



Newark
TOWN COUNCIL

Contractors Tender Information

Replacement Heating Boilers at Newark Town Hall

October 2023

Introduction

Newark Town Council is seeking to replace the heating and hot water system boilers in the Grade 1 listed Newark Town Hall located at Market Place, Newark, Nottinghamshire, NG24 1DU.

There are a number of important key elements that the Town Council is keen to see included in any replacement boiler provision which are detailed below. Any tender bid submitted must clearly explain how the bid submission has addressed those key elements. Those elements are detailed further below:

Key Tender Information

Deadline for Tender Submission	12.00pm on the 6 th November 2023 <i>(Tenders received after this time will not be considered)</i>
Method of Submission of Tender	Tenders must be sent in writing to the following address: Newark Town Hall Market Place Newark Nottinghamshire NG24 1DU Tenders must be sent in a sealed envelope and marked for the attention of Mr. Matthew Gleadell . Envelopes must also be marked in the top left of the envelope with the words 'Formal Tender'
Tender Opening and Scoring	Tenders will be opened, assessed and scored on the 7 th November 2023.
Tender Scoring Matrix	Tenders will be scored in accordance with the scoring system at Appendix 1 hereto.
Decision Date	A decision as to the award of the contract will be made at a meeting of the Town Council to be held on the 22 nd November 2023 and the outcome communicated to all bidders by e-mail on the 23 rd November 2023.
Site visit	Site visits to assist in preparing a bid are available by appointment. Please contact Sally Wyles to arrange a visit. Sally can be contacted on the following e-mail: sally.wyles@newark.gov.uk

Further information

If you would like further information or have any questions please contact Mr. Matthew Gleadell on 01636 680333 or e-mail matthew.gleadell@newark.gov.uk



Existing Boilers



Existing Heating Flue System



Existing Heating Control System

Essential Information to be Included in the Tender Submission

Remote Operation Compatibility

The Town Council is keen to establish a heating system that can be operated remotely. Tenders must specify if the proposed boiler product can be set up to allow for remote operation. Relevant details for remote operation should be included such as the nature of the remote operation product and logistics involved in linking to the boiler and control system.

Hydrogen Gas Blend

The Town Council is mindful of moves by the government to switch gas supplies to a hydrogen blend and ultimately a full hydrogen supply. Tenders must specify how the proposed boiler product is able to adapt to a hydrogen blend supply. If the product is not ready for hydrogen blend a statement as to what changes to the boiler product would be needed and the likely cost of conversion or confirmation that a wholly new boiler will be required.

Control Panel Development

The Town Council recognises that the control panel for the boiler may also require upgrading in the near future. Tenders must specify compatibility with existing controls and any limitations on compatibility with new and upgraded controls. Please detail any recommended new control panels and an estimate of cost for supply and install.

Energy Efficiency

An industry recognised Energy Efficiency Rating of the proposed boiler must be detailed in the tender.

Warranty

Tenders must specify the scope and extent of any warranty attached to the product and the installation works.

Parts

Tenders must provide details as to the availability of parts for the boiler product. Are parts of a universal nature available from multiple sources or unique only to a single manufacturer/supplier ? Are parts available in the UK or do they require importing from abroad ? Any other relevant information as to parts such as where possible a parts list and prices of those parts.

Price

Tenders must clearly state the amount of any VAT included in the price.

Programme of Works

Tenders must include a programme of works for installation which clearly states the time needed for install. Unless installation can be completed over a weekend or during the christmas break, works will be scheduled for May 2024 so as to ensure that the building continues to have heating until warmer weather will allow for a period without heating.

Company Climate Friendly Activity

Please provide details of how your business is responding generally to global concerns as to Climate Change.

Testimonials

Bids should where possible include testimonials from customers who are content for the Council to make contact with them to verify the testimonial should it wish to do so.

Appendix 1 –Tender Scoring Matrix

Scoring System

Every tender received will be allocated a score. The maximum score available is 100.

Certain elements of the tender scoring have been weighted according to their significance in assisting in determining the award of the contract.

Item	Points Available	Guidance Notes for Scoring
Price (Best Value)	30	As a Council achieving best value for the tax payer is an important aspect of the Councils financial undertakings. Points for the price of any tender will be influenced by all factors albeit as a general rule the higher the price the lower the score will be in this area.
Control Panel	15	0 – A product that is not compatible with the existing control panel will score zero and will be dismissed as a viable bid. 0-10 – A product that works with the existing panel and other control panels will score well in this area. 10 - 15 – A product that works with the existing control panel and has wide compatibility with other new and upgraded control panels will score high marks.
Energy Efficiency	10	The higher the energy efficiency of the boiler the higher the score that will be achieved for this area.
Hydrogen Gas Blend	10	0 – A boiler that is not ready for hydrogen gas blend and cannot be converted to take hydrogen gas blend will score 0. Scores between 0 and 10 will be determined by the level to which modification may be required for future conversion.

		10 - A boiler that is ready to receive hydrogen gas blend with no modification or additional cost will score maximum points.
Warranty	10	Points in this section will be determined by the length of the warranty and extend of the cover within it.
Parts	10	Boilers that have parts readily available from multiple UK sources will score higher than a boiler that only has a single provider of parts.
Remote Operation	5	A boiler that provides a remote operation system or is compatible with one will score well.
Programme of Works	5	A bid which can undertake works quickly with minimal impact on the operations of the building will score highly.
Business Climate Actions	5	A business demonstrating good climate friendly practices will score well in this area.

The tender scoring structure will be utilised to assist the Council in assessing bids received. The Council is however under no obligation to engage the services of the company with the highest scoring bid.

The Council may wish to seek clarity from bidders on certain aspects of their submitted information.