

REQUEST FOR QUOTATION FOR INSTALLATION OF SECONDARY GLAZING TO THE GRANGE



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# INTRODUCTION

## GENERAL REQUIREMENTS

East Cambridgeshire District Council (the Authority) invites quotations for the provision of secondary glazing to various windows around the Grange Office building.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

## BACKGROUND

East Cambridgeshire is predominately a rural district located to the North East of Cambridge.  The District covers an area of approximately 665km2.  The district contains three market towns, and 50 other villages and hamlets of ranging size.

East Cambridgeshire is one of the fastest growing districts in the Country and has been ranked in the top twelve local authority areas when considering affordability of homes and the happiness of its residents. In 2012 the estimated population was 87,400. ONS population projections suggest that the district’s population will reach 103,500 by 2021 and 115,000 by 2031.

Situated in the Historic City of Ely, renowned for its beautiful Cathedral, East Cambridgeshire District Council has a bold vision to create a place where people choose to live, work and stay.

It is a customer driven, efficient Council with a “can do” attitude and pro-business approach and is commercially focused to ensure financial self-sufficiency for the taxpayer.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 02.08.21 |
| **Deadline for Clarification Questions** | 2.00pm – 20.08.21 |
| **Deadline for Quotation Responses** | 20.08.21  |
| **Quotation Evaluation**  | 24.08.21 |
| **Contract Awarded / Start Date** | 30.08.21 |
| **Deadline for Delivery** | 13.09.21 |
| **Contract End Date** | 01.10.21 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

|  |  |
| --- | --- |
| **Name** | Andrew Waterfield |
| **Job Title** | Building Surveyor |
| **Telephone** | 01553 778245 |
| **Email** | Andrew.waterfield@nps.co.uk |
| **Deadline for questions (date & time)** | 2.00pm - 20.08.21 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via to:

|  |  |
| --- | --- |
| **Name** | Andrew Waterfield |
| **Job Title** | Building Surveyor |
| **Telephone** | 01553 778245 |
| **Email** | Andrew.waterfield@nps.co.uk |
| **Respond by Date & Time** | 2.00pm – 20.08.21 |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 2: Price per unit of Quantity** |

* Price is divided by Potential Provider Quality Score to give a price per unit of quality.
* The Potential Provider with the lowest Price per unit of Quality is the preferred Provider.

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Considered to be a poor response on the basis that:It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a limited response on the basis that:Overall it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an acceptable response on the basis that:It addresses most of the relevant criteria.The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a good response on the basis that:It addresses all relevant criteria.The supporting detail is considered to be clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an outstanding response on the basis that:It addresses all relevant criteria.The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

The Quality Questions will be scored using the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bid** | **Price** | **Quality Score** | **Price per unit of Quality (£)** | **Rank** |
| Bid 1 | £45,000 | 285 | 157.89 | 1 |
| Bid 2 | £50,000 | 270 | 185.18 | 2 |
| Bid 3 | £55,000 | 275 | 200 | 3 |

#  SPECIFICATION

|  |  |
| --- | --- |
|  | **SECTION A: BUILDING WORKS:** |
|  |  |
| **1.0** | **REMOVAL & ENABLING WORKS:** |
|  |  |
|  | EXISTING SERVICES: |
| 1.01 | Isolate and disconnect all existing services as necessary prior to commencement and clear all debris from site.  |
|  |  |
|  | REMOVAL OF FIXTURES & FITTINGS: |
| 1.02 | Carefully remove existing blinds, curtains and the like to enable the works and set aside for re-use upon completion. Allow to relocate item into new position if required, or existing position where practical. Include for making good all areas where fixings removed to match existing. |
|  |  |
|  | EXTRACTOR FANS: |
| 1.03 | Disconnect and remove existing extractor fan from HR office on first floor, disconnect and make safe electrics to suitable stop point. Make good glazing and walls to match existing. Works are to be carried out by a suitable qualified electrician and installation certificated after removal if required. |
|  |  |
| **2.0** | **NEW SECONDARY GLAZING:** |
|  |  |
|  | CRITICAL GLAZING: |
| 2.01 | All to comply with BS 8000-0:2014. Areas of critical glazing to be in accordance with BS 6262-4: 2018 and Building Regulations Approved Document N: All doors with glazed panels below 1.5m above finished floor level or exceeding 250mm in width or 0.5m² in area, side glazing within 300mm of any doorway and less than 1.5m above finished floor level and all windows and glazed screens where glazing is less than 800mm above finished floor level. |
|  |  |
|  | SECONDARY GLAZING (W1 to W43 INCLUSIVE): |
| 2.02 | Supply and install to Windows W1 to W43 inclusive purpose made secondary glazing units manufactured by Granada Secondary Glazing. All units to be fitted in timber sub-frame, with white primed finish, with painted finish, details to be confirmed onsite. Timber sub-frame to be secured into surrounding timber panelling and window boards etc using stainless steel removable fixings. Fixings must be kept to a minimum to ensure the secureness of the panel but prevent unnecessary damage to the fabric and structure.Details of layouts and arrangements of individual windows are to replicate where possible the opening arrangement of the existing external window. All to be from the Heritage Range and consisting of horizontal sliders, balanced vertical slider reveals and hinged reveal fix type.Granada can be contacted as follows:Granada Secondary GlazingCampbell Way, Dinnington, Sheffield, S25 3QDT: 01909 499899 W: [www.granadaglazing.com](http://www.granadaglazing.com).  |
|  |  |
|  |  |
|  |  |
|  | PERIMETER SEALANT: |
| 2.02 | Supply and apply polyurethane foam to any excessive gaps around frame and neatly finish with ‘Adshead Ratcliffe’ Arbokol 1000 one-part polysulphide sealant joint to BS EN ISO 11600:2003 + A1:2011 Type B to perimeter of all timber window and door frames in colour to be agreed. |
|  |  |
| **3.0** | **DECORATIONS:** |
|  |  |
| 3.01 | Allow for making good all disturbed areas. Clean down and prepare all new and existing internal and external surfaces within the areas of new works to receive decorations all in accordance with NPS Property Consultants Ltd. Standard Painting Specification. All paints to be VOC 2010 compliant with colours to be selected from the ‘Dulux’ Trade Diamond Range and exterior woodstain colours from the ‘Sikkens’ Cetol range unless stated otherwise. All to be confirmed by client prior to commencement. Ensure contrast light reflectance values of finishes between walls and ceilings; between floor finishes and skirtings; between architraves/linings, door faces and leading edges; between faces of doors and ironmongery; between backgrounds and fittings; are all greater than 30 points in accordance with definitions laid down in Buildings Regulations Approved Document M. |
|  |  |
| 3.02 | Preparation generally to comply with BS 8000-12: 1989, BS8000-0:2014 and BS 6150: 2019 with colours from BS 4800 range. Ensure that doors and opening windows, etc., are ‘eased’ as necessary before coating. Prime any resulting bare areas. Before commencing work, remove surface mounted fixtures and fittings, set aside and replace on completion. Surfaces not to be coated include ironmongery, hinges, radiator valves and stop valves. Ensure that opening lights and other moving parts move freely. Remove all masking tape and temporary coverings on completion. |
|  |  |
| 3.03 | Decorate surfaces as follows:* Limited to the making good of any areas disturbed by the works and new timber surrounds - All new works and existing surfaces complete.
* Internal joinery (Painted) – Prepare, knot, stop and prime all surfaces and apply 1no. undercoat with 2no. water-based ‘Dulux’ Trade Satinwood finishing coats.
* Plasterboard and plastered walls - Prepare and apply 1no. sealer coat and 2no. full coats water-based ‘Dulux’ Trade Diamond Quick Drying Eggshell emulsion.
* Plasterboard and plastered ceilings - Prepare and apply 1no. sealer coat and 2no. full coats water-based matt emulsion.
 |

Works are to be priced as being carried out during normal working hours of 8.00am to 5.00pm Monday to Friday, by arrangement with the Facilities team.

No weekend or out of hours working intended at this stage.

# SUPPORTING INFORMATION

Please complete section 3 and 4 below.

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered** **office)** |  |
| **A-4 Organisation Registration Number****(if applicable)** |  |
| **A-5 Is your organisation a:*** Sole Trader
* Partnership
* Public Limited Company
* Private Ltd Company
* Voluntary & Community Sector
* Charity
* SME (Small and Medium Enterprise)
* Other
 |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a** **member of a group of companies,** **please give the name and** **address of the ultimate holding** **company** |  |
| **A-8 Name of person to whom** **any queries relating to this quote** **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address****(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question****Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1  | Have you experience of working in a live office environment, if so provide details. | Weight 3  |
| Potential Provider’s Response |  |  |
| 2  | Can you delivery the specification of works requested, provide evidence | Weight 2  |
| Potential Provider’s Response |  |  |
| 3 | Are you confident that the works can be completed within the proposed programme? | Weight 2  |
| Potential Provider’s Response |  |  |
| 4 | Provide details of how the quality of the works will be monitored and implements during the works | Weight 2  |
| Potential Provider’s Response |  |  |
| 5 | Having read the specification what community benefits, will your organisation provide as part of your proposal?Examples include:1) sub-contracting locally.2) improvements to the county3) Use of apprenticeships, etc... | Weight 2  |
| Potential Provider’s Response |  |  |
| 6 | Public Liability and Employers Liability Insurance, which shall, for any one occurrence or series of occurrence’s arising out of one event, be not less than £5,000,000.Professional Indemnity Insurance, which shall, for any one occurrence or series of occurrence’s arising out of one event, be not less than £5,000,000.Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award*Officer to discuss with Finance team what a sensible insurance level is so as not to discriminate against SMEs.* | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract[ ]  **No** - but will provide the Authority‘s level of cover requested if awarded contract [ ]  **No** - have not got cover and won't provide Authority’s level of cover [ ]  |  |
| 7 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.  | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015[ ]  **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 [ ]   |  |

# PRICING SHEET

## Pricing and Costs

The available budget for this procurement exercise is £ 33,842.00 + VAT Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Window Number** | **Location** | **Floor** | **Individual Cost (£)** |
| W1 | Building Control Office | Ground |  |
| W2 | Building Control Office | Ground |  |
| W3 | Building Control Office | Ground |  |
| W4 | Building Control Office | Ground |  |
| W5 | Building Control Office | Ground |  |
| W6 | Building Control Office | Ground |  |
| W7 | Tree Office | Ground |  |
| W8 | Tree Office | Ground |  |
| W9 | Staff Toilet 1 | Ground |  |
| W10 | Communities Office | Ground |  |
| W11 | Communities Office | Ground |  |
| W12 | Planning Files | Ground |  |
| W13 | Planning Files | Ground |  |
| W14 | Planning Files | Ground |  |
| W15 | Planning Files | Ground |  |
| W16 | Staff Kitchen | Ground |  |
| W17 | Staff Kitchen | Ground |  |
| W18 | Room 021 (Side light) | Ground |  |
| W19 | Room 021 (Top light) | Ground |  |
| W20 | Room 021 (Side light) | Ground |  |
| W21 | Legal Services Manager | First |  |
| W22 | Customer Services Manager | First |  |
| W23 | Customer Services Manager | First |  |
| W24 | Web Team | First |  |
| W25 | Web Team | First |  |
| W26 | HR Office 1 | First |  |
| W27 | Facilities Office | First |  |
| W28 | Facilities Office | First |  |
| W29 | Conservative Group Room | First |  |
| W30 | Conservative Group Room | First |  |
| W31 | HR Office 2 | First |  |
| W32 | HR Office 2 | First |  |
| W33 | Staff Toilet 2 | First |  |
| W34 | Staff Toilet 3 | First |  |
| W35 | Legal Office 1 | First |  |
| W36 | Legal Office 1 | First |  |
| W37 | Legal Office 2 | First |  |
| W38 | Legal Office 2 | First |  |
| W39 | Half landing | Second |  |
| W40 | Room 215 | Second |  |
| W41 | Room 216 | Second |  |
| W42 | Room 216 | Second |  |
| W43 | Room 216A | Second |  |
|  | **Total Costs (£):** |  |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** **INSTALLATION OF SECONDARY GLAZING TO THE GRANGE**

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

 that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

Legal Services have drafted standard terms and conditions for the supply of goods and services.

Click on the link below for further details:

<https://www.eastcambs.gov.uk/sites/default/files/standardagreement%2012%2013%20%284%29%20text%20change%20oct%2015.doc>