

**INVITATION TO TENDER (ITT)**

**FOR THE PROVISION OF:**

**BUILDING SERVICES**

**TO YORK ST JOHN UNIVERSITY**

**for the DESIGN CENTRE MAKERS SPACE CONVERSION**

**DATE OF ISSUE: 18/12/2023**

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# Instructions to Bidders

## 

## Introduction

The Design Centre Makers Space will provide the School of Art with a dedicated workshop space that will house workshop machinery and associated equipment. This Makers Space will provide our students with woodwork, metalwork, and 3D printing facilities, among other facilities, within 5 separate bays. The existing garage block and adjoining outbuilding, both currently used for storage, will be redeveloped to create a functional and practical space for these facilities to be housed. The areas of the existing building that require building works include asbestos removal reroofing, insulating, internal reconfigurations, electrical works to provide power and data, plumbing, flooring, and the construction of the proposed side extension.

## Project Vision and Purpose

The University is seeking to appoint a suitably qualified provider(s) for Building Services for our Design Centre Makers Space conversion. The work is split into 3 lots: -

* Lot 1 – Reroofing of garage block and adjoining outbuilding, including the removal of the existing roof material (asbestos) and ceiling material below.
* Lot 2 – Internal reconfigurations including demolition of existing and construction of new partition walls, dry-lining (insulation) to external walls, flooring works and pipework adjustments as well as external works to construct side extension.
* Lot 3 – Electrical works to provide lighting, power and data throughout the garage block and adjoining outbuilding and within the proposed side extension.

Suppliers can bid on any or all of the Lots but must indicate below which Lot(s) they are bidding on.

## Confidentiality

This document is the property of York St. John University All rights reserved. This document may contain confidential information, which is not to be copied or discussed beyond those required to deliver the requirement and bid, without express authority.

All submissions will be treated as confidential by the University. However, in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (FOIA), any of the information submitted to may be disclosed in response to a request made pursuant to the FOIA. If you consider that any parts of your submission are exempt from disclosure, please include a statement to this effect – noting the relative Exclusion clauses – along with your submission. The final decision as to what information to disclose under an FOIA enquiry rests with the University.

Where applicable, any additional pages and supporting documentation provided in your response must clearly state the name of the organisation, the tender reference/contract details and the question to which it relates.

## General

The Bidder should note that receipt of this ITT in no circumstances implies that a contract or commitment exists between YSJU and the Bidder. Any such contract or commitment will be made in writing and duly signed by an authorised signatory of each organisation.

YSJU reserves the right to accept all or part of a response nor will YSJU be obliged to consider any late response. The Bidder should be prepared to discuss any aspect of its ITT response and may be invited to present these in person to the evaluation panel. YSJU is not bound to accept the lowest price or any other response. The Bidder should note that this ITT process may not result in the awarding of business. YSJU will not accept responsibility for any costs incurred by the Bidder in relation to the preparation of the response.

The details contained in your response may be specified in any future contract or may form an appendix thereof. In the event of level of business being significantly higher than those initially indicated within this ITT, YSJU reserves the right to discuss improved terms to reflect benefits of scale. The Bidder should note that YSJU will not commit itself to any contracted business volume. All volume information is of an approximate nature based on current Management Information at the time of writing.

The University reserves the right not to award a contract as a result of this exercise, or to award a partial contract. The University will not reimburse any costs incurred by tenderers in connection with preparation and submission of their responses to this Invitation to Tender (ITT).

This ITT has been designed to assess the suitability of Suppliers to deliver the University’s contract requirement(s).

Whilst reserving the right to request information at any time throughout the procurement process, the University may enable the Supplier to self-certify certain requirements (e.g., Quality Accreditations; Environmental policies). The University will only obtain such evidence after the final tender evaluation decision.

## Timetable

The indicative ITT deadlines are shown in the timetable in Table 1.

1. Timetable

|  |  |
| --- | --- |
| Activity | Date |
| Issue of ITT Documentation | 18/12/2023 |
| Deadline for Return of Bids | 12/01/2024 12pm |
| YSJ to Review Received Bids and request any clarifications | w/c 15/01/24 |
| Supplier Selection / Notification of Decisions | w/c 22/01/24 |
| Anticipated Works Commencement Date | Mid-February 2024 |
| Anticipated Works Completion | Mid-May 2024 |

## Principal Contact

The principal contact method of communication for this tender is email. All enquiries or clarifications required regarding any aspect of this ITT should be confirmed in writing using the email addressed to Nicole Close, Estates Project Manager at [n.close@yorksj.ac.uk](mailto:n.close@yorksj.ac.uk)

Your final submission is to be emailed to [procurement@yorksj.ac.uk](mailto:procurement@yorksj.ac.uk)

## Proposal Evaluation Criteria

The evaluation weighting will be split as shown in Table 2. Bidders should note the weightings and ensure their proposals reflect this weighting.

1. Evaluation weighting

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| Proposal and evidence of capability | 30% |
| Pricing and overall value for money | 70% |
| **Total** | **100%** |

1. ITT Question Scoring

|  |  |  |
| --- | --- | --- |
| **SCORE** | **CLASSIFICATION** | **DEFINITION** |
| 0 | Unacceptable | No response, or totally unacceptable and does not meet the requirement in any way. |
| 1 | Inadequate | Substantially unacceptable and does not meet the expectations in some significant areas. Considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 2 | Weak | Weak response that does not fully meet the requirements. Response may be minimal with little or no detail or evidence given to support and demonstrate sufficiency or compliance. Some minor reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 3 | Satisfactory | Response largely covers the requirements and some, but patchy or brief, evidence is given to support the answers. |
| 4 | Good | Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 5 | Excellent | Exceptional response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the service will be achieved is provided, either by demonstrating past experience or through a clear process of implementation. Response may also identify factors that will offer potential added value, and with evidence to support this. |

## Terms and Conditions

**The Bidder is required to accept the Terms and Conditions in the bid process**. All ITT documents should be read and understood before confirming your intention to bid.

If Bidders have queries regarding the ITT, they are to be submitted in writing to the Principal Contact as shown in section 1.6. No alterations or qualifications to any of the ITT documents shall be made unless YSJU has notified them in writing. The Bidder response is to be submitted by completing the ITT Response to the principal contact in 1.6 by the date shown in Table 1. The Bidders submission will be reviewed by a cross functional evaluation committee who will assist in all decisions relating to this ITT.

# Scope of Service

## 

## General Overview of Requirements

As set out in 1.1 & 1.2

## Detailed Technical Requirements

See the below additional annotated drawings detailing the works & materials required:

DC-MS-T01 for Lot 1

DC-MS-T02 for Lot 2

DC-MS-T03 for Lot 3

## Performance Requirements

We require the contractor to undertake the specified works in accordance with all relevant regulations, health and safety expectations, and to best practice standards of workmanship in accordance with all material manufacturer’s recommendations and trade body guidelines. We require high standards of behaviour on site, including site cleanliness and the maintenance of good relations with our neighbours, staff and students.

**Service Levels and Key Performance Indicators (KPIs)**

No specific performance indicators. Prior to contract, a timescale for the works will be discussed and agreed. Performance will be judged against the criteria above, alongside the works specification and adherence to the agreed contract timescale.

## Policies

YSJU requires a data sharing agreement to be signed by the supplier and University in regards to General Data Protection Regulation (GDPR) and Privacy Impact Assessments (PIA).

YSJU requires that it’s Travel and Expenses Policy is applied to all travel undertaken by the Bidder in relation to the delivery of the services. YSJU will not accept any mark-up or surcharge on any such expenses.

YSJU considers the following items to be part of supplier’s overheads, and will not pay for them additionally:

* Secretarial, staff time or overtime (unless specifically and extraordinarily requested by YSJU.
* Staff transportation costs between home, supplier’s office and the courts.
* Meals or refreshments.
* Telephone charges including mobile phone charges, hotel phone charges and/or in-flight charges.
* Charges for communication or deliveries between supplier’s offices.
* Office supplies including binders, folders, dividers, paper, CDs etc.
* Charges for scanning documents, CD duplication or ‘mastering’, word processing including any internal supplier charges for document production, printing, photocopying or postage.
* Any mark-up or surcharge on any disbursement.
* Any charge not taking account of any discount that supplier received from its own supplier.
* Other ‘office’ or ‘overhead’ charges.

# ITT Response

This section of the ITT details the information that Bidders are required to provide as part of their proposal. Submitted information will be used in the evaluation of proposals.

|  |  |
| --- | --- |
| SUPPLIER DETAILS | |
| Organisation Name: |  |
| Contact Name(s): |  |
| Email(s): |  |
| Registered Address & Company number |  |
| Telephone: |  |

|  |  |
| --- | --- |
| PLEASE INDICATE WHICH LOTS YOU ARE BIDDING FOR BY PLACING A CROSS BELOW NEXT TO THOSE YOU ARE BIDDING ON | |
| LOT 1 |  |
| LOT 2 |  |
| LOT 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal and evidence of capability** | | **Weighting 30%** | |
| 1 | Bidder to provide full detail regarding its proposed service delivery and evidence of capability including creative including as a minimum:   1. A description of the schedule of works and how this is proposed to be completed. 2. A brief overview of your experience and capability of delivering the work(s), including any relevant certifications or trade body memberships. 3. Copies of 2 references of similar services undertaken for clients who are comparable with YSJU, delivered within the last 3 years. If you propose to use YSJU as one of these references, please provide one additional reference. | | |
|  | **Response for LOT 1 (if applicable, max. 150 words):** | | |
|  | **Response for LOT 2 (if applicable, max. 150 words):** | | |
|  | **Response for LOT 3 (if applicable, max 150 words):** | | |
| **Pricing and overall value for money**  **All prices should be in GBP (sterling) and exclude VAT** | | | **Weighting 70%** |
| 2 | Please provide a brief breakdown for the costs of the work required as detailed in the relevant drawing / specification, if this is done on a separate document, please enter the high level total cost below in the relevant response box. | | |
|  | **Response for LOT 1 (if applicable, max. 150 words):** | | |
|  | **Response for LOT 2 (if applicable, max. 150 words):** | | |
|  | **Response for LOT 3 (if applicable, max. 150 words):** | | |

|  |  |  |
| --- | --- | --- |
| **Terms and Conditions** | | **Pass / Fail Criteria** |
| 3 | YSJU’s draft terms and conditions for this ITT are attached. The Bidder will confirm their acceptance by way of their bid submission.  YSJU’s mutual confidentiality agreement (NDA) for this ITT is also attached. The bidder must complete this document and return with their bid submission. | |
|  | **Response:** | |

# Declaration

|  |  |
| --- | --- |
| Submission Completed By | |
| I declare that to the best of my knowledge the answers submitted in this submission are correct. I understand that the information will be used in the process to assess my organisation’s suitability to deliver the requirement and I confirm that I am an authorised signatory on behalf of my organisation. I understand that YSJU may reject this submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information. | |
| Name: |  |
| Date: |  |
| Signature: |  |
| Title: |  |
| On behalf of: |  |

# ITT Checklist

The following is to provide guidance on documents that need to be returned and completed as part of a full and compliant ITT response:

* Completed ITT response
  + Completed Proposal in MS Word format
  + Copies of 2 detailed case study references of similar services undertaken for clients who are comparable with YSJU, delivered within the last 3 years.
  + Signed Declaration
* A signed copy of the enclosed mutual confidentiality agreement
* Evidence of;
  + Employers’ liability cover not less than £10 million
  + Public liability cover not less than £10 million
  + Professional indemnity cover not less than £2 million
* A copy of your current Information Security (IS) policy
* A copy of your anti-modern day slavery policy or statement
* Any relevant copies of certification cited in your proposal