**Invitation to Tender**

**Title:** Provision of Facilities Management of Soft Services to offices, Laboratories, and Associated Buildings at The Pirbright Institute.

**Project: PIR-**WM001/2020

**Date: 24th of February 2020**

**Procurement:** Lester Demmer

**Owner:** Elena Lee

**Client:** The Pirbright Institute

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| **Invitation to tender** | **24/02/2019** |
| **Deadline for clarifications** | **09/032019** |
| **Tender submission deadline** | **23/03/2019** |
| **Invite to present tender (top three scored submissions)** | **Week of the 30th of March 2020** |
| **Award of contract** | **17/04/2020** |
| **Contract commencement** | **01/05/2020** |

1. **About us.**

The Pirbright Institute is a unique national centre that works through its highly innovative fundamental and applied bioscience to enhance the UK capability to contain, control and eliminate viral diseases of animals and viruses that spread from animals to humans. We thereby support the competitiveness of UK livestock and poultry producers, and improve the health and quality of life of both animals and people.

The Institute employs around 350 staff plus research students and visiting scientists, it is based in the Pirbright Village. Investment by BBSRC has resulted in a redevelopment of the site and the construction of a high level containment facility – the BBSRC National Virology Centre: The Plowright Building and a SAPO level two facility, BBSRC National Vaccinology Centre: The Jenner Building.

* 1. **Our mission.**

To be the world's leading innovative centre for preventing and controlling viral diseases of livestock.

* 1. **Our vision.**

Apply scientific research to prevent and control viral diseases, protecting animal and human health and the economy.

* 1. **Our values.**

The Pirbright Institute and its staff takes pride in being a world-class organisation where knowledge, expertise, facilities, professional excellence and rigorous academic, biosafety and ethical standards combine to generate global health and economic impacts. Our values include:

**P**assion – for the highest quality standards, delivery and performance

**R**eliability – in everything we do - leadership, learning, biosecurity, problem anticipation and containment of unexpected events

**I**nnovation – is the driving force behind our fundamental and applied science. Our work is positioned at the cutting edge of science to deliver solutions for global good

**D**ignity and respect – we respect and trust all in our diverse community

**E**xcellence – we aim to deliver the best in all aspects of our work including health, safety, biosafety, scientific research, customer service and protecting the environment.

1. **Specification.**

The Provision of Facility Soft Management Services to offices, laboratories, and associated buildings at the Pirbright Institute.

* 1. **Waste Prevention and Management.**

**Waste container types**.

The Contractor shall advise the Pirbright Institute on the full range of waste container types available and make recommendations for the most appropriate size and type for the service specified by the Pirbright Institute. The Contractor shall provide containers suitable to prevent wastes from escaping or leaking. The Contractor shall ensure that their vehicles are in a good state of repair, regularly maintained, and technically suitable for the type of waste to be disposed of, in order to prevent escape of the waste during transits.

**3.1.2 Waste management options.**

The Contractor shall ensure that their tender price includes collection, carriage and safe disposal of waste.

On request the Contractor shall be able to provide the Pirbright Institute with details of the waste management option, route to be used for each material and the certification for any sub-contractor and sites where waste will be taken to. The Contractor should immediately inform the Pirbright Institute in writing of any intended changes in the waste management option or route being used for each material. The Pirbright Institute retains the right to refuse changes to the waste management option or route being used or final waste destination if deemed to have a negative impact to service, environment, safety or security.

* + 1. **Monthly reports and record-keeping.**

The Contractor shall provide a monthly report which shall include, but not be limited to, the following items: financial breakdown, volumes and dates collected, EWC waste code, and disposal route.

The Contractor shall collect and dispose of the waste at the frequency and in the manner agreed with the Pirbright Institute contract.

The Contractor must provide the Pirbright Institute with a waste transfer note or consignment note for all waste disposal transactions, and review transfer notes when appropriate to the nature of the contract, to meet legal requirements, or when the content of the waste changes. The Contractor must ensure that a record-keeping system for the disposal of wastes is in place. As a minimum, this will include the following:

1. Copies of waste transfer notes (records to be kept for at least two years)
2. Copies of consignment notes (records to be kept for at least three years).
   * 1. **Duty of Care**.

Audits/inspections will be undertaken at all facilities that handle the Pirbright Institute waste.

The Contractor shall provide details of waste management licences or permits where applicable for waste transfer stations, waste disposal or reprocessing facilities to the Pirbright Institute at submission of tenders and subsequently on request or in the event of any change of status. The Contractor must ensure that the destination to which the waste is transferred is licensed to accept it, and provide proof of the waste carrier being registered. The Contractor must maintain status as a Registered Waste Carrier.

* + 1. **Working hours and security requirements.**

Access to site will be during normal working hours: Monday to Friday 0900 – 1600 hrs.

The Contractor must comply with the site access and security requirements. Access to site shall be by prior arrangement with on-site contact. Operatives appointed to the contract must be named and are subject to security screening. The site contact has the right to refuse access to any operatives not following security screening. ID must be worn by the operatives at all times whilst on site. Operatives should be aware that vehicles may be security searched and may be required to complete a short site induction session with the Site Contact or his representative.

Contractor staff must hold or intend to hold at the time of contract go live: First Aid Certificates, Contractor Scheme Licenses or equivalent, and on-going training and development records.

**Special waste type information:**

* + 1. **Clinical waste.**

Biosafety requires that an enclosed vehicle transports clinical waste to a high temperature incinerator.

It is also required that the Pirbright Institute has notice of all scheduled incinerator shut down periods. Where unplanned shut down occurs then the Institute must be notified immediately and waste stored securely. All leaks and spills of clinical waste must be reported to the Pirbright Institute with immediate effect.

**GM waste** is produced on site and therefore the waste disposal incinerator must be registered to dispose of this waste. A GM site number will be required.

The waste disposal incinerator will need to be aware of and able to dispose of GM Class 2 egg waste and GM Class 2 animal bedding and carcasses. The Pirbright Institute has a HSE derogation to send these two waste streams directly off site for incineration, thus removing the need for onsite decontamination (e.g. autoclave or fumigation).

* + 1. **Offensive waste collections.**

The Pirbright Institute has its own offensive waste bins. It is required that these bins are for the use of the Institute’s waste only and must be returned promptly.

* + 1. **Chemical waste.**

Chemical wastes are stockpiled on site in an appropriate storage area. These wastes will need to be catalogued and packed by a trained chemist (appointed by the waste disposal contract) before off-site disposal. In addition, the waste disposal company will supply all packing materials, labelling and documentation that will be required in advance of each consignment. The cost of disposal will be notified in advance of the uplift and include the cost of packing, labelling and supplying paperwork.

Chemical waste from the Pirbright Institute restricted areas must not be recycled, but must be destroyed by incineration. Chemical waste will be packed into sealed drums and not opened at any stage of the disposal process. Specialist Waste Contractor will be contacted. ‘DO NOT OPEN’ stickers will be placed on all drums. The waste will go directly for incineration and will not be stored at the incinerator site unless an engineering fault occurs. If this happens then the waste will be stored in a secure area until this can be processed and the Pirbright Institute will be informed.

An information sheet on what to do in the event of a spill of chemicals into the outside environment will be provided to the offsite incinerator operators, in addition to an approved disinfectant as part of a spill kit. In the event of damage to a container or spill of a chemical off site, then the Pirbright Institute must be contacted. Incinerator staff who deal with any spill may be placed under a three-day quarantine to susceptible animals if this were to occur.

**Waste Collection**

1. **Scope of Works.**

The tenderers will need to be able to demonstrate the following:

A strong and current track record of working with a scientific research organisation of a similar size / nature within this specialist field in which they are tendering.

The ability to deliver and supply a waste management collection plan.

Proactive response arrangements.

As part of the tender process, contact details will be taken up of three client referees in support of the points above.

Demonstrate a track record of working with and delivering waste management within the last three years.

Evidence of the waste management will be assessed during the supplier presentation and throughout the tender response.

Please be prepared to attend a presentation day.

1. **Tender Submission Requirements.**

Tenderers should submit the following information/documents as part of their proposal:

* Introduction to a company.
* Examples (up to three) of previously delivered projects of a similar nature.
* Details of the delivery team including previous experience.
* Completed supplier pre-qualification survey (see appendix A).

1. **Tender Submission & Clarifications.**

|  |  |  |
| --- | --- | --- |
| Name | Position | Email & Telephone |
| Elena Lee | Environmental Advisor | [elena.lee@pirbright.ac.uk](mailto:elena.lee@pirbright.ac.uk)  01483 231201 |
| Lester Demmer | Procurement Manager | [lester.demmer@pirbright.ac.uk](mailto:lester.demmer@pirbright.ac.uk)  01483 231336 |

1. **Evaluation of Tendering Responses.**

In addition to the general criteria, once received all submitted tenders will be evaluated by the Pirbright Institute Environment Advisor and Health and Safety Team.

Evaluation will take the form of scoring as detailed set out below.

Clarifications will be sought where required before scoring is performed.

| # | Evaluation Criteria | | Weight |
| --- | --- | --- | --- |
| **1** | **Essential criteria** | | **70%** |
|  | 1.1 | Your Company and Staff must hold or intend to hold at the time of Contract go live, CRB checks, Screening for Animal Rights Affiliations, First Aid Certificates, Contractor Scheme Licenses or equivalent and on-going training and development | 10% |
|  | 1.2 | Please provide details of how you intend to manage and resource the day to day running of this Contract. Please include a full and detailed proposal for the numbers and types of staff required for you to deliver the contract and which elements will be undertaken by onsite / offsite and subcontracted staff. | 10% |
|  | 1.3 | The waste provider must provide a detailed pre and post contract migration/mobilisation plan to include all major milestones to include details of where customer involvement/input will be required on the management of waste i.e. collections and storage, duty of care, site access and requirements. | 20% |
|  | 1.4 | Provide comprehensive details of how you will manage business continuity issues specific to the provision of this contract; in particular please provide a plan of how you would manage the fulfilment of the contract requirement in times of adverse weather, bearing in mind that the site is fairly rural in location. | 20% |
|  | 1.5 | The provider shall outline how they would operate this Contract and are invited to Outline their Technical abilities to perform this contract to the specifications. | 5% |
|  | 1.6 | Please provide a training plan for a new employee with details of core training/induction requirements and also details of how this training plan will be managed and by whom. Please confirm all employees will be appropriately trained | 5% |
| **3** | **Price** | Tenderers should define the cost of design and delivery. | **30%** |
|  | **Essential + Price** | | **100%** |

|  |  |  |
| --- | --- | --- |
| **Score** | | **Definition** |
| 0 | Non-compliant | No response or partial response and poor evidence provided in support of it.  Does not give the awarding committee confidence in the ability of the Bidder to deliver the Contract. |
| 1 | Weak | Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract. |
| 2 | Minor reservations | Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract. |
| 3 | Good | Response is comprehensive and supported by good standard of evidence. Gives the awarding committee confidence in the ability of the Bidder to deliver the contract. Meets the awarding committee’s requirements. |
| 4 | Very good | Response is comprehensive and supported by a high standard of evidence. Gives the awarding committee a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds the awarding committee’s requirements in some respects. |
| 5 | Excellent | Response is very comprehensive and supported by a very high standard of evidence. Gives the awarding committee a very high level of confidence the ability of the Bidder to deliver the contract. Exceeds the awarding committee’s requirements in most respects. |

The awarding committee will invite the top three scoring tenders to present their bids. The invitation to present will outline any additional questions the awarding committee has with regard to the tenders bid. The invitation will also include a brief on the information that the presentation should cover.

The Pirbright Institute intends to award any contract based on the most economically advantageous option and on the award criteria provided as part of the tender documentation. The Pirbright Institute reserves the right to award all or none of the business described.

1. **The Pirbright Institute Terms and Conditions.**

T & Cs are attached in Appendix C.

1. **Confidentiality.**

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following:

All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender

Response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of The Pirbright Institute.

The Pirbright Institute reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Pirbright Institute further reserves the right to publish the Contract once awarded and/or disclose

Information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the “Disclosure Obligations”).

You should be aware of The Pirbright Institute’s obligations and responsibilities under the Disclosure Obligations to disclose information held by The Pirbright Institute. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by The Pirbright Institute under the Disclosure Obligations, unless The

Pirbright Institute decides that one of the statutory exemptions under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

* The precise elements which are considered confidential and/or commercially sensitive.
* Why you consider an exemption under the FOIA or EIR would apply.
* The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that The Pirbright Institute should not and will not be bound by any such markings.

In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that The Pirbright Institute accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to The Pirbright Institute, notwithstanding any consultation with you or any designation of information as confidential or commercially

sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to The Pirbright Institute on the basis that it may be disclosed under the Disclosure Obligations if The Pirbright Institute considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions

provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with The Pirbright Institute’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on The Pirbright

Institute’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

1. **Appendices**

**Appendix A – Pre Qualification Questionnaire**

**Appendix B – Waste Pricing Schedule**

**Appendix C – The Pirbright Institute Terms and Conditions**

**Appendix D - Waste Locations**

**Appendix E – Clarification Document**