe working conditions (e.g. edge protection, temporary lighting) within the work area.

NOISE CONTROL

The Contractor shall comply with The Noise at Work Regulations 1989. He must take all reasonable steps to control and curtail the level of noise whilst carrying out the works.

ENVIRONMENTAL

All work must be carried out with a responsible attitude to environmental concerns. All waste arising from the work is the responsibility of the contractor, and must be handled and disposed of in accordance with the current waste and all relevant environmental legislation.

PROVISION OF MATERIALS, PLANT AND EQUIPMENT

- Unless otherwise specified, the contractor must supply all materials, plant, tools and equipment required, to effectively complete the works detailed in this specification.
- For all equipment, fittings and accessories, where a manufacturer is not specified, good quality units compliant with the relevant British Standards and EN Standards must be used.
- Any deviation from the specified fitting's, must be agreed with the Estates Engineer.

CONDUCT OF WORK

The Contractor is to plan his work so as to cause minimum interference to the use of the occupied premises, and co-operate with persons occupying these premises.

SITE PROTECTION AND CLEANING

The Contractor at commencement shall adequately screen the area of work at high and low levels to prevent the spread of air-borne dust/debris.

On completion of the works, all surfaces within the following areas are to be cleaned:-

- The area of the works
- Any areas affected by the transmission of dust/debris etc. from the works
- Any areas affected by the movement of operatives etc. in and around the building.

All other areas are to be cleaned to a standard equivalent to that existing immediately prior to the commencement of the works. Contractors are to allow due

time during the contract for the cleaning operation to be completed within the contract period.

PRICING

Bidders should provide their pricing for each of the sites in Appendix A

Prices should be firm and valid for at least the initial contract period (36 months) and not subject to increase or escalation of any kind throughout the contract.

KPI'S

The following KPI's are applicable to this contract:

- To respond to emergency call out within 48 hours
- To respond to any ad-hoc requests within 7 working days
- Contract manager to be able to attend site to discuss any problems with 5 working days

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category	Weight
Price	85%
Contract Management and response times	5%
Safeguarding measures	5%
Sustainability, the Environment and Social Responsibility	2%
Student Opportunities/Added value	3%
Pass / Fail Criteria	
Annual company turnover of at least £12,000	Pass / Fail

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
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Excellent	4	<i>Comprehensive response supported by examples</i> <i>Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples.</i> <i>Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence.</i> <i>Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence.</i> <i>Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration.

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration

Appendix D: Watercooler Locations

Appendix E: Suitability Questionnaire

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM

Agreement for the Provision: RFQ069 Water Coolers Lease

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We declare that we have not directly or indirectly obtained information from any member concerning the Tender or proposed Tender, or obtained any unfair advantage by any other means. We understand that if this is proven not to be true the contract will be severed and we shall be banned from quoting for future opportunities with the College for at least four (4) years.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE

COMPANY* (1) Signature:

Name:

Position in Company:

For and on behalf of:

.....
(Print Company's full name and registered number)

*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.
- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.