

Request for quotation

RFQ084 Fire Extinguisher Servicing

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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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:

29 June 2018

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 22 June 2018.

Adam Baker

Procurement Officer

Phone: 01752 305313

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 should 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 servicing of fire extinguishers with a contract for one (1) year with a view to extend for a further one (1) plus one (1) years to a total of three (3) years. The contract is to commence from the 1st August 2018 and is for extinguishers across 3 sites.

The anticipated value of the supply contract will not exceed £25,000. However, in the interests of open competition the opportunity will still be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College operates on three sites within the city. The College operates year round, with opening times from 0800-2100 on some days.

City College Plymouth's Estate includes 3 sites;

Kings Road 24,321m²

Consisting of 8 buildings including an 8 story tower block.

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

Picquet Barracks 1706m²

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

Pace 569m²

2 story building located in the city

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 providers of innovative, technical and professional, education 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 was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

REQUIREMENT

The Value of the opportunity is approximately £10,000 over the term of the contract (three years) including the replacement of any extinguishers if required.

The Fire Extinguishers will require one service per annum per extinguisher. On the main site at Kings Road the extinguishers will be divided up and scheduled to have 4 quarterly visits per annum. These must be scheduled in advance with the College and be done at times and dates convenient to the College.

The successful contractor must be able to attend all sites on award of the contract and once the initial preventative maintenance is carried out on each system the company must provide a full schedule of all extinguishers tested including type and location of equipment in electronic format, preferably Excel Spreadsheet.

The Fire Extinguishers should be serviced as per the requirements of BAFE and British Standard 5306-8:2000. Tenderers should include a method statement for the servicing of each discipline with their tender.

On servicing the successful tenderer must report back that the relevant risk of the building/area is met by the current level of protection and highlight any deficiencies in writing.

The contractor must make themselves aware of the nature of each site and the equipment installed on each site prior to submitting their cost on the schedules provided to ensure that the full extent of the work is understood and priced accordingly.

Pricing should be also provided for the replacement of any extinguishers or for the provision of any additional if required.

If a particular site is closed for whatever reason, that part of the servicing contract can be withdrawn by the College by giving the contractor 30 days notice in writing.

CONTRACT MANAGEMENT

A key account manager should be available for the duration of the contract and should be available to deal with any queries.

SECURITY

The College requires that all contractors, prior to undertaking work on the College site, will have been subject to a (DBS) English Disclosure Barring and Services check. This requirement may be suspended where works are undertaken during the college holiday breaks or outside of the main school week, providing the College is satisfied any risk to students who may be on site for revision or taster sessions is adequately managed.

All staff on site will be required to comply with health and safety requirements at all times and to wear appropriate identification.

All staff will be required to sign in and sign out when on College premises.

SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

HEALTH & SAFETY

The contractor is responsible for carrying out a detailed risk assessment of the work to be done. This must be issued to the Estates Engineer at least two weeks before work commences, along with method statements, which explain how the work is to be carried out, and the safety controls to be employed.

In addition to the Electricity at Work Act 1989, 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.

CERTIFICATION AND FORMS OF COMPLETION

The Contractor is to prepare all forms of completion as prescribed in the relevant section of the current IEE regulation.

- The NICEIC or NAPIT forms are preferred.
- The forms are to be presented in a clean condition.

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.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Contractor must comply with the requirements of the CDM Regulations and notify the other parties to the contract immediately it becomes aware that they are or likely to be in breach of these Regulations.

All building and maintenance work now falls under CDM Regulations.

All building and maintenance work will now require a Construction Health & Safety Plan, even if it is not notifiable. The level of detail and planning required will be proportionate to the scale and complexity of the project.

All projects involving more than one Contractor must have a Health & Safety File.

Projects will be notifiable to the HSE where:-

- The work will last longer than 30 working days AND involve more than 20 workers on site simultaneously.
- OR
- The work exceeds 500 person days.

The Contractor must notify the Contract Administrator in writing, with their quotation or tender, if they foresee the above criteria for notification being exceeded during the works. The Contractor must also notify the Contract Administrator if they foresee that additional contractors are required to complete the work.

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.

DELIVERY OF PLANT AND MATERIALS

The contractor is responsible for the supply, delivery and off-loading of all plant, materials and equipment into final positions. The contractor must liaise with site

services staff to identify suitable storage areas, although these cannot be guaranteed.

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.

WRITTEN SUBMISSION

We also require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 13.

- Responsiveness and service including how extinguishers will be serviced in accordance BAFE and British Standard 5306-8:2000.
- Contract management arrangements.

Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery

PRICING

Your pricing should be submitted using Appendix A.

The Contractor shall price for the servicing of the fire extinguishers per unit at each individual site. In addition they shall provide a price if applicable for the inspection and creation of a schedule of existing extinguishers on contract award.

Potential contractors have also been asked to complete their costs against a list of standard replacement extinguishers and provide call out rate charges.

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 is as follows:

Category	Weight
Price	85%
Service Management and compliance to required standards	10%
Sustainability, the Environment and Social Responsibility	5%

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
Excellent	4	<i>Comprehensive response supported by examples 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. 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. 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. 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.

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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.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder

SUITABILITY AND ASSESSMENT QUESTIONNAIRE

As this is a contract expected to be awarded for a number of years, you are required to complete the Suitability and Assessment Questionnaire, Appendix E. This will not be viewed unless you are the successful bidder and does not form part of the initial contract assessment.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

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

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: CCP Standard Terms and Conditions Goods and Services

Appendix C: Suitability Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration Form