



INVITATION TO QUOTE FOR:

The replacement of existing windows plus
associated gable-end cladding work at
Suffolk Rural College, Charity Lane, Otley IP6
9NE

Submission Deadline: Friday 21st February
2024

Specification of Goods/Services required

Suffolk New College has received Further Education Capital Transformation Fund Allocation funding to upgrade and transform the FE college estate, and we have identified the replacement of windows in a number of our buildings at Suffolk Rural College campus (Charity Lane, Otley IP6 9NE) as a preferred way to invest this funding.

The objectives of this project are:

- To improve the learning and teaching environments with the buildings.
- To meet company sustainability goals/ minimise company impact on the environment.
- To improve the condition and longevity of the college estate.
- To reduce annual maintenance costs.

Overview

We are looking to replace existing windows within a number of our buildings at Suffolk New College, Suffolk Rural site. The project aim is to improve energy efficiency within the buildings whilst delivering a facelift to the buildings with a cohesive, modern design and colour theme throughout that part of the college.

The work will also include colour matching spray coating/painting of existing doors where possible.

We have recently replaced two conservatories with modern warm-roof structures. This work included re-cladding of some gables within this area and, we would like a similar grey theme to be continued with this new project where possible.

We will be publishing a separate ITQ document inviting quotes to replace the fascia, soffits and barge-boards on the buildings within this area, again keeping to a similar theme.



Please include within your submissions

- List and design of all windows being replaced with size and cost.
- Itemised additional work with related costs.
- Colour proposal of windows and supporting colour match proposals for existing door coating.

Space is available on site for storage compounds or containers for materials and for waste skips.

Contractor Responsibilities

- The design, supply and installation of a suitable replacement UPVC double glazed windows or proposed infills.
- All first-floor windows must have opening restrictors fitted that cannot be disengaged without a key or tools and by a member of the onsite maintenance team.
- Toilet windows and blank windows should have privacy coatings.
- Plan of proposed cladding.
- Removal and disposal of all waste material.

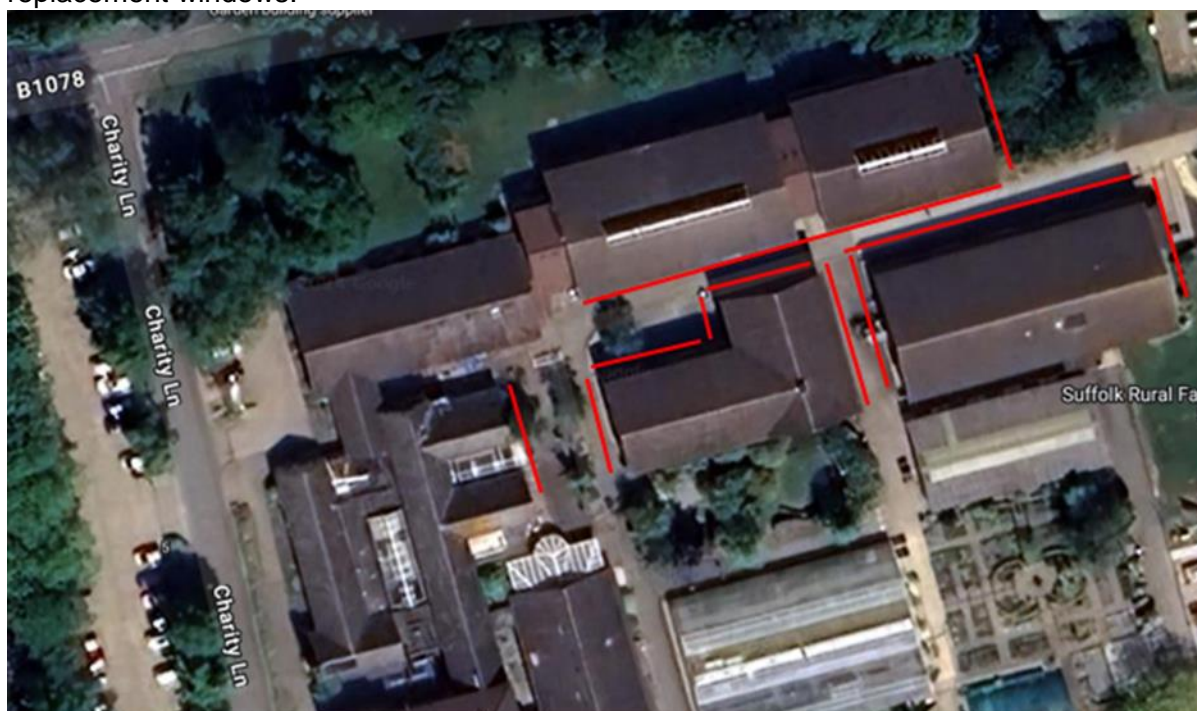
The documents shall include the following.

- Project management of installation.
- Details and specifications for each proposed window, double glazed units and window furniture.
- Schedule of installation.
- Provision of all access equipment, scaffolding and related safety licenses.
- Safety plan including RAMS etc.
- Quality control plan.
- Digital and hard copy of handover pack to included product warranties, manuals and user maintenance guides.

Buildings included in scope of work:

T Reception/teaching, B1 Inclusive Learning, B2 Learning Curve, C/ D Land-based Industries and A building.

The below picture shows an arial overview of the front and sides of buildings that are to have replacement windows.



Listed below are further details of each building.

T Reception/teaching building

Front of T building replace three windows colour match one door set.



Side of T building replace 11 windows.



Rear of T building replace four windows colour match two door sets.



B1 Inclusive Learning

End of B1 Inclusive Learning replace three windows, match two door sets.



Side of B building Inclusive Learning replace eight windows.



B2 Learning Curve

Side of B Learning Curve building replace 12 windows.



C&D Land-based Industries

End of C&D Land-based Industries building replace eight windows.



Front face of C&D Land-based Industries building replace 10 windows of which two are dummy windows, colour match two door sets.



End of C&D Land-based Industries building replace one large window.



A building

End of A building, clad gable and ends of building to match gable above conservatory, replace some/all windows with alternative design and or infills. Contractor to produce proposal.



A building small office replace front window with alternative design. Contractor to produce proposal.



Side of a building clad Gable to match Gable above conservatory, replace windows with alternative design. Contractor to produce proposal.



Wooden window and door frames on A/B building link to be refurbished by others.



Timescale

The order will be placed in the new year with work scheduled at the earliest opportunity. There is an understanding that this work will cause some disruption so may need to be carried out during times that buildings are unoccupied.

College holiday dates for the next period are:

Feb half term - Sat 15th to Sun 23rd February 1 week

Easter break - Sat 7th to Mon 21st April 2 weeks

May half term - Sat 24th May to Sun 1st June 1 week

Summer holiday - Mon 7th July Approx. 7 weeks

Consideration on lead times for delivery of supplies such as windows and doors should be factored into submissions.

Experience of supplier

The successful quotation will provide evidence of experience of carrying out similar contracts with all necessary certification.

The successful supplier will provide a clear commitment to meet the above delivery and installation timescale.

Quotations should include –

- VAT clearly and separately itemised where applicable.
- Sufficient detail to indicate the brief has been fully understood.

Evaluation of quotations

Where more than one quotation which fully meets the brief is secured, quotations will be evaluated and scored with the following weighting –

- Cost – 45%
- Ability to fully deliver the brief in the timescale required – 25%
- Experience and track record (at least three references) of the contractor – 25%
- Quality and level of information in the submission and, wider training offer to support its use in learning by the College– 5%

All companies supplying a quotation will be informed in writing of the decision within 1 week of the above deadline.

Contact and visits on site – jasongoodall@suffolk.ac.uk Head of Facilities & Estates 01473 382797. Please note that this is the only contact for arranging site visits and Jason will involve other members of the team as required. This is to ensure consistency in the discussions with contractors quoting for the work.