Specification

Invitation to tender for

passenger lift repair or replacement



**Contract Reference: 22/04**

**Date: 19 April 2022**

**Version: 2**

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1. Introduction

The Rail Accident Investigation Branch (RAIB) was established to independently investigate accidents on the UK’s railway to improve safety and inform the industry and the public. The RAIB is part of the Department of Transport (DfT), operating from two operational centres, based in Derby and Farnborough respectively.

The RAIB invites proposals for the works described in Section 4 of this document relating to its Derby premises. This contract will be subject to the DfT Short-Form Conditions of Contract (Annex 3).

1. Background to the Requirement

The RAIB requires quotations for the following works:

Quotation 1: Refurbishment of existing 8 person (630kg) hydraulic passenger lift.

Quotation 2: Installation of a new passenger lift of comparable specification.

The RAIB requires 2 quotations to compare the feasibility of refurbishment to replacement of the hydraulic passenger lift located in its Derby operational centre.

Tenderers are required to attend a site visit as part of submission, to assess lift requirements for refurbishment or replacement, which should be arranged through the site procurement contact detailed in Section 12. Any tenders submitted without a site visit will be deemed non-compliant.

All works are to be undertaken during normal office hours and to the agreed timescale.

1. Procurement Timetable

|  |  |
| --- | --- |
| **Description** | **Date** |
| Start of tender | 19/04/22 |
| Close of tender | 09/05/22 at 16:00 |
| Tender evaluation | 17/05/22 |
| Contract award | 07/06/22 |
| Completion | TBC |

## 

1. Scope

Subject to the undertaking of a site visit, tenderers are invited to submit the following:

Quotation 1:

The overall scope of this works is to include, but not limited to:

* Replacement of the controller to modern microprocessor type, incorporating an LCD touch screen display with full access parameters, fault, and event logging.
* Replacement of shaft switches.
* Fitting of new absolute shaft encoder to provide accurate slowing and stopping.
* Rewiring of the lift shaft.
* Lift car to be rewired with new trailing flexes fitted.
* Fitting of a new car operating panel, including position indicator, call buttons, alarm button, door open button and key switch.
* Fitting of stainless-steel landing call stations, including position indicators.
* Replacement of existing hydraulic pump with a more efficient electronically controlled pump with precise levelling and ride control.
* Re-aligning of landing and car doors.
* Replacement of existing hydraulic power unit with new pump unit to provide better performance and robust components ensuring long service life of the drive.
* Replacement of existing hydraulic oil with T46 hydraulic oil.
* Upgrading of existing door operator.
* Realigning of doors as required.
* All related building and electrical works and testing, including any commissioned equipment.
* Confirmation of any warranties and conditions supplied.
* Arrangements for delivery of any new components or materials, including removal and disposal of any redundant items.
* Full compliance with H&S legislation.

**Important: A separate additional option must be supplied to fully refurbish the existing lift car with new wall and ceiling linings, floor, lighting, car and landing doors.**

Quotation 2:

The overall scope of this works is to include, but not limited to:

* Installation of a replacement lift to service 3 floors, including removal and disposal of existing lift.
* Specification of lift capacity to be 630kg, 8-person passenger lift (noting that the original lift shaft was designed to take the loads exerted on it by the current lift). Any alternative lift types submitted should allow for the cost of a full structural survey to determine suitability.
* Full design specification including stainless-steel operating panel, car and landing doors, LCD display indicator panels, ensuring full compliance with DDA, and appropriate signage.
* Details of all associated building works including modifications to the shaft or pit etc.
* All related electrical works and testing, including any commissioned equipment.
* Confirmation of any warranties and conditions supplied.
* Arrangements for delivery of any new components or materials, including removal and disposal of any redundant items.
* Full compliance with H&S legislation.

1. Pricing this tender

The pricing structure should include the following:

* Presented in A4 format with standard font no smaller than 12pt.
* Refurbishment cost to include all parts and disposal of redundant items.
* Replacement cost to include all parts and disposal of redundant items.
* Labour costs.
* Tenders are to remain valid for a period of 3 months from close of tender, excepting increases to parts.
* All prices are to be quoted in Pounds Sterling (GBP) exclusive of VAT.

1. Specifying Goods

The RAIB require that both the lift refurbishment and lift replacement works at The Wharf, Derby meet all relevant, current standards, as a minimum requirement.

This shall include appropriate BS/EN standards, including, but not limited to:

* BS EN 81-20:2020 - A new Safety rules for the Construction and Installation of Lifts standard replacing 81-1 and 81-2 and effective for all lifts handed over from September 2017.
* BS EN 81-21:2018 - New passenger lifts, goods passenger lifts and complete lift modernisation in existing buildings.
* BS EN 81-28 2018 - Remote alarm on passenger and goods passenger lifts.
* BS EN 81-50:2020 - This new EN81-50 standard governs the design of lifts (effective for all lifts handed over from September 2017).
* BS EN 81-70:2018 - Accessibility to lifts for persons including persons with disability.
* BS EN 81-73:2020 - Behaviour of lifts in the event of a fire.

1. Management and Contract Administration

The tender should include details of any milestone payments to be made, such as a provisional sum for ordering of parts, along with justification for the payments.

DfT is committed to removing barriers to Small Medium Enterprise (SME) participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](http://www.dft.gov.uk/about/doing-business-with-us) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

1. Health, Safety and Security Arrangements

All works should be undertaken in full accordance with identified H&S legislative requirements, including those which may apply under the Construction, Design and Management Regulations (as amended), and local RAIB arrangements, as advised.

The appointed contractor shall ensure that the submission adequately takes account of all identified health and safety issues, and all reasonable information is requested from RAIB as necessary.

Activities shall be undertaken in accordance with a safe system of works, supported by comprehensive risk management documentation and method statements, which should be provided to RAIB prior to commencement of each element of works.

All works should be undertaken with consideration to all occupants, and minimum disruption noting that The Wharf is a shared occupancy building, with RAIB wholly responsible for building maintenance.

The contractor is responsible for the safety and security of equipment brought to site, and similarly observing RAIB’s security policies and procedures in this regard.

The appointed contractor shall nominate a single point of contact to liaise on matters relating to health, safety, and security management to support safe working practices, for the duration of the works.

1. Documentation

Annex 1 provides details of the evaluation criteria.

Annex 2 DfT short-form conditions of contract.

1. Arrangements for End of Contract

On completion of the project complete details of future maintenance and after care is to be supplied to RAIB contact and its contractors. All areas are to be left clean and fully functional on completion of the works. All guarantees must be for a minimum of 12 months.

1. Evaluation Criteria

Selection will be based on the evaluation criteria encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility, and ability to deliver.

This tender will be evaluated using the weightings set out at Annex 1 to obtain the optimal balance of quality and cost.

Any tenders submitted without a site visit will be deemed non-compliant.

**Quality Factors Scoring Methodology**

The Quality Factors will be assessed against the criteria specified in Annex 1.

Tender Score Criteria

|  |  |
| --- | --- |
| **Score** | **Definition of Score** |
| **5** | The Tenderer demonstrates fully that they can meet the requirement as detailed in the Specification |
| **4** | Meets all requirements but with minor issues |
| **3** | Meets some requirements but with a few major gaps or issues |
| **2** | Meets some requirements; major concerns |
| **1** | Meets few requirements; serious concerns |
| **0** | The method of fulfilling the stated requirement is inadequate / not addressed |

**Financial / Price Factors Scoring Methodology:**

**Tendered / Lowest Price Methodology**

A lowest Price Scoring Methodology will be used to evaluate all cost proposals for this requirement. This methodology is based on the following principles:

Firstly, RAIB will establish the Lowest Price from the tenders received. The mark of 70 will be allocated to the tenderer with the lowest price. All other bids that arrive will be scored using the following formula:

(Lowest Price÷ Price Tendered) x 60

This quality of the submission will be assessed separately, and cost and quality factors combined as described shown in Annex 1 to allow an overall score to be assigned.

## 12. Points of Contact

|  |  |  |
| --- | --- | --- |
| Procurement Contact |  |  |
|  | Name | Ian Stuart |
| Tel | 01332 253323 |
| e-mail | RAIBFinance@raib.gov.uk |
|  | Address |  |
| Project Lead & appointments  for site visits |  |  |
| Name | Paul Bales |
|  | e-mail | Paul.bales@raib.gov.uk |

**All queries/ questions should be sent to the procurement contact**

## Annex 1 – Evaluation Criteria: Quality Factors

|  |  |  |
| --- | --- | --- |
| **Primary Criteria** | **Sub-criteria weighting and description** | **Criteria Weighting (%)** |
| **Company’s appropriate capabilities and quality of fixtures and fitting** | Company’s experience in similar projects – a maximum of 6 examples to demonstrate a similar type of project will be considered (if more are supplied the 1st 6 only to be considered) | 30 |
| Written testimonials from previous customers- a maximum of 5 to be provided | 10 |
| **Cost** | Includes all material and  labour costs | 60 |
|  |  | Total = 100% |
|  |  |  |

## Annex 2 – DfT Short-Form Conditions of Contract

