

Invitation to Tender

Title: Site Wide Environmental Monitoring System Replacement Project - The Pirbright Institute

Project Ref: CP22312

Date: 8th January 2024

Procurement: John Nixon

Owner: Ana Corral

Client: The Pirbright Institute

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2 Introduction

Rationale

The Pirbright Institute (Pirbright) is inviting tenders for the replacement of the current site wide environmental system.

The Project timeline summary for award of tender is as follows:

- Invitation to Tender (ITT): 8 January 2024
- Tender Award: 15 March – 26 March 2024
- Contract initiation: 01 May 2024
- Design technical review: May 2024 – August 2024
- Materials lead time: September 2024 – December 2024
- Roll out programme: November 2024 – March 2025

Please see the Procurement Timetable Section 4.2.

Executive Summary

Pirbright is a unique high biological containment facility, which provides a National Capability to prevent and respond to incursions of high consequence viral pathogens of animals that could cause major economic damage and social disruption. Some of the viruses studied can also cause severe disease in humans. Pirbright's National Capability has been integral to exotic disease emergency responses such as the 2001 Foot-and-mouth Disease Virus outbreak which cost the UK economy £13 billion (adjusted to current value). Pirbright is also a Reference Laboratory, for the UN Food & Agriculture Organisation (FAO) and the World Organisation for Animal Health (WOAH), for several viruses, providing a capability to ensure global food security and build the One Health agenda.

It is essential that Pirbright remains fully operational to ensure a continuous capability to respond to disease emergencies in the UK; to support our key contribution to international disease control; and to deliver vital research for government, charities, and commercial partners that protect food security and both animal and human health.

Pirbright supports and proactively contributes, through the funding received, to advances in bioscience securing livestock production and food security by preventing and controlling virus diseases that are endemic or exotic to the UK. Therefore, sophisticated infrastructure and rigorous control measures must be in place to work with these agents both in vitro and in vivo as follows:

- National Bioscience Research Infrastructure (NBRI) Tier 1 High Containment Services and Science Technology Platforms encompassing of
 1. The BBSRC National Virology Centre: The Plowright Building laboratory (SAPO* 4, ACDP** 3).
 2. High Containment Animal Facility, ISO11, Brooksby building (estimated operational go live 2024): (SAPO 4, ACDP 3).
- National Bioscience Research Infrastructure Tier 2 Low Containment Services and Science Technology Platforms encompassing of:
 1. The BBSRC National Vaccinology Centre, The Jenner Building (SAPO 2, ACDP 2).
 2. Insectary facility, IS4L: Insect production under controlled temperature and humidity.

3. The Houghton facility: Specific Pathogen Free (SPF) facility with controlled (regulated) temperature and humidity.
4. The Biggs building: (SAPO 2, ACDP 2) Poultry facility with controlled (regulated) temperature and humidity.

* Specified Animal Pathogens Order 2008 (SAPO)

**UK Advisory Committee on Dangerous Pathogens (ACDP)

Pirbright currently utilises an environmental monitoring system, supplied by Comark Instruments (a company of Fluke), to monitor the status of these facilities and infrastructure. The Comark system was originally installed more than 15 years ago to monitor the condition of temperature dependant facilities such as freezers, cold rooms, equipment, laboratories, animal rooms and insectaries. The system is now also applied for the monitoring of humidity. Comark Instruments have recently advised Pirbright that the system is obsolete, with new (and replacement) hardware availability ending December 2023 and support ending December 2024. Therefore, Pirbright must pursue a replacement system expediently to retain compliance and business continuity.

This project will deliver a replacement to the now obsolete Comark monitoring system, by a robust and resilient environmental monitoring system which will continue to satisfy regulatory compliance, reduce continuity and reputational risk, and mitigate the loss of commercial and/or partners revenue due to inability to assure the integrity of our biological assets held within our temperature dependant facilities.

A User Requirement Specification (URS) has been compiled by the relevant Pirbright stakeholders, including Science, Quality Assurance (QA), Information Technology (IT), Animal Services (AS), Research Services and Estates Management Services (EMS) teams, with a MoSCoW analysis (Must, Should, Could, Won't have) applied to prioritise the requirements. This is attached as Appendix E.

Due to the requirement for continual monitoring of the temperature dependant facilities, one notable constraint for the successful delivery of this project is the need for parallel monitoring systems during the upgrade works. Other notable constraints exist in terms of facility access for works in terms of physical security and the proposed upgrade programme and pre-agreed facility shutdowns for maintenance, where this may be required (depending on solution).

Context

Pirbright is a world leading centre of excellence in research and the surveillance of virus diseases of animals and viruses that spread from animals to humans. This is only achieved by rigorous compliance and continuous risk assessment and mitigation.

The current environmental monitoring system (Comark) monitors high consequence biological assets (considered intellectual property) and areas, such as those requiring highly controlled environmental conditions (i.e. temperature and humidity control).

The Comark system operates on a resilient “mesh” network, making it suitable for deployment at Pirbright due to many of the facilities being of considerable reinforced concrete construction. This results in a highly challenging environment for wireless networking hardware to operate due to signal attenuation by building fabric.

Regulatory obligations

The compliance requirement to maintain and assure a controlled environment for Pirbright biological assets is required by:

1. Specified Animal Pathogens Order (SAPO) Licence (Enforced by Health and Safety Executive (HSE))
2. Animal Welfare (Enforced by UK Home Office):
 - a. Code of Practice for the Housing and Care of Animals Bred, Supplied or Used for Scientific Purposes 2014, Presented to Parliament pursuant to Section 21 (5) of the Animals (Scientific Procedures) Act 1986 (ASPA)
 - b. The Animal (Scientific Procedures) Act 1986 (ASPA) require for our Home Office requirements. This Act regulates the use of protected animals in any experimental or other scientific procedure which may cause pain, suffering, distress, or lasting harm to the animal.
3. HSE consider Pirbright to be a Major Accident Hazard site, therefore the monitoring of major hazard performance is central to ensuring risks are effectively managed. At present, senior leaders receive assurance that critical biological assets are monitored through the Comark environmental monitoring system, with any alarms reported by the site Building Automation Control System (BACS).
4. Rinderpest Holding Facility licence: FAO Rinderpest holding facilities are subjected to clear scrutiny and legislation to ensure the facilities holding the eradicated virus are secured and adequately monitored.

Reputational and business continuity risk

Pirbright holds a world-renowned biological collection which is irreplaceable if lost or not maintained adequately. Similarly, Pirbright's insect collection is of high value and therefore considered a resource for other research institutes and of high commercial impact / consequence. These assets are shared globally and internally with partners and therefore assuring their integrity is pivotal to our reputation.

Pirbright has a responsibility as a critical international capability facility of the Reference Laboratories (accredited to ISO/IEC 17025:2017 by the United Kingdom Accreditation Service (UKAS)). These laboratories provide expertise and capacity to monitor livestock for high consequence viral diseases and underpins global disease control efforts. These viruses must be stored and handled at very specific conditions, and it is critical that these high consequence pathogens and subsequently intellectual property Pirbright stores are subject to uninterrupted biological containment and monitoring at the highest level.

The operation of our facilities, and therefore delivery of our science, is dependent on validated conditions which must be maintained continuously. Any changes in those conditions, used in temperature dependant facilities, must be proactively identified, and corrected before jeopardising the integrity of the facility and its contents, therefore ensuring business continuity.

Scope

The scope of the project is to replace Pirbright's environmental monitoring system, thus ensuring the continuous status of critical temperature dependant facilities and supporting crucial intellectual property in the form of biological material and critical environmental conditions (animal units and insectary).

The system must provide a lifespan of a minimum of 15 years from commissioning, to ensure that temperature dependant facilities, and other critical scientific equipment, continues to be adequately monitored. Supporting IT, networking hardware and software across site will also require replacement and upgrade. Ideally the system will be future proofed to accept any changes within Pirbright's future Development Programme.

Capability

The following areas are covered at present with a total of 364 units, with future expansion of up to 450 units (circa 25% increase) possible:

- Plowright building: 199 units.
- Jenner building: 50 units.
- ISO 11 (10 units), Biggs (22 units), Houghton (14 units) and Brooksby (expected 10 units).
- A Block: 9 units, of which 8 units are attributable to the CVIM project.
- B Block: 29 units, of which 19 units are attributable to the CVIM project and commercial projects.
- Insectary (IS4L): 20 units.
- Gatehouse: 1 unit (storage for incoming biological material received out-of-hours used by Science).

2.1 Document Purpose

The primary purpose of this document is to provide potential suppliers with the information to allow them to submit adequate information to tender for the works. It also provides the delivery timeline and any other constraints which are relevant to the tender process.

2.2 Contract Notice

A notice for this contract was placed on Find a Tender Service and Contracts Finder on the 8th January 2024 by The Pirbright Institute.

2.3 Form of Contract

The appointed Contractor will be required to enter into a Contract with the Authority in the form set out at Appendix D – The Contract. The form of agreement will be NEC4 Professional Service Contract (PSC).

2.4 Contract Duration

The contract duration will be **1st May 2024 – 31st March 2025**.

3 Contract Scope

The contract is for a single supplier to provide a site wide environmental monitoring system, currently Comark, as per the user requirement specification (URS) for The Pirbright Institute (Pirbright), Ash Road, Pirbright, Surrey, GU24 0NF.

Work packages to be included:

- Replacement of existing system and hardware
- Implementation of new hardware in situ with corresponding materials, infrastructure required for system
- Qualification of system in situ
- Training of superusers and system owner
- Associated documentation
- Software Licences as required

- Maintenance plan*
- Cost of replacement of obsolete units

Additional information:

- *Annual service and maintenance contract to include calibration requirement / standard as part of the full annual service. Remedial works to be quoted separately.
- Details to be provided for additional call-outs.

The tenderer should also submit a separate tender to enter into an all-inclusive long-term Maintenance Contract with Pirbright, covering all parts, consumables and labour required for scheduled maintenance including repairs and emergency callout provisions. The supplier's attention is drawn to the following general requirements:

- The Maintenance Tender is to include all consumables and labour.
- The Maintenance Tender is to cover all scheduled and unscheduled maintenance activities and repair cover, and define the estimated timescales to attend repairs.

The tender to provide a site wide environmental monitoring system and the all-inclusive maintenance contract will be analysed together. Both contracts will be subject to separate agreements with Pirbright.

The proposed contract length for this all-inclusive long-term Maintenance Contract will be 3 years with the options of 2no x 1 year extensions. i.e. 3+1+1.

4 Instructions to Tenderers

4.1 Location of Works

The works will take place at the following address:

The Pirbright Institute
Ash Road
Pirbright, Surrey
GU24 0NF

4.2 Procurement Timetable

The timetable for this tender is anticipated as below:

Key Task/Milestone	Date
Tender Stage	
Notice published (Open Procedure) Find a Tender and Contracts Finder	8 th January 2024
Invitation to Tender issued through Contracts Finder or on Request	8 th January 2024
Site Visits	24 th - 26 th January 2024

Key Task/Milestone	Date
Deadline for receipt of questions relating to the tender	12:00 (Noon) 30 th January 2024
Answers to questions circulated	16:00 6 th February 2024
Date for receipt of Tender Submissions	12:00 (Noon) 13 th February 2024
Evaluation of Tender Submissions	14 th February - 4 th March 2024
Notification of Evaluation Decision to next stage	5 th March 2024
Stage 2 Solution Demonstrations	11 th - 12 th March 2024
Contract Award Stage	
Notification of award decision & commencement of standstill period	15 th March 2024
Expiry of 10-day standstill period	25 th March 2024
Contract Award	26 th March 2024
Contract Commencement Date	1 st May 2024

4.3 Tender Submission Requirements

Tenderers should ensure that their Tender is submitted on company headed paper and confirm the following:

- Cover Letter on company headed paper
- Tenders for works broken down where appropriate into project stages
- Acceptance statement of THE PIRBRIGHT INSTITUTE chosen T&Cs detailing any modifications required
- Acceptance statement of confidentiality statement included in this ITT document
- Details of how the URS will be met
- Details of relevant experience
- Details of relevant qualification
- Details of 3 relevant case studies
- Details of quality management system processes/certifications utilised
- Details of business continuity and disaster recovery management system processes/certifications utilised
- Details of cybersecurity management system processes/certifications utilised
- Details of safety management system processes utilised
- Details of environmental system management processes utilised
- Confirmation that all engineers are directly employed
- Location of proposed engineers to be provided
- Details of any proposed Sub-Contractors if applicable

Tenderers should fully complete and include the following as part of their Tender submission:

- Appendix A - Selection Questionnaire (SQ)
- Appendix C - Pricing Schedule
- Appendix D - PSC4 Contract Data Part 2
- Appendix F - Form of Offer

4.4 Tender Submission and Clarifications

The PIRBRIGHT INSTITUTE contact for queries and clarifications is

Name	Position	Email & Telephone
John Nixon	Procurement Buyer	Procurement.department@pirbright.ac.uk

All queries will be collated, and clarifications issued to all tenderers during the process. If you would like to visit site on the dates/s specified in the timetable please contact Veekash Bhowruth veekash.bhowruth@pirbright.ac.uk.

Deadline for receipt of questions relating to the tender by no later than **12:00 (Noon) 30th January 2024**.

Tender submissions to PirbrightTenders@pirbright.ac.uk only adding the CP22312 only and by no later than **12:00 (Noon) 13th February 2024**.

4.5 Selection Process and Tender Submission Conditions

Selection Process

Tenderers are required to submit responses within the Scope of Requirements. The selection process consists of the following stages:

Stage 1 – Written Response to the ITT

This stage consists of the evaluation of Tenderers' responses to the questions under the assessment themes and award criteria listed within the Scope of Requirements of this ITT take the form of scoring via a scoring matrix see Appendix B.

Stage 2 – Post ITT Solution Demonstrations

Selected Tenderers will be invited to a demonstration and interview on site where tenderers will showcase how their solution/system can meet the Scope of Requirements of the URS.

The Project Evaluation Panel will use Stage 1 to shortlist suitably eligible suppliers to participate in Stage 2 of this ITT process.

Following the demonstration and interview, the scores initially allocated for written submissions will be adjusted if necessary to reflect all qualitative and Scope of Requirements aspects of Tenderers' responses and the Demonstration/Interview section of Appendix B will be scored by the Pirbright Demonstration/Interview Panel members.

Stage 3 – Scope of Requirements and Commercial Refinement of Bids

Based on adjusted scores following demonstration and interview, the preferred Tenderers may be subjected to further detailed Scope of Requirements analysis and commercial due diligence as deemed necessary. If following final negotiations, the Institute is unable to conclude an agreement with its preferred bidder, it may

engage with the Tenderers ranked second on its final shortlist to pursue contract award. The Institute also reserves the right to negotiate simultaneously with two Tenderers if the combination of functional and commercial offering is deemed favourable from both following Stage 2 of the process.

4.6 Evaluation Methodology

Overview

This section sets out the methodology that will be used to evaluate tenders received for the “Site Wide Environmental Monitoring System Replacement Project”.

Once received, tenders will be evaluated by members of PIRBRIGHT Ref CP22312 Project Team.

Tenders will be evaluated based on cost, commercial and quality aspects, and references will be sought where appropriate.

Where required, clarifications will be sought by PIRBRIGHT from tenderers to ensure scoring is impartial and does not disadvantage tenderers.

Tenderers need to develop their Scope of Requirements and commercial proposal by responding to all the questions included within the Scope of Requirements of this tender. These questions are designed to assess capability and capacity in each of the required skill sets, balanced against the cost of the proposal. Responses need to be relevant, comprehensive, and clearly articulated. Each tender submission will be checked initially for compliance with all requirements of the ITT.

All tenders will be evaluated against the Award Criteria by individual members of the Project Evaluation panel. Tenderers must complete all the mandatory questions. The scored questions will be assessed against the Award Criteria weightings on a scale of 0-3; individual scores will then create a consensus score, which is presented and moderated at an initial moderation meeting.

During the evaluation period, the Project Evaluation Panel reserves the right to seek clarifications in writing or by means of a clarification meeting from any or all the Tenderers, to assist it in the consideration of their tenders.

The Project Evaluation Panel does not undertake to accept the lowest or any tender submission and reserves the right to accept the whole or any part of any tender submitted.

Where required, clarifications will be sought by PIRBRIGHT from tenderers to ensure scoring is impartial and does not disadvantage tenderers.

Where tender contract price is deemed by PIRBRIGHT to be abnormally high or low, they may be discounted from the competition and not taken through to the scoring stage of the tender. It will be at the discretion of PIRBRIGHT whether clarification is sought for the abnormally high/low proposal. In the event that a tender submission contains other abnormal factors, clarification will be sought by PIRBRIGHT. Should PIRBRIGHT not be satisfied with the clarification response, they may disqualify the tender from the competition and no further evaluation/scoring will be conducted for the tender submission

When scores from the 2nd stage are within 5% of each other, it will be at the discretion of PIRBRIGHT to award the contract to the supplier they deem most appropriate for the contract provision.

Scoring Criteria

The Project Evaluation Panel will assess the tender submissions on both a Scope of requirements and price basis for the Award stage.

The evaluation criteria for selection for each lot is set out below

Award Criteria	Weighting
Standard Selection Questionnaire	Pass/Fail
Cost (Delivery)	30%
Cost (Maintenance)	10%
Commercial aspects	10%
Technical / Quality aspects	30%
Demonstration/ Interview	20%
Total	100%

4.7 Confidentiality

By submitting a tender proposal in response to this ITT the tenderer is agreeing to the following:

All information supplied to you by The Pirbright Institute, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

This ITT and its accompanying documents shall remain the property of Pirbright.

Pirbright reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. Pirbright further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below).

By participating in this Procurement Process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to The Pirbright Institute (together the "Disclosure Obligations").

You should be aware of Pirbright's obligations and responsibilities under the Disclosure Obligations to disclose information held by Pirbright. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by Pirbright under the Disclosure Obligations, unless Pirbright decides that one of the statutory exemptions under the FOIA or the EIR applies.

If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, you must provide clear and specific detail as to:

- The precise elements which are considered confidential and/or commercially sensitive.
- Why you consider an exemption under the FOIA or EIR would apply.
- The estimated length of time during which the exemption will apply.

The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process you agree that Pirbright should not and will not be bound by any such markings.

In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that Pirbright accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to Pirbright, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made.

You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to Pirbright on the basis that it may be disclosed under the Disclosure Obligations if Pirbright considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with Pirbright's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on Pirbright's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

4.8 Conditions of Tender

- In submitting a proposal in response to this invitation to tender tenderers do so on the conditions specified or referred to herein and on the following express conditions.
- Tenderers should consider only the information contained within this invitation to tender, or otherwise communicated in writing to tenderers, when making their offer.
- Information supplied by Pirbright is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. Pirbright cannot accept responsibility for any inaccurate information obtained by Tenderers.
- Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender

- The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
- Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.
- Pirbright shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations, demonstrations or by any Tenderer who fails to respond by the deadline set.

5 APPENDICES

Appendix A - Selection Questionnaire (SQ)

Appendix B - Site Wide Comark Replacement Project Tender Scoring Matrix

Appendix C - Pricing Schedule

Appendix D - PSC4 Contract Data

Appendix E - Systems Main Requirements

Appendix F - Form of Offer

Appendix G - The Pirbright Institute's use of animals in research