



Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Natural Environment
Research Council, National Oceanography Centre, Liverpool**
**Subject Contracting Authority Design and Build Window Master
Project**

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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UKSBS

Shared Business Services

Sourcing reference number **UK SBS FM17156**

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for Contracting Authorities for of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.

Our Contracting Authorities who have access to our services and Contracts are detailed [here](#).

Section 2 – About the Contracting Authority

Natural Environment Research Council (NERC)

NERC is the UK's main agency for funding and managing research, training and knowledge exchange in the environmental sciences.

NERC's work covers the full range of atmospheric, Earth, biological, terrestrial and aquatic science, from the deep oceans to the upper atmosphere and from the poles to the equator.

The organisation coordinates some of the world's most exciting research projects, tackling major issues such as climate change, environmental influences on human health, the genetic make-up of life on Earth, and much more.

Working internationally, NERC have bases at some of the most hostile places on the planet; running a fleet of research ships and aircraft and investing in satellite technology to monitor gradual environmental change on a global scale. NERC provide forewarning of, and solutions to, the key environmental challenges facing society.

Examples of funded research

- Showing the importance of mature tropical forests to the global climate.
- Developing a safer and cleaner way to mine gold by reducing the use of mercury.
- Studying the hole in the ozone layer - discovered by our British Antarctic Survey - and monitoring climate change.
- Playing a major role in the International Census of Marine Life that monitors our oceans.

NERC also runs six organisations of world renown:

- British Antarctic Survey, in Cambridge.
- British Geological Survey, in Nottingham.
- National Oceanography Centre, in Southampton.
- Centre for Ecology & Hydrology, in Oxfordshire.
- National Centre for Atmospheric Science, in Leeds.
- National Centre for Earth Observation, Swindon.

www.nerc.ac.uk

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

| Section 3 – Contact details | | |
|-----------------------------|---|--|
| 3.1 | Contracting Authority Name and address | Natural Environment Research Council National Oceanography Centre Joseph Proudman Building 6 Brownlow Street Liverpool L3 5DA |
| 3.2 | Buyer name | Siân Bureau |
| 3.3 | Buyer contact details | Email – sian.bureau@uksbs.co.uk Telephone – 01793 867816 |
| 3.4 | Estimated value of the Opportunity | £120,000 Excluding VAT |
| 3.5 | Process for the submission of clarifications and Bids | All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered. |

| Section 3 - Timescales | | |
|------------------------|---|--|
| 3.6 | Date of Issue of Contract Advert and location of original Advert | 04/10/2017 Location - Contracts Finder |
| 3.7 | Site visits – We strongly recommend a visit to site is undertaken. | Attending site prior to tendering is strongly recommended. Site visits are available on 9th, 10th, 19th and 20th October 2017. Please send a message via the e-sourcing portal requesting to attend the site visit giving 48 hours' notice should you wish to attend stating the date you wish to visit together with the names and vehicle registrations of those wishing to visit. Bidders will be limited to 2 people per company. A reply will be sent via the e-sourcing portal in confirmation. |
| 3.8 | Latest date/time ITQ clarification questions shall be received through Emptoris messaging | 24/10/2017 11.00 |

| | | |
|------|--|---------------------|
| | system | |
| 3.9 | Latest date/time ITQ clarification answers should be sent to all Bidders by the Buyer through Emptoris | 27/10/2017 11.00 |
| 3.10 | Latest date/time ITQ Bid shall be submitted through Emptoris | 01/11/2017 11.00 |
| 3.11 | Anticipated selection and de selections of Bids notification date | 09/11/2017 |
| 3.12 | Anticipated Award date | 10/11/2017 |
| 3.13 | Anticipated Contract Start date | 20/11/2017 |
| 3.14 | Anticipated Contract End date | 23/03/2018 |
| 3.15 | Bid Validity Period | 90 Days |

Section 4 – Specification

National Oceanography Centre (NOC) is seeking interest from qualified engineering firms to undertake the combined roles of Principle Contractor and Designer for the professional services associated with the above Design & Build project. This contract will be awarded subject to NEC3 Engineering and Construction Contract (ECC) Terms and Conditions.

INTRODUCTION

The Joseph Proudman building is located at 6 Brownlow Street, Liverpool L3 5DA. This is a 5 storey building including a basement and rooftop plant room with a total estimated GIA of 2800m².

The building is located in the core of the University of Liverpool's Brownlow Hill campus. All of the adjacent buildings are institutional in character and the unit is accessed through the University's site roads. The premises were formally opened in 2004 and are a shell and core fit out on a 1960's buildings concrete frame. The premises were substantially altered and extended. The building is a modern, glass and terracotta tile fronted, research building arranged over four floors, the lowest of which is part lower ground floor, part basement. The building has a dramatic entrance with a fully glazed, double height foyer. The building is linked with the adjacent University building.

Mainly office accommodation with semi-basement workshops, common areas and facilities.

Generally, the premises have raised floors, plastered and painted floors. Access to the roof, the store room and the ventilation plant room, is via staircase 2.

Aluminium windows in terracotta rain-screen cladding system with structural glazing to main entrance. Blockwork partition walls; suspended ceilings and floors. The roof is a flat construction with single ply membrane covering.

There are three known tunnels under the building. These tunnels, through which run the majority of site services, are in generally poor condition and can be prone to flooding. Only the central tunnel is considered to be the responsibility of Natural Environment Research Council (NERC) and is in relatively good condition. NERC have installed several pumps to prevent flood damage.

The building has a computer controlled ventilation system for the occupied open plan areas, cellular rooms and toilets. Mechanical ventilation is employed in the basement areas, meeting rooms and internal toilets. Comfort cooling is used in the meeting rooms.

Lighting is generally tubular or compact fluorescent throughout, supplemented by daylight from the general glazing. Water is collected from the roof and stored in an underground storage tank. The water is used for WC flushing.

Space heating is provided by a MTHW/LTHW plate heat exchanger located in the basement plantroom and controlled via the Building Management System (BMS). This supplies radiators in most areas. The steel annodised casement windows are a mix of sealed units, manual opening units (in open plan areas) and motorised opening units (in open plan areas, toilets and meeting rooms).

The motorised window opening chain box system was installed as part of the original build on floors two, three and four and is circa 12 years old. The control system, Window Master, for the motorised windows is closed protocol and independent of the main Building Management System, Siemens Desigo Insight.

The window control protocol is informed by wall mounted room sensors and the primary control parameters are internal temperature and CO₂ levels. In addition the system includes a roof mounted weather station which allows for heavy rain/high wind control functions. It has been observed that the under control system often 'fights' the heating system in the summer resulting in overheating of the building and increased heat consumption.

NOCL received full asbestos clearance in 2011.

PROJECT AIMS

PROJECT DESIGN STAGE

- To improve the comfort of the work environment
- To reduce building heat consumption, standardised by degree-days, via assessment of and enhancement of the motorised window control system.
- To increase the condition and life expectancy of the window control system at NOC Liverpool

DESIGN PROJECT OBJECTIVES

- To review the current condition and effectiveness of the Motorised Window System at NOC Liverpool.
- To summarise costed options for the enhancement of the system and presentation of options to the client.
- To progress the agreed option to full design.

- To project manage the enhancement works including contractor supervision, safe project delivery, user liaison, quality control, oversight of commissioning and sign off of OMs
- To act as CDM Principle Designer for the duration of the project.
- To ensure the project work is delivered on time and to programme.

PROJECT BUILD & CONSTRUCTION STAGE

- Replacement of all window motors
- Replacement & removal of window master control units, as they are currently closed protocol
- Replacement of existing sensors to match existing Siemens systems
- Installation of new motors as required
- Expansion of the existing BMS graphics package to incorporate the new window controls
- Installation of suitable window override systems (per window), integrated fully with the BMS with locations to be confirmed with the client.
- Testing inspection of existing window electrical installation; to confirm faults as required and allow to rectify all faults found.
- To ensure direct interface with the BMS
- To incorporate a new controls strategy agreed with NOC.
- To facilitate installation of additional sensors in the BMS for the open plan areas, and other locations in the building where sensors are currently not installed; for example - Library, the Estates office
- Full testing and commissioning of the newly installed system; including post-occupancy reporting and commissioning checks.

Site Specific Terms of Responsibility

Ensure NOC Estates Permit Systems (if applicable), are followed by the contractors & Sub-contractors.

Ensure a thorough inspection of all overlapping systems which might have an impact due to the project commencing on site.

Weekly meetings to ensure project update which would include taking minutes and site inspection during construction period.

As the client, NOC is required to ensure all Design Consultants include sustainability procurement within the scope of works, which implies that the market has been tested to provide sustainable options for (all) products, with a focus on whole life costs for long-term utility, energy consumption and waste production.

The scope of works is to include a Standard Clause for Energy Performance by Practicable Measures. This includes pre and post-project energy usage via use of smart meters. The procurement of energy meters is to be built into project costs, as required.

Principal Contractor to also ensure the NOCS Site Waste Management Plan is completed and is part of Contractor Handover Information.

Lead consultant to liaise with the client to implement UKSBS procurement procedure.

Principal Designer is to liaise with the client to agree upon a Meeting Agenda, Project Handover and O&M Handover template(s).

Please allow for consultation with building controls as applicable.

Lead Consultant liaising with building controls, would be required to ensure compliance under BS9990:2015, BS9999:2017; Regulatory Reform (Fire Safety) Order 2005; as well as industry guidelines such as ASFP guidelines and recommendations, which is available for review by the public, consultants and contractors. Any certifications on the project would require review & compliance under these guidelines. Any fire control dampers and associated products installed within the project - as part of passive fire protection measures, have to be compiled in the O&M handover documentation to be handed over NOC Estates.

Drawings and services information are available upon request. CAD floor plans are available as Record Drawings.

As part of the Principal Contractor Tender Process - The bidders are recommended to attend a site visit on site. This will consist of a conducted tour of the building and its services, and the access to and from Reception. Tenderers wishing to attend will be required to contact UK SBS via the e-Sourcing Portal advising of the names and vehicle registrations of those wishing to visit at least 48 hours before the commencement.

The tender package for the Scope of Works is to also include Network data specification guidelines, DMS/BMS guidelines for operations as compliant with the NOCL Building Standards.

PROJECT SCOPE

Project Design & Construction Stage

Preliminary Feasibility Study

- To attend a contract initiation meeting onsite following contract award to review and define the scope of works and programme for completion of the feasibility study.
- To meet with site users and complete a document review to fully understand the operation of the current system, benefits and limitations.
- To complete a site survey to produce a schedule of all windows under motorised control and for each window determine the current and available control strategies based upon the current control arrangement. This must be issued to the client for review before finalisation.
- To undertake an assessment of the condition of the window master system, including but not limited, to the conditions of the windows, motorised units, chain gear, data cabling, containment, sensors, network, PC Hardware and Software. Due consideration is to be given to the age of the units, availability of spares, integration of the system with other building controls and overall system life expectancy & resilience.
- To undertake an assessment of existing internal comfort levels within the office areas including where appropriate, heat mapping to determine the suitability of the locations of the current climate sensors informing the Window Master Software, and assessment of noise disturbance associated with the current system operation.
- To undertake a review of user satisfaction with the current system including management of a building user group to be consulted through the project, a minimum

of one meeting during the feasibility stage, one meeting during design stage and one post installation.

- Based upon the above to come up with recommendations (including outline costings and potential savings where appropriate) for the enhancement of the motorised window system. Options are to include but are not limited to:
 1. Retaining the existing mechanical system and controls with minor upgrades
 2. Retaining the existing mechanical system and upgrade the controls system
 3. Upgrading the existing mechanical system and upgrade the controls system
 4. Complete strip out and replacement of the mechanical system and upgrade the controls system

For options 2 -4 above, due consideration is to be given to integration of the window controls onto the existing Building Management System.

Each recommendations is to clearly detail outline cost, option constraints and option benefits including any foreseen reduction in utility or maintenance costs.

- The following items must be considered as part of feasibility and subsequent design:
 - Boost functions for windows in open plan spaces with automatic return to the control strategy within one hour
 - Manual override for windows in the event of a building control system loss
 - Interface options with the fire system including options for window shut and purge functions
 - Appropriate controls – understanding the 'status quo' and suggesting changes
 - Addition of windows into the control system (e.g. server room)
 - Control enhancements e.g. alarms for faulty windows and high internal temperatures, time scheduling, data logging and data trending functions
 - Window cleaning, high wind and heavy rain functions on the control strategy
 - Availability of spares and maintenance service providers
 - How resilience can be designed into the project e.g. UPS protection for the associated outstations and head end PC as applicable.
- The site weather station is to be updated and incorporated into the new BMS window control system including visual display of weather data and data logging functionality
- Feasibility findings and recommendations are to be summarised in a draft report (format to be agreed at contract initiation with the client) and issued to the client electronically for comment
- Final feasibility report to be presented to the client at a face to face meeting onsite. At this meeting the consultant and client are to agree recommendation to be progressed to the project stage.

Detailed Design and Procurement

- For the agreed recommendation, Principal Contractor is required to finalise a full detailed design and scope of works for client approval. This is to include but is not limited to:
 - Recommended Method Statement and Outline Risk Assessment
 - Drawings
 - Bill of Quantities
 - Provisional Programme

- To issue the draft design to the client and agree modifications as required before finalisation of the design package.
- Administer project schedule
- Obtain client/user sign off for proposals
- Review contractor competency/H&S Approvals
- Agree work packages/procurement method
- Update Cost Plan for each phase
- Produce monthly progress reports
- Produce monthly cost reports
- Produce preliminary site waste management plan
- Develop site logistics strategy with multiple contractors and multiple projects running simultaneously at NOCS site between October and March.
- Review client/user programme constraints
- Update detailed programme (Construction)
- Stakeholder notifications (Design, Cost, Programme updates) - Weekly
- Produce/update project contact directory
- Produce/update risk register
- Internal review meetings – Costs, design, procurement, programme, project progress
- Monitor Statutory/3rd Party Approvals
- Facilitate and coordinate general correspondence/communication

Mobilisation & Construction

- Coordinate and chair the project prestart meeting with the client and Contractor Project contacts. Submit scope of works, programme of works, Construction Phase Plan, risk assessments and site Health and Safety Plan to the client.
- As the Principal Designer, it is your responsibility to review & accept client input within the construction phase plan, before final approval.
- Manage the mobilisation process for the project in conjunction with the Principle Contractor and the client including statutory notifications, CDM notifications and communication to building users as required.
- Monitor the quality of the installation against the defined cost schedule and programme of works
- Undertake regular site supervision visits, record them, resolve issues as encountered with the principle contractor and report at defined intervals on the progress of works to the client. This could be through Early Warning Notices and project meeting updates, the framework for which shall be confirmed during project pre-commencement.
- Ensure that the and site Health and Safety Plan & RAMS are adhered to at all times by the Principle Contractor
- Ensure post works thermal images are taken of the windows for validation purposes
- Administer information requirements schedule
- Contractor to include all access equipment costs within the build costs
- Monitor/update programme
- Undertake contractor inductions
- Monitor sub-contractor procurement
- Obtain/review contractor H&S Information

- Obtain/review site waste management information
- Monitor progress/works on site
- Undertake Post-completion verifications
- Update cost plan (final account)
- Administer valuations final account
- Produce monthly progress reports
- Produce monthly-cost reports
- Manage stakeholder notifications (construction)
- Administer post-project review meeting
- Administer change management system
- Manage completion handover of works
- Manage stakeholder notifications/liaison (completion)
- Agree meeting schedule/dates (construction stage)
- Update risk register
- Undertake contractor reviews/reports
- Undertake contractor H&S and Environment audits with specific emphasis on safety while working at height
- Undertake – administer and record Internal review meetings
- Facilitate and coordinate general correspondence/communication
- Manage project close down procedure

Commissioning

Following installation works oversee the full commissioning of the system in line with CIBSE Commissioning Code C, to include:

- Witnessing of and ensuring recording of functional tests of motorised units
- Ensuring all electrical testing and verification is completed in line with current BS standards
- Review and sign off of new building control system/system control graphics, including validation of all input and outputs
- Thermal validation of window performance to ensure that they close fully under the new system, pre and post images to be included in the project O&M
- Collation of, review and approval of all commissioning information

Snagging & System Handover

- Management, recording of and oversight of the snagging process including identification of project defects, client liaison, notifications to the Principle Contractor. Management of the snagging programme and issuing of completion certificate as well as the penultimate completion certificate; which shall be due to the client 12 months/ 52 weeks, after project completion date.
- Arrangement and recording of training as required for the client and end users, including the NOC Estates Site Services Operatives.
- Agreement of handover date for new system and support for client and end users
- Agreement with Principle Contractor/Client on O&M content to be issued as hard copy and electronically following post installation commissioning. All drawings are to be issued electronically in CAD format. The format for O&M review must be discussed with the client before final draft is submitted for client records.

Post Installation Commissioning

- Two weeks following handover, lead consultant to ensure post installation commissioning takes place - including obtaining customer satisfaction information from users, reviewing functionality of the system to ensure it is operating correctly, reviewing heat data as appropriate and providing a summary report to the client on outcomes against the original project aims.

O&M Handover

- Review, comment on and arrange for final issue the project Operations Manuals to the client.
- Update cost plan (final account) and issue to the client
- Administer post-project review meeting including review of Operations Manuals, customer satisfaction, Health and Safety Plan comments and/or incidents, lessons learnt and delivery against the project aims.
- To oversee the installation and manage any defects raised 12 months post-handover
- Administration of the project financial retention process for both the services rendered by the lead consultant, as well as the Principal Contractor.

➤ Post-Handover Feedback

- Undertake end of defects Inspection
- Manage resolution of defects
- Client to issue final certificate

General Duties

- To arrange, chair and take notes at all project meetings, interviews, client liaison groups and site visits
- To undertake routine site visits to ensure suitable supervision of contractor works
- To provide written monthly summary update reports to the client for the duration of the project including programme and budget updates. This is to include weekly project meeting minutes for client review.
- To ensure compliance with all associated H&S and Building Control statutory requirements
- To ensure effective budget, programme control, and administer a change management system as required under the NEC3 contract.
- To facilitate effective communication between the client, principle contractor, building users and other interested parties
- To issue and manage Early Warning Notices issued in accordance with the NEC3 short term contract.
- To undertake the role of principle designer as defined under CDM Regulations 2015
- To issue all notifications on behalf of the client as required under the CDM Regulations 2015
- Manage project close down procedure
- To provide update information for the building log book
- To ensure site CAD drawings are updated to reflect the new installation

Principal Designer – Terms of Responsibility

- Preliminary Feasibility Study
 - Review project details and notification requirements
 - Brief Client relating to CDM requirements/duties
 - Establish Project Brief/ Scope and CDM/H&S risks
 - Assemble/Obtain Pre-construction information
 - Review Consultant team appointments/competency
 - Attend design team meeting

- Design and Procurement Stage
 - Collate/review designers risk assessments
 - Review tender Issue design/scope
 - Provide advice on residual risks
 - Review/assess contractor competency
 - Update and Issue pre-construction Information
 - Agree H&S plan format/contents
 - Issue HSE project notification (If appropriate)

- Mobilisation, Construction and Handover Stage
 - Review/approve construction phase H&S plan
 - Assemble H&S file In conjunction with Principal Contractor
 - Monitor design/changes during construction stage
 - Undertake site audits/Inspections
 - Attend project team meetings
 - Review/update HSE project notification (if appropriate)

CONSTRAINTS

Contractors to note that there is no provision for on-site parking for goods vehicles. Deliveries will have to be coordinated in advance with the client. Contractor Parking and welfare facilities on site shall be detailed by the client during site induction.

NOC (Client) is operating under the assumption that the following outline programme dates shall be achievable by working in coordination with the Principle Contractor, Client and UKSBS.

It is thereby the duty of the lead consultant to ensure that the availability of site and manufacturer lead times is considered when offering the best value solution as part of the tender package.

If required, the below noted programme can be subject to change providing that final installation and commissioning is complete by 1st March 2018 and final post installation commissioning and handover by 23rd March 2018.

NOC Outline Programme Dates –

| Task Name | Duration | Start | Finish |
|--|----------------|---------------------|---------------------|
| <i>Mobilisation and Construction</i> | <i>85 days</i> | <i>Mon 20/11/17</i> | <i>Fri 16/03/18</i> |
| <i>Snags Rectification</i> | <i>6 days</i> | <i>Mon 12/03/18</i> | <i>Mon 19/03/18</i> |
| <i>O&M Handover & Completion</i> | <i>5 days</i> | <i>Mon 19/03/18</i> | <i>Fri 23/03/18</i> |

*Note NOC Liverpool is closed 25th December – 2nd January inclusive

DEPENDENCIES

Project end date is 23rd March 2018. All project construction works are to be completed onsite by 1st March 2018 to allow for post installation commissioning. The lead consultant is required to be on site to undertake sampling of the commissioning data and must ensure a minimum of 1 site visit per week during the project works.

Please note - Any envisaged delay or impact on the programme will be deliberated jointly between the consultant and NOCL Lead Consultant, to ensure minimal cascade effect on overall completion of works.

Principal Designer to allow 2 working days' notice to the NOC Lead Consultant for Return and Flow of Information, before any issue of EWNs or programme slippage.

TENDER REQUIREMENTS

All tendering consultants are to:

- Provide a breakdown of fees as per the schedule below.
- Complete the quality questions issued as part of this tender package
- Agree that if successful they will complete their duties under NEC3 Short Term Contract Terms and Conditions
- Hold a minimum of £10 million public liability and £5 million design liability insurance for the duration of the project.
- Provide the client with a completed NOC H&S Questionnaire for appraisal prior to the start of the feasibility study including all associated documentation as requested (attached)
- A site visit is highly recommended. NOC will accept no charges for attendance at this visit from any tenderer.

Attending site prior to tendering is strongly recommended. Site visits are available on 9th, 10th, 19th and 20th October 2017. Please send a message via the e-sourcing portal requesting to attend the site visit should you wish to attend stating the names and vehicle registration numbers of those wishing to visit together with the date you would like to attend site. Bidders will be limited to 2 people per company. A reply will be sent via the e-sourcing portal in confirmation.

SCHEDULE OF RATES FOR CONTRACTOR FEES

All consultant tenderers are required to complete the price schedule attached to Question AW5.2 on the e-sourcing portal which asks for costs as per the below schedule of rates:

| Schedule | Fee |
|---|-----|
| Design Stage - Preliminary Feasibility Study | £ |
| Design Stage - Detailed Design | £ |
| Design Stage - Mobilisation, Construction, Commissioning & System Handover | £ |
| Principal Designer Terms of Responsibility as per CDM 2015 | £ |
| Site & Project Management – Associated Costs | £ |
| Construction Stage - Replacement of all window motors | £ |
| Construction Stage – Access equipment | £ |
| Construction Stage - Replacement of closed protocol window master control units | £ |
| Construction Stage - Costs to facilitate direct interface with the BMS | £ |
| Construction Stage - Installation of additional sensors for open plan areas, Library & Estates Office | £ |
| Construction Stage - Supply & Fit Extra Motors | £ |
| Construction Stage - Replacing of existing sensors to match existing Siemens Systems | £ |
| Construction Stage - Expansion of the existing graphics package to incorporate new controls systems | £ |
| Construction Stage - Installation of suitable windows override system for each location (Location(s) TBC with client) | £ |
| Construction Stage - Testing & Inspection of existing window electrical installation and confirm faults. | £ |
| Provide Normal Hours Working Rates (between 0800hrs to 1700hrs, Mon - Fri) Per day Rates | £ |
| Provide Out of Hours Working Rates (between 1700hrs to | £ |

| | |
|----------------------------------|---|
| 0800hrs; weekends) Per Day rates | |
| | |
| Total Tender Sum | £ |

| | |
|---------------------------------------|----------------|
| Schedule of Rates (Supply Costs Only) | Price per unit |
| Motors | £ |
| Sensors | £ |
| Access Equipment | £ |

Please Note - Fees to be open for acceptance for 90 days and fixed for the duration of the contract

ALL TENDER RETURNS ARE TO BE SUBMITTED VIA THE E-SOURCING PORTAL BY 11am on WEDNESDAY 1st NOVEMBER 2017

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS, and the Contracting Authority ----- and any specific external stakeholders the Contracting Authority deems required. After evaluation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16\div3=5.33$))

Pass / fail criteria

| Questionnaire | Q No. | Question subject |
|---------------|---------|---|
| Commercial | SEL1.2 | Employment breaches/ Equality |
| Commercial | SEL3.11 | Compliance to Section 54 of the Modern Slavery Act |
| Commercial | FOI1.1 | Freedom of Information Exemptions |
| Commercial | AW1.1 | Form of Bid |
| Commercial | AW1.3 | Certificate of Bona Fide Bid |
| Commercial | AW3.1 | Validation check |
| Commercial | AW4.1 | Contract Terms |
| Price | AW5.5 | E Invoicing |
| Price | AW5.6 | Implementation of E-Invoicing |
| Quality | AW6.1 | Compliance to the Specification |
| Quality | PROJ1.6 | Compliance to project completion |
| - | - | Invitation to Quote – received on time within e-sourcing tool |

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

| Questionnaire | Q No. | Question subject | Maximum Marks |
|---------------|---------|---------------------------------|---------------|
| Price | AW5.2 | Price | 30% |
| Quality | PROJ1.1 | Design Stage | 17.5% |
| Quality | PROJ1.2 | Considerations within design | 17.5% |
| Quality | PROJ1.3 | Robust Installation | 17.5% |
| Quality | PROJ1.5 | Programme of Contract key dates | 17.5% |

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

| | |
|-----|--|
| 0 | The Question is not answered or the response is completely unacceptable. |
| 10 | Extremely poor response – they have completely missed the point of the question. |
| 20 | Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed. |
| 40 | Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier. |
| 60 | Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire. |
| 80 | Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed. |
| 100 | Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider. |

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there may be multiple evaluators and their individual scores will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will $(60+60+40+40) \div 4 = 50$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at
<http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Unless formally requested to do so by UK SBS e.g. Emptoris system failure
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.
- 7.16 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Crown Commercial Service (previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority. / UKSBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 90 days or your Bid will be rejected.
- 7.34 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.
- 7.38 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris.
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

- 7.41 The Government is introducing its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)