

Invitation to Tender

Building Refurbishment

**BIG2154**

## 1 Background/ Introduction

iCT4 have been providing ICT services to schools since 2002. Originally formed as part of the Cornwall Council Learning Partnership we are now a limited company covering all of the UK. From the directors to our engineers; we all spend the majority of our time in schools. We believe passionately that this gives us the experience and understanding to ensure we're providing the best possible service for all budgets. In order for us to expand our offering, we require the following refurbishment work to be undertaken.

**These works are part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.**

## 2 Project Specification

	All waste to be removed from site	
	<b>Sub Item</b>	<b>Descriptor</b>
<b>A</b>		<b>Disabled toilet (G10), adjacent toilets (G08, G09) and corridor (G07)</b>
	<b>1</b>	Remove door and frame and make good between disabled toilet corridor and 2 toilets corridor
	<b>2</b>	Remove old mirrors and discard
	<b>3</b>	Supply and install whiterock to be installed below hand driers, the bit fitted from under hand drier to top of altro
	<b>4</b>	Supply and install whiterock as a splash back above sinks
	<b>5</b>	Supply and install 3 x circular mirrors - one near each sink as soap dispensers must be above sinks (design to be approved by iCT4)
	<b>6</b>	Install long wall mirror (provided by iCT4)
	<b>7</b>	Install toilet roll holders and soap dispensers - soap dispensers to be positioned over sinks where possible (provided by iCT4)
	<b>8</b>	Install 3 x Biodrier Biolite Hand Dryer into existing electric supplies (hand dryers provided by iCT4)
	<b>9</b>	Form a cupboard around the hot water boiler in G10 to hide the pipework - provide access to the boiler cupboard via formed door
	<b>10</b>	Replace 6 surface mounted lights with LED and 4 PIR detectors (1 PIR per toilet and 1 for the corridor) locations of PIRs and Lights to be decided by the contractor to ensure best and most suitable coverage - remove the 4 manual light switches and make good - Link existing extractor fans to PIRs and to allow fan to continue after light has been switched off.
	<b>11</b>	Remove existing altro

	<b>12</b>	Relay new altro capped and coved to assist with cleaning - design to be Mountain Oak from the altro wood safety range (WSA2022)- new altro to run into the cleaning cupboard (G11)
	<b>13</b>	Sand down and prep all walls and ceilings for painting including filling any unwanted holes
	<b>14</b>	Paint walls, ceilings, doors and windows with provided paint
<b>B</b>		<b>Kitchen (F13)</b>
	<b>1</b>	Remove kitchen door, block up opening and make good both sides and decorate
	<b>2</b>	Form new entrance door into kitchen from corridor (F10)
	<b>3</b>	Supply and install new part glazed fire door, with iCT4 provided DorGuard and door signage. Supply and fit kick plates and door closure with handles (no lock required)
	<b>4</b>	Remove all existing kitchen cupboards and work surfaces
	<b>5</b>	Supply and fit Howdens kitchen including sink and taps (Plan has been completed contact Howdens Redruth for specification and pricing)
	<b>6</b>	Supply and install plastic splash back - colour to be agreed by iCT4
	<b>7</b>	Remove existing altro
	<b>8</b>	Relay new altro capped and coved to assist with cleaning - Colour to be agreed by iCT4 but design to be from the altro wood safety range
	<b>9</b>	Replace lights with new 2D LED lights - Lights to be placed on PIR sensor
	<b>10</b>	Sand down and prep all walls and ceilings for painting including filling any unwanted holes
	<b>11</b>	Paint walls, ceilings and windows with provided paint
<b>C</b>		<b>Fire protection upgrades</b>
	<b>1</b>	Replace glass in door and wall in corridor G12 with fire rated clear glass (not wired / Georgian glass) - provide fire glass certificate
	<b>2</b>	Replace glass in door and wall on main landing (F07 / F10) with fire rated clear glass (not wired / Georgian glass) - provide fire glass certificate
	<b>3</b>	Replace glass in door and wall on kitchen landing (F14 / F15) with fire rated clear glass (not wired / Georgian glass) - provide fire glass certificate
	<b>4</b>	Replace glass in door between corridor and kitchen landing (F10 / F15) area with fire rated clear glass (not wired / Georgian glass) - provide fire glass certificate
<b>D</b>		<b>Flooring upgrades</b>
	<b>1</b>	Remove all existing carpets and discard
	<b>2</b>	Supply and fit Burmatex Tivoli carpet tiles to all rooms and communal areas that has existing carpet in place.
	<b>3</b>	Tile floor patterns and colours to be decided and confirmed by iCT4
<b>E</b>		<b>Conservatory refurbishment (G05)</b>
	<b>1</b>	Replacement of rotten wooden sills
	<b>2</b>	Remove and replace all rotten wood
	<b>3</b>	Repair of wooden door
	<b>4</b>	Install silver filming to the roof glass to reduce the heat from the sun

	<b>5</b>	Decorate conservatory internally and externally to all timber and masonry
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### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

<b>Activity</b>	<b>Date</b>
Date ITT available on Contracts Finder	23 <sup>rd</sup> November 2017
Site visit opportunity <sup>1</sup>	29 <sup>th</sup> November 2017 2pm
Last date for raising queries	30 <sup>th</sup> November 2017
Last date for clarifications to queries	1 <sup>st</sup> December 2017
Deadline to return ITT	6 <sup>th</sup> December 2017 4pm
Evaluation of ITT	7 <sup>th</sup> December 2017
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

Note 1: Please email Glyn Pascoe by 1700 27 November 2017 should you wish to attend the site visit.

### 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and ICT4 Ltd that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and ICT4 Ltd that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit ICT4 Ltd, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

### **Exclusion**

ICT4 Ltd shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

### **5 Consortium or sub-contracting**

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

### **6 Tender Application Requirements**

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. **Dated** your response, used our company's full postal address (albeit you submission might be by email) and included the **Reference: BIG2154**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number (if appropriate)**
  - Total cost of providing the goods/services requested.

## 7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## 8 Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 6<sup>th</sup> December 2017

Latest time to be returned: 1600 pm

If submitting by **email**, tenders should be sent electronically to

[gpascoe@ict4.co.uk](mailto:gpascoe@ict4.co.uk)

with the following message **clearly noted in the Subject box**;

### **Building Refurbishment – BIG 2154**

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

### **Tender - Strictly Confidential – Building Refurbishment – BIG 2154**

Addressed to:

Glyn Pascoe, Managing Director, iCT4 Ltd, Trevenson House, Church Road, Pool, Redruth, TR15 3PT

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

## 9 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 6 days before the submission date. All e-mailed queries should be sent to:-

Name: Glyn Pascoe

E-mail: [gpascoe@ict4.co.uk](mailto:gpascoe@ict4.co.uk)

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by Glyn Pascoe of ICT4 Ltd. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and ICT4 Ltd.

Responses to any queries will be shared through Contracts Finder website

## **10 Disclaimer**

The issue of this documentation does not commit ICT4 Ltd to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between ICT4 Ltd or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between ICT4 Ltd and any other party (save for a formal award of contract made in writing by or on behalf of ICT4 Ltd).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by ICT4 Ltd or any information contained in ICT4 Ltd's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by ICT4 Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. ICT4 Ltd reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render ICT4 Ltd liable for any costs or expenses incurred by bidders during the procurement process.