C O N S I L I U M A C A D E M I E S



PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

**Location: Washington Academy**

**Return Date: 12/12/2022 – 12pm**

LED Replacement Project

**Invitation to Tender**

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# **SECTION 1 SPECIFICATION**

## **Company Background**

* 1. Consilium Academies was approved as a Multi-Academy Trust (MAT) and academy sponsor in January 2015.

We have three hubs and eight schools supported by a Central Team. We do not have a lead school instead, we operate a partnership approach with a strong governance structure that includes a Members Board, Trust Board, and individual Local Governance Boards.

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

This charter is built upon the foundations of Consilium Academies’ Trust mission and values. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Consilium, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don’t settle for second-best; our standards are always high, and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference.

* 1. Washington Academy is a secondary school located in Washington, City of Sunderland, Tyne and Wear. The Academy is located on Spout Ln, Washington NE37 2AA. It is built in 2009 in the School Replacement Programme. Further information can be obtained from the Washington Academy website: www.washingtonacademy.co.uk
	2. Consilium Academies is currently developing and estate strategy to manage its risk and liabilities and is currently exploring what work can be undertaken to reduce our energy consumption. These include invest-to-save projects, better managing our utility data and implementing energy saving technologies to reduce our energy consumption as well as become a more sustainable organisations.

## **Tender Overview**

* 1. This tender is for the appointment of Principle Contractor to replacement of lights to LED. Whitecroft specification has been chosen based their ability to DFE standards. The design of classrooms hits the metrics in terms of horizontal, cylindrical and wall/ceiling illuminance and all other areas are in line with DFE spec.
	2. All information regarding the proposal can be found in the tender documentation attached include, lighting design, energy calculations etc.
	3. Consilium Academies are keen to undertake the work as possible whilst anticipating an 8 week lead time on materials. Estates are currently shifting from focusses work being undertaken in the holiday period to completing projects during term time. This increases the capacity to deliver projects by utilise the full Academic Year. It, therefore, proposes to undertake the work during out of hours, although there is no set out programme and the bidder should submit this with their proposals. If the programme aligns with any school holidays the bidders will have full access to site to complete works in normal hours.

# **SECTION 2 Scope of Services**

Please see full Tender Pack for Details

# **SECTION 3 Master Programme**

See attached Programme. Key dates are included below

|  |  |  |
| --- | --- | --- |
| **Key Task** | **Start** | **Completion** |
| Invitation to Tender Issued | 14/11/2022 |  |
| Invitation to Tender Returned  | 12/12/2022 |  |
| Evaluation Period  | 12/12/2022 | 18/12/2022 |
| Internal Approval  | 18/12/2022 | 05/01/2023 |
| Contracts Signed  | 15/01/2023 |  |
| Mobilisation  | 16/01/2023 | 27/02/2023 |
| Works Start on Site | 27/02/2023 |  |
| Practical Completion  | 27/04/2023 |  |

# **SECTION 4 Information Provided**

The following documentation has been provided as separate attachments and shall form part of this Invitation to Tender.

* Appendix A - Subcontractor Warranties
* Appendix B - Tender Drawings
* Design Spec #1
* Energy Proposals
* Form of Tender
* Main Summary
* Section No 1 – Preliminaries
* Section No 2 – Schedule of Works
* Tender Letter – 11.11.22
* Invitation to Tender - Washington Academy LED Replacement Project
* Invitation to Tender Response Doc - Washington Academy LED Replacement Project

# **SECTION 5 Appointments & Tender Instructions**

## **Site Visit**

* 1. To ensure full understanding of the requirements, Tenderers are invited to visit the site for this project, if they wish.
	2. If you wish to conduct a site visit, please make your request via the email address: Suzie.Mcnicholas@consilium-at.com.

## **Requests for Clarification**

* 1. All communications and clarifications in connection with the Tender shall be communicated to the Project Manager, via the email address Suzie.McNicholas@consilium-at.com. Any such clarifications shall then become part of the tender package documents and the information shall be updated on the portal accordingly.
	2. The Tenderer shall be deemed to have taken account of such clarifications in their Tender submissions.
	3. The Tenderer may request any clarification up to 4 working days prior to the date of the Tender submission return date. Clarifications after this date, including requests for extensions of time, shall be disregarded.

## **Tender Completion**

* 1. Tender should complete the following document as per DRC Tender Letter;
* The Form of Tender
* MAIN SUMMARY
* Washington Academy - Schedule of Works
* Programme of Works
* The Invitation to Tender Response Document
	1. All Tenderers will be deemed to have read and understood the documentation contained within this Invitation to Tender and to have ascertained and satisfied themselves that the information is sufficient for the Tenderer to respond to this tender package.
	2. Submission of Prices - The prices quoted should be firm and fixed prices inclusive of all costs, charges, insurances, taxes, public dues except VAT, fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the requirement and should be in Sterling unless otherwise stated in the tender.

## **Submission of Tender Documents**

* 1. Tenders should be issued to Consilium Academies Estates Project Manager, Suzie McNicholas via email Suzie.McNicholas@consilium-at.com.
	2. Tender submissions including all documents required with the submission must be received in full prior by 12pm on 12/12/2022.
	3. The Tender shall remain valid for a minimum period of 45 days from the tender return deadline. Prior to expiry of the original Tender validity period.

## **Tender Assessment**

* 1. Consilium Academies is under no obligation to award the tender to the lowest bid or to any Tenderer
	2. A panel will assess the aspects of each tender submission. The Evaluation Panel will consist of members from Consilium Academies, DRC and Whitecroft Lighting Ltd.
	3. Bidders may be asked to attend a clarification interview.
	4. The purpose of the interviews will be to provide Tenderers with an opportunity to explain their proposals as tendered.

## **Supplier Code of Conduct**

* 1. Consilium Academies requires Tenderers to abide by a range of guidelines from the **Education and Skills Funding Agency**, including the following https://www.gov.uk/guidance/good-estate-management-for-schools.
	2. All Tenderers to Consilium Academies must have in place an equal opportunities and diversity policy to ensure its human resources policies and procedures are fair and ethical and comply with, but without any limitation thereto, the Equality Act 2010 and the Modern Slavery Act 2015. Details of your Policy/Policies covering Equal Opportunities / Race Equality / Disability Discrimination must be provided within the tender submission.

## **Sustainability**

* 1. Consilium Academies is committed to playing a lead role promoting sustainability as part of its civic responsibility.
	2. Consilium Academies strives to achieve the highest ethical standards in all areas of its activities. Therefore Consilium Academies is committed to buying, supporting, using and promoting fairly traded goods wherever possible in keeping with its fair trade status.