

# Request for Quotation

## PSSRFQ010

Air Conditioning Maintenance

Plymouth Studio School

140 Plymbridge Lane, Derriford, Plymouth, PL6 8DD

Issued: Wednesday 21st February

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Thank you for your consideration, Plymouth Studio School.

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## Submission Details

### Submission Deadlines

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**Friday 2 March 2018  
12:00 Noon**

Any submissions received after this date will not be considered.

### Electronic Submissions

Electronic submissions in response to this Request for Quotation are required as follows:

Sent via email to: [tenders@cityplym.ac.uk](mailto: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

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- Signed Agreement Acceptance and Declaration Appendix B
  - Completed Suitability and Assessment Questionnaire Appendix C

Successful tenders may be required to provide summary accounts for a 2 year period, or where these are not available, evidence of income and expenditure over the last 12 months.

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## 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 Monday 26 February.

**Adam Baker**

Procurement and Facilities Assistant

Phone: 01752 305313

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

## Introduction and Executive Summary

Plymouth Studio School is seeking to contract with a single supplier for the provision of air conditioning maintenance including the breathing buildings system 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 start immediately upon award of contract but no later than 12 March 2018.

## Business Overview & Background

Plymouth Studio School is an academy school that offers a unique new learning environment for those looking to combine academic excellence with a focus on sporting achievement and careers in sport.

The vision of our school is to create a small school that fosters a culture of high expectation and achievement based on a personalised approach to learning, supported by a range of influential and dynamic partnerships with a variety of stakeholders.

With a maximum of 300 student places, Plymouth Studio School provides small class sizes with a focus on personalised, tailored learning, allowing each student to fulfil their own goals and reach their potential.

The academy offers a specialist Sport Performance Programme to develop young athletes and help them fulfil their full potential by giving them a chance to combine their sporting achievements and training with academic excellence and a variety of career paths.

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Our Sports Development & Coaching pathway is aimed at those looking to develop careers in sport, including coaching, sports therapy, strength and conditioning, sports science, sports psychology, sports performance management and teaching sport.

For non-sports pupils, our Professional route allows pupils to study for their traditional academic qualifications in a motivating and stimulating environment. In this way, in addition to qualifications, pupils develop the essential skills they need for life and the workplace like good communication, enterprise, the ability to manage themselves and others and to find solutions that work in real life.

Through fundamental partnerships with the local lifestyle and visitor economy employers, together with parents and the wider community, the academy's ethos, learning environment and curriculum reflects the current and future needs of the employment sectors and the City.

## Requirement

The Value of the opportunity is approximately £10,000 over the term of the contract (three years). It is a requirement that you should have an annual turnover of at least £30,000 to be considered for this opportunity.

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## Annual Servicing

The winning bidder should complete annual servicing, inspection, testing and defect reporting for the following air conditioning Systems:

### **Ground Floor Lab.**

Two Daikin FCQg711FVEB fan coil units serving one Daikin RZQSG140L&Y1B condensing unit.

### **First Floor Gym Suite**

Two Daikin FAQ71CVEB9 fan coil units.

One Daikin RZQSG140L7Y1B condensing unit.

### **First Floor IT Suite**

Two Daikin FAQ71CVEB9 fan coil units.

One Daikin RZQSG140L7Y1B

### **Ground Floor Server Room**

Two Daikin FAQ100CVEB9 fan coil unit.

Two Daikin RZQG100L9V1B condensing unit.

### **First Floor Meeting Room**

One Daikin FTXS42K3V1B fan coil.

One Daikin RXS42L2V1B condensing unit.

### **Reception**

One Daikin VAM350FCVE fresh air heat recuperation unit.

### **Kitchen**

One supply air handling unit.

### **Main Building**

One air handling unit.

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Supply & return air grilles (Excludes Breathing Buildings System)

### **Breathing Building**

28 in no NVHR System

3 in no E-Stack S Series System - S1500L

The school would expect the units to be serviced and inspected twice a year, one major one minor (pre –Summer, Pre Winter)

All plant and equipment is to be serviced in accordance with the manufactures recommendations as a minimum.

In addition any defects noted within these systems will be reported within the logs as well as submitted to premises manager with an estimate of costs of remedial works based on the agreed Schedule of rates.

Bidders are strongly advised to visit the school to inspect all plant and equipment before submitting their document. A visit can be arranged by contacting the school direct on 01752 243900.

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### **Emergency Call Outs**

In addition to annual servicing, the successful bidder will be required to attend emergency call outs with the response times as follows:

<b>Fault Type</b>	<b>Response Time required</b>
Major Fault	<b>1 hour</b>
Partial Fault	<b>4 hours</b>
Minor Failure	<b>24 hours</b>

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## Replacements/ Maintenance

The contractor shall, where required, replace defective items discovered during testing and inspection as per the schedule provided as part of the tender return. The prices quoted should be “as installed” prices and no extra will be permitted unless it can be demonstrated that any part of the works falls outside of the Contract remit. Where such additional works occur, a written quotation should be submitted, and an official Plymouth Studio School Purchase Order obtained prior to commencing works. (Unless in such exceptional cases of emergency works where by verbal confirmation from the premises manager may suffice)

For general repairs and replacement, the following shall apply:-

- Replacement of defective items to be on a like for like basis only based on the approved schedule.
- Items that are obsolete or out of production to be replaced with the nearest available equivalent, subject to compatibility with the remainder of the system and price maintained.
- Major repairs/replacement as a result of failure of obsolete systems to be discussed with the School Premises Manager and costs submitted.

Upgrades are not to form part of the general maintenance unless as part of a replacement with an upgraded part due to unavailability of the original.

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## Professional Registrations

It is a requirement of this contract that all operatives have ACRIB registration to demonstrate competence for the works. If this cannot be demonstrated, your response will be excluded from further assessment.

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## DBS Checks

It is a requirement that all persons who work unsupervised on the school premises during term time hold a valid English Disclosure Barring Disclosure (DBS). Bidders who do not hold this certificate will not be precluded from submitting a bid, providing they can demonstrate how they will ensure the safety of pupils.

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## Written Document

You are required to provide a written document which details your servicing arrangements and ability to meet our requirements as outlined above, with particular reference to:

- How you intend to meet our servicing and call out timescales.

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- Ability and availability of replacement parts.
  - Professional Registrations.
  - DBS arrangements.

## Pricing

Bidders should provide their pricing for the Servicing and call outs, as outlined above, in Appendix A.

In addition you are required to include a Schedule of Rates for standard replacement parts.

The Appendix indicates a separate pricing for servicing and call outs but you are free to submit an alternative response showing an all-inclusive price, in which case you should clearly demonstrate what is included or excluded in your written response.

Prices should be firm and valid for duration of the contract and not subject to increase or escalation of any kind throughout the contract. Any increases as a result of legislative changes will be subject to negotiation before works are undertaken.

## Terms and Conditions

The School's normal business terms are 30 days from the date of invoice. Payment will become due subject to the above upon the School's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the School's General Terms and Conditions of Purchase of Goods/Services – See appendix C.

## 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 School cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The School 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 School. 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 7 March 2018. The date of contract award will be provided within that email.

The scoring will be weighted as follows:

Category	Weight
Price	70%
Servicing and Emergency call outs	12%
Availability of Replacement Parts	15%
DBS Arrangements	3%
Pass / Fail Criteria	
Professional Registrations	Pass / Fail

Please see table below for more details on the scoring method.

### Price

Quote Price divided by Lowest Quote Price x 100

### Service Scoring

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the</i>



		<i>applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	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>
<b>Poor</b>	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>
<b>Unacceptable</b>	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. Failure to submit the suitability and assessment questionnaire will exclude you from the assessment process. The School reserves the right to discount any quotation which does not fully meet the specification.

The School reserves the right to seek clarification with bidders upon receipt of quotations.

## Agreement Conditions Acceptance and Declaration

Bidders are required to sign and return the Agreement Conditions Acceptance and Declaration, Appendix B.

## Supporting Documentation

Appendix A: Plymouth Studio School – Pricing Schedule

Appendix B: Agreement Conditions and Acceptance Declaration

Appendix C: Plymouth Studio School - Suitability Assessment and Selection Questionnaire

Appendix D: Plymouth Studio School - Standard Terms & Conditions