



INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Horniman Museum and Gardens – Access Control System Replacement

1.3 Address

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

1.4 Outline of project in general terms

To replace the existing door access systems to 19nr. secure doors including various changes to controllers and readers across the museum, along with two additions. Carry out associated software installation, configuration and migration work, holding a changeover workshop and providing staff training. A linked key cabinet installation is also required. There is an optional 1 year maintenance opportunity by further quotation.

1.5 Project Organisation and Responsibilities

1.5.1 The Professional Project Team

The professional team responsible for the successful design and delivery of the project is as follows:

Security Consultant & Principal Designer

Bridge Technical Consultants Ltd

Project Manager/Client's Contract Representative

Dorian Burt Associates

1.5.2 The Client

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees is responsible for strategic decisions.

Management of the project on a day to day basis is delegated to the Head of Estates with support from the Capital Project Board. This board will also have a direct involvement in the Client approval process for the project. The Capital Project Board is comprised of three trustees and the following Horniman employees:

Nick Merriman

Chief Executive Officer

Paula Thomas

Director of Finance and Corporate Services

Kirsten Walker

Director Collections Care and Estates

Tim Hopkins

Head of Estates

2. BACKGROUND

The Horniman Museum and Gardens is a grade II* listed museum with a world class Natural History, Anthropology and Musical instrument collection. Set within 16 acres of stunning grounds that also house an Aquarium, Animal Walk and Butterfly House. The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share

The projects are funded by a capital grant from the Department for Digital, Culture, Media and Sport, the Horniman must spend the money prior to the end of the 22/23 financial year on the 31st March 2023.

3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out replacement of the existing door access systems.

There are 19nr. secure doors across the museum to address, along with two new doors waiting to have access control added. The contract will replace controllers within the existing metal box housings. Data cabling work for the project is being carried out by the client prior to the ACS project; the successful ACS contractor will find data cabling already run from the nearest data switch cabinet with a cable end coiled adjacent to each controller box ready for their connection to new controllers.

The successful contractor must also carry out associated software installation, configuration and migration work. New key cabinets linked to the ACS are also to be installed and configured.

The contractor is required to hold a changeover workshop prior to commencement, to manage the process and provide staff training in the completed system.

The contractor must minimise new fixings and conceal works as far as possible. In particular, fixing to stonework and other historic features is prohibited. The effective management of health and safety risks is considered key for the successful delivery of these works.

Contractors are also invited to supply a quotation for an optional 1 year maintenance and software support agreement, to run concurrently with the main contract defects liability/rectification period.

The desired programme for the project is as below and further detailed within the tender pack:

30 th January 2023	Contract Award
6 th February 2023	Start on site
31 st March 2023	Completion

4. INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

4.2 Scope

Scope and Objectives of the project can be found in the Contract Data, Specification and Appendices, CDM information, and pricing schedule.

4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

ITT & Evaluation:

1. Horniman ACS – Invitation to Tender
2. Horniman ACS – Quality Questions & Scoring Methodology
3. Horniman Mus and Gdns Ts and Cs

Contract Information:

4. Horniman ACS – Outline Programme
5. NEC4 Engineering and Construction Short Contract - Horniman ACS Contract Data
6. Horniman ACS – Specification and Appendices

CDM:

7. Horniman ACS – CDM Pre-construction Information - further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates).

Pricing Documents:

8. Horniman ACS – Pricing Schedule v01
9. Horniman – Form of tender

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced and items/totals entered into the NEC ECSC Price List section of the Contract Data document.
- NEC4 Engineering and Construction Short Contract - Horniman ACS Contract Data – with completed Contractor's Contract Data, Contractor's Offer and Price List pages.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR – Unique Taxpayer Reference
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- A completed quality assessment questionnaire (the tender questions).
- Both paper and digital tender submissions must be received by their attendant deadlines.

4.4 Site visits

Site visit and accompanied walk round of the works areas are available to the tendering contractors.

Please contact **Simon Mabbutt** on smabbutt@horniman.ac.uk to book a site visit, which will be undertaken as group visits.

Time slots available are:

Tuesday 20th December 2022 - 10:30am

Thursday 5th January 2023 - 10:30am

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Friday 13th January 2023**
- Paper tender submissions (x1 copy) must be received by **12 noon on Monday 16th January 2023** at the Horniman Museum and Gardens, 100 London Road, SE23 3PQ.
- A compliant tender requires tender submission in both a paper and digital format to be received by the Horniman Museum at the times detailed above.

IMPORTANT: Please note, we are anticipating a large number of responses to this tender opportunity. Therefore the adjudication panel will be undertaking a two stage scoring method. All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 60% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the five most economically competitive tenders only.

- Tender submissions should be made electronically to Adele Harrington (Project Co-ordinator) (aharrington@horniman.ac.uk) followed by hard copy documents received by the following working day to Horniman Museum & Gardens, 100 London Road, London SE23 3PQ
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Shortlisted contractor interviews are scheduled for **23rd - 27th January 2023**. Please keep availability for this date, interviews will be in person or held remotely using video conferencing.
- Clarifications on the scope of the works may be asked by email to the project manager **Dorian Burt** (dorian@dorianburt.co.uk).

- A recommendation to appoint will be made to the approval board on **Friday 27th January 2023**. A formal instruction will occur in due course after this date.

Please Note: We will not accept tender submissions from companies who have not undertaken a site visit.

- Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.
- Tender clarification questions and answer will be grouped together and published weekly on the contracts finder website throughout the tender period. It is strongly recommended you sign up for updates from contracts finder so you are always aware when clarifications or updates are made to the tender.

5.0 Tender Assessment

The tender returns will be assessed on the following weighting:

60% Cost

40% Quality

(Please ensure a completed set of quality assessment questions is provided, the questions can be found in the Quality Questions & Scoring Methodology document)

Assessment will be undertaken by Simon Mabbutt (of Horniman Museum and Gardens), security consultant Warren Collins and project manager Dorian Burt.

Interviews may be conducted in person or over video conferencing software (the Horniman will provide a link if you are invited to interview).