**Request for Quotes**

**Lambeth Civic Centre: The supply, installation and commissioning of a new Public Address Voice Alarm (PAVA)**

**Period: 18 April 2020 to 3 May 2020**

# Summary

1. Lambeth Property Services are seeking quotes for the supply, installation and commission of a new Public Address Voice Alarm (PAVA) system to cover the Lambeth Civic Centre.
2. This brief sets out:
   1. Requirements of the Brief
   2. Timescale for the Quotation
   3. Format of Response
   4. Price Quality Ratio for Evaluation of Proposal
   5. Method Statement and Required Response Questions for Quality Assessment
   6. Pricing Evaluation

# requirements of the brief

The Civic Centre is a newly formed 6 floor (ground and 5 floors) building in Brixton Road, London that provides Lambeth Council with offices.

A Fire Detection and Alarm System was installed to the development that enables automatic and manual detection of a fire such that to allow safe evacuation of the building. The system is operated by a main panel in the Building Management System (BMS) Room, a further repeater panel is provided at the fire escape stair on the ground floor.

Additionally, the building has been provided with a Disabled Refuge/Disabled WC Alarm Call System which forms part of the building’s Fire Escape Strategy. The system provides a secure means of communication from each of the designated refugee areas located throughout the building to a central exchange and monitoring panel located in the Fire Escape Corridor, North Stairs on the ground floor. A remote buzzer/indicator is also provided at the Reception.

Events necessitate improvements to the fire strategy of the building which is proposed to be the new PAVA system.

A quote is required for the supply, installation and commission of a new Public Address Voice Alarm (PAVA) system to cover the Lambeth Civic Centre.

It is proposed to use the JCT Minor Works Building Contract with contractor's design as part of the Terms & Conditions for this procurement

1. This should include a single paging microphone for "All Call" live announcements.
2. Supplier should carry out all works outside of normal working hours, i.e. weekends between 8am and 8pm
3. The installation should be carried out utilising existing containment where possible, clipped direct to the building fabric or where installed in the service modules clipped direct to the module above the unit.
4. Speakers on the modules should be fitted surface to any of the blank infill plates.
5. PAVA should be integrated into the Civic Centre “cause and effect” with the existing Mx-Pro5 Fire Alarm Panel.
6. PAVA should comply with BS 5839-8:2013: *Fire detection and fire alarm systems for buildings. Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*
7. PAVA should comply with BS EN 54-24:2008: *Fire detection and fire alarm systems. Components of voice alarm systems. Loudspeakers.*
8. Supplier should make the following alterations to the existing fire detection system:
   1. Install a repeater panel on the wall behind the security desk, in order that staff can immediately see and hear if the fire alarm has gone into pre-alarm state.
   2. Install on the security desk, a repeater system to enable staff to speak to someone in a refuge area or see which emergency pull cord has been activated.
9. Supplier should install a beacon on each floor for staff who cannot hear the alarm sounding.
10. The handover programme should allow for system configuration, testing, commissioning &client training & handover
11. Key outputs will include:
    1. **A certificate for design, installation and commissioning of the system. The certificate should certify compliance with BS 5839-8:2013: *Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.***
    2. **All commissioning records**
    3. **Functional operations and maintenance manuals for the system; these should provide information regarding the following:** 
       1. **The equipment provided and its configuration**
       2. **The meaning of all indications and the use of all controls**
       3. **Routine testing of the system**
       4. **Servicing of the system**
    4. **“As Built” drawings indicating at least the following** 
       1. **The positions of all speakers & microphones**
       2. **The type and route of cables**
    5. **Datasheets for the following installed equipment** 
       1. **All mixers**
       2. **All amplifiers**
       3. **All microphones**
       4. **All speakers**
12. Civic Centre internal floor plans are included in the attached appendices.

# Timescales for the Quotation

1. A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion)

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 2nd March 2020 |
| Site Visits | 16th to 20th March |
| Deadline for receiving questions | 23rd March 2020 |
| Proposal submission deadline | 27th March 2020 |
| Contract Commencement | Successful applicant commences contract | 18th April 2020 |
|  | Contract Completion | 3rd May 2020 |

All questions relating to this request for quotes, including site visits, must be emailed to Tolu Fatogbe, Head of Operations: Property Services, [Tfatogbe@lambeth.gov.uk](mailto:Tfatogbe@lambeth.gov.uk).

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# Format of Response

1. Your proposal should consist of your Required Responses criteria (item 18), your response to the Method Statement Questions (item 19), and your completed Price Proposal (please see item 23).

# Price Quality Ratio for Evaluation of Proposal

1. The ratio that will be used to evaluate the proposals is as follows:
   1. Price – 40% - Based on the Pricing Proposal
   2. Quality – 60% - Based on the response to the Method Statement

# Method Statement for Quality Assessment and Required Response Questions

1. Please confirm that you can meet the following requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** |  | **Response** |
| **1** | Please confirm that proposals comply with BS 5839-8:2013 standard | **Yes (Pass) – No (Fail)** |  |
| **2** | Please confirm that datasheets for proposed equipment such as speakers, amplifiers, microphones etc. can be provided | **Yes (Pass) – No (Fail)** |  |

Suppliers must meet the ‘Required Responses’ in the above table tin order to be considered. If you do not meet the ‘Required Responses’, your submission will not be considered.

1. The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

|  |  |  |
| --- | --- | --- |
| **Questions** | **Marks Available** | **Weighting** |
| 1) Please provide a proposed program of works based on out of hours working. The programme should allow for system configuration, testing, commissioning, client training & handover | 0-5 | 30 |
| 2) Please provide a draft Risk Assessment & Method Statement (RAMS) and Construction Phase Plan to be evaluated on the basis of:  1. Completeness of the Construction H&S Plan  2. H&S Plan identifying hazards and controls  3. H&S Plan identifying address of emergency arrangements | 0-5 | 30 |
| **Total (Quality Score)** |  | **60** |

1. The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 60% to give the final score for quality (Quality Score).

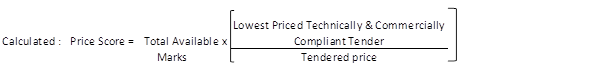
* The Quality Score will be added to the Price Score to determine the Final score.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

1. Potential providers will be marked in accordance with the following marking scheme:

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply. |
| 5 | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested. |

# Price Evaluation

1. For price, each submission will be assessed on the total cost of delivering the breakdown of estimated annual cases, using the following equation:

where A= Tendered price and B= lowest price

* The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender (MEAT) basis.

1. Price proposals should be returned by completing the table below (please insert your pricing in the green sections).

|  |  |  |
| --- | --- | --- |
| Pricing Schedule | Quantity | Total cost  (excluding VAT) |
| Mixers |  | £ |
| Amplifiers |  | £ |
| Microphones |  | £ |
| Floor Mounted equipment case |  | £ |
| Ceiling speakers |  | £ |
| Cabinet speakers |  | £ |
| Weatherproof speakers |  | £ |
| Cable installation |  | £ |
| Configuration, testing and commissioning |  | £ |
| Client training and handover |  | £ |
| Carriage of equipment |  | £ |
| Certificates, Documents and Drawings |  | £ |
| Misc. |  | £ |
| **Total Contract Cost** **(For Evaluation)** |  | **£** |