



UK Biocentre Limited (UKBC)

Procurement Name:
Hotel Accommodation Services

Procurement Reference Number: UKBC002

Invitation to Tender (ITT):

Specification

1. Background: Hotel Accommodation Services

UKBC's laboratories in Milton Keynes are being used to analyse swab samples to support the national effort against the coronavirus pandemic. They are one of the three Lighthouse Labs – the biggest network of diagnostic testing facilities our country has ever seen.

Operations have expanded rapidly to analyse swab samples to determine whether COVID-19 is present. Since being approached by government to provide this service UKBC have repurposed existing laboratories and built new ones to provide the capacity required for such a significant undertaking. This industrial scale testing gives us the capacity to test tens of thousands of samples each day.

In order to achieve this level of testing new temporary staff have been recruited from across the country. To allow these staff to work at UKBC's laboratories on this project, accommodation is being provided in local hotels.

2. Overview of requirements

UKBC invites submissions that can meet the following specification for the provision of hotel accommodation

2.1 Requirement

UKBC requires a hotel accommodation provider to deliver sufficient hotel rooms to meet the demand forecast each day, to the standards set out in this specification.

2.2 Quantities

UKBC's hotel room demand forecasts are set out below (numbers reflect number of room nights anticipated each month):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mar 2021 to Aug 2021	100	100	100	100	100	100	100

* Please note that no projected forecasts of hotel room requirements (whether set out in this Specification or otherwise) are either warranted or guaranteed by UKBC.

Hotel accommodation providers must commit to making hotel rooms available, in the quantities required by UKBC, at the price tendered. If the accommodation at the tendered hotel(s) cannot be provided to match the quantity required, the hotel provider is required to make available an equivalent hotel room(s), that meet the standards set out in this specification, at the tendered price.

2.3 Hotel and Room requirements

Hotel room bookings will be managed directly by the accommodation provider.

Hotels must be within 7.5 miles (as confirmed by Google Maps) or 15 minutes' drive of UKBC's laboratories, which are located in Tilbrook near Milton Keynes (postcode MK7 8AT). They must also be within 7.5 miles (as confirmed by Google Maps) or 15 minutes of a railway station. There must be amenities such as a supermarket or other shops within walking distance.

A hotel must meet the following requirements:

Meet all statutory safety and fire security requirements
Rooms Guaranteed for late arrival (Note late arrival can be up to 11:00pm)
24 Hour Reception/Concierge Cover
Easily accessible dining for Breakfast (onsite or within walking distance)
Parking for all rooms supplied (onsite or within walking distance)
Ironing Facilities

Bedrooms

For bedrooms the following are required to be provided within the guest bedrooms:

Lockable Door with Peep Hole or Door Chain
En-suite facilities including Shower and or Bath
Tea/Coffee Making Facilities
Television and Remote Control
Wardrobe/Hanging Space
Work Area including Chair and writing surface
Telephone with external connection
Non Smoking Room
In Room Safe
Hair drying facilities
Adjustable Temperature Control/Solution

UKBC will give a monthly forecast of rooms required a week before each month starts, and this forecast will be confirmed each Friday for the following week. However, in exceptional cases, the provider may be required to make rooms available at short notice (a minimum of 12 hours before required). Rooms may also be cancelled at short notice (a minimum of 24 hours before required), for which no charges will be payable by UKBC. Where rooms are cancelled on less than 24 hours' notice, UKBC will expect the hotel provider to impose minimal or no cancellation charges.

Accessible rooms for people with disabilities must also be provided where required. Such room requests will be separately identified in the monthly forecast of rooms required, and the Friday confirmation of numbers as referenced above.

UKBC is operating 24 hour shifts. For workers on the night shift, an early check-in before 8am and a late check-out after 4pm would be preferred.

2.4 Cost basis

UKBC will expect suppliers to use economies of scale to beat advertised room rates. Payment will be on the basis of the cost per room provided per night. This price must include all the features given at 2.3 above, including breakfast [and parking (if required by the occupant)].

2.6 Service support

UKBC will have a Single Point of Contact (SPoC) for contract management and accommodation issues on a daily basis and requires the winning bidder to have a Single Point of Contact (SPoC) for active contract management and all queries.

Weekly contract review meetings by conference call will be required during the initial contract period, with frequency of these contract review meetings being reviewed after 3 months.

UKBC will raise a monthly Purchase Order to cover the hotel accommodation delivered. To enable prompt reconciliation of invoices, UKBC requires weekly or monthly invoices to be submitted by the provider by no later than [7 days] following the end of the week/ month to which the invoice relates, which clearly itemise, as a minimum:

- Date
- Number of rooms occupied
- Rate
- VAT rate

A report detailing the names of room occupants on each date must also be provided, to allow UKBC to reconcile the invoices. This must be provided on a weekly and monthly basis, in advance of the invoice covering the relevant week/ month, to allow for prompt reconciliation and payment of invoices by UKBC.

2.7 COVID-19

Providers must have plans in place to deal with the changing COVID-19 situation, including contingency plans in case of positive tests for hotel staff, including the need to close accommodation (in full or part) and make equivalent accommodation available to meet UKBC's requirements. If the accommodation's dining facilities are closed, UKBC requires the provider to offer the option of 'Grab and go' breakfasts, or other solutions to supply breakfast and other meals (eg lunch and/or dinner) for staff during any lockdowns.

UKBC will also require the provider to have an isolation plan in place in the event that a UKBC hotel guest tests positive for COVID-19 to enable the guest to remain at the hotel (if required) during the Government recommended isolation period.