



T 01924 848806
F 01924 840694
www.ncm.org.uk

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ON SITE MINE WATER TREATMENT SCHEME MANAGEMENT AND SAMPLING

INTRODUCTION AND PROCUREMENT PROCEDURES DOCUMENT

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1. Purpose and Scope of Document

The purpose of this document is to explain the procurement process and the objective of the procurement process.

2. Introduction

Thank you for showing an interest in the Mine Water Treatment Scheme and Sampling service contract.

The National Coal Mining Museum for England is seeking to appoint a contractor to provide the requirements described in the information documentation commencing April 2018.

3. Background

The National Coal Mining Museum for England aims to keep coal mining alive by collecting and preserving the industry's rich heritage, creating enjoyable and inspiring ways to learn for people of all ages, backgrounds and abilities.

In 1988 the Yorkshire Mining Museum opened at Caphouse Colliery. It was established with funding from West Yorkshire and South Yorkshire Metropolitan County Councils, Wakefield and Kirklees Metropolitan District Councils and technical support and assistance from British Coal.

The National Coal Mining Museum for England is funded by Grant-in-Aid from the Department of Culture, Media and Sport through the National Museum of Science and Industry along with additional funding from the Coal Authority and charitable donations from members of the public. The National Coal Mining Museum for England takes pride in its achievements, quality and motivation of staff, and is focused on delivering its high level objectives.

The mine water treatment scheme (MWTS) on site at Caphouse Colliery is located near the Hope Pit / Hope Stores section of the site and contains two settlement lagoons, a balance chamber, four concrete lagoons and two parallel reed beds. Water is pumped to ensure it remains at or below acceptable levels as determined by the Mine Manager and these levels and flow rates are subject to change at the instruction of the Mine Manager.

To ensure the consent levels are met water must be sampled both at the point of pumping and at the outflow from the system into the natural watercourse.

Intended to effectively and passively treat pumped water from the Hope Shaft the scheme has been maintained and operated for a number of years with great success with support and assistance from the Coal Authority.

4. Sustainability & Innovation

The National Coal Mining Museum for England expects its suppliers to work collaboratively and be supportive of its approach to continually improve performance and efficiencies, through the selection of sustainable products and solutions, innovative thinking and the employment of best practice to meet its objectives and targets.

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The National Coal Mining Museum for England recognises that improving its performance is an ongoing process and that its suppliers are important partners in our aim to become more sustainable.

Our commitment to innovation and sustainability can be seen in the on-going conservation and development of the buildings at Hope Pit, along with the installation of a state-of-the-art environmentally sound water treatment scheme. Suppliers should be aware of the need to ensure viable, long term solutions that are sustainable, ethical and in keeping with the stated objectives and commitments of the National Coal Mining Museum for England.

5. Objective of Project

The National Coal Mining Museum for England is looking to work with a partner to deliver our requirements. The National Coal Mining Museum for England requires delivery partners that will facilitate the achievement of its vision in an open manner and with mutual trust and co-operation.

Both parties need to operate on the understanding that the National Coal Mining Museum for England must receive value for money whilst the contractor must make a reasonable profit. Due to the nature and the goals of the MWTS, both environmentally and ecologically, the project must be sympathetically managed and maintained, records kept and be accessible and referable at any time. Additionally as this is a publicly accessible space the site of the MWTS must be kept in a safe, secure and orderly condition at all times.

The MWTS must ensure compliance with the Environment Agency guidelines and meet or improve upon the agreed consent levels for impurities in the downstream watercourse following treatment. At the time of writing the consent levels for dissolved iron hydroxide or particulate iron hydroxide at the terminal point of the managed MWTS must be kept below 3 ppm, monitored regularly to ensure these levels are maintained or bettered and recorded fully both for internal and Coal Authority records.

We welcome proposals presenting various timings for samples to be taken regularly along with suggestions as to how best to manage, record and collate the data to ensure ease of consultation and review. Additionally the National Coal Mining Museum for England would welcome proposals which include how best to maximise the utility of the MWTS, managing both the desludge and maintenance as required and consulting and advising as to when and how it may need to be carried out in future to ensure smooth and efficacious running of the scheme.

The contract will be three years in duration, beginning on the 30th April 2018 and ending on the 25th April 2021.

6. Procurement Procedure

The process will be managed in house by the National Coal Mining Museum for England's procurement process. There is no cost to the supplier for registering a bid.

The Prequalification Questionnaire must be completed and returned to the National Coal Mining Museum for England by email, directly to procurement.officer@ncm.org.uk. Following this full ITT documentation will be forwarded back by email.

ITT documentation must be completed and returned to the National Coal Mining Museum for England by email, directly to procurement.officer@ncm.org.uk.

Any questions in respect of the tender documentation are to be sent via email, directly to procurement.officer@ncm.org.uk. This ensures that a complete audit trail of the process is achieved. Questions raised which result in additional information being provided will be shared with all

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organisations together with the National Coal Mining Museum for England’s response, but will not breach any areas of commercially sensitive information.

The National Coal Mining Museum for England accepts no liability for any costs incurred by organisations in respect of preparing and submitting documentation to any element of the procurement process.

7. Programme for Delivery

Phase	Process	Date
Tender	Contract Notice Published	03/01/2017
	Tender Documentation available	08/01/2017
	Deadline for Queries	11/02/2018
	Tender Closing Date	16/03/2018
	Evaluation of Tenders starts including any clarifications*	19/03/2018
Award	Award Notification*	30/03/2018
	Contract Award *	06/04/2018

*Any Changes will be notified as appropriate throughout the procurement process.

8. Site Visits

Interested parties are invited to visit the National Coal Mining Museum for England for an escorted inspection. This can be arranged directly through the National Coal Mining Museum for England’s e-sourcing portal.

Available dates are between 1st January 2018 and 4th February 2018.

9. Tender Phase

Selection Criteria/Scoring

The ITT Bid evaluation will be based on the technical and financial proposals within the bids and the information set out in each compliant bid.

Bidders must accept the National Coal Mining Museum for England’s terms & conditions.

Conditions of contract will be the NEC3 Term Service Contract; appropriate Z clauses relevant to the scope of activities outlined in the specification have been will be included but kept to a minimum.

The National Coal Mining Museum for England will reject any Bid which is not a Compliant Bid.

A Bid shall only be a Compliant Bid if the following documents have been completed and submitted:

- Prequalification Questionnaire – with supporting documentation included as required
- Technical Questionnaire – with supporting documentation included as required
- Commercial Offer – with supporting documentation included as required

The Evaluation of the ITT responses will be carried out in two stages.
These stages are:

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- Stage One: Core Assessment;
- Stage Two: Technical Assessment.

Stage 1 – Core Assessment

The assessment at Stage 1 will comprise of a number of questions on the following topics:

- General & Organisation.
- Economic & Financial & Legal Standing and Insurance.
- Safety, Health & Environmental Issues.

These elements will be assessed on a minimum “meets requirements” basis.

The National Coal Mining Museum for England reserves the right to exclude any bid that does not meet the minimum requirements for these elements.

The “meets requirements” score required in the health and safety and environmental sections of the questionnaire is 70%.

The National Coal Mining Museum for England reserves the right to exclude any submission not achieving this minimum requirement for those sections.

The National Coal Mining Museum for England reserves the right to exclude any bid from this process if it establishes that the economic operator has been convicted of any of the offences defined in Regulation 57 of the Public Contract Regulations 2015.

Bids meeting requirements will then be evaluated on the basis of the most economically advantageous tender. The weighting to be applied to scoring questions within the tender will be as follows:

Technical / Quality – 60%

Price – 40%

10. Technical Assessment

The following information will be assessed and the selection will be based on the demonstration of the ability to deliver the requirements detailed within the works information.

- Demonstrable competence and capability in the areas identified within the specification.
- Site management and the ability to control access while retaining accessibility for members of the general public.
- Planning and an ability to both proactively and reactively engage with the changing requirements of a live site
- Qualifications & Experience with a particular emphasis on safety both of workers, contractors and the general public.

11. Scoring

Scoring questions are identified within the tender and the table below provides a summary of the scoring to be applied.

Score Categories	Meaning	Scores
Adds Value	The evaluators believe that as well as meeting requirements in all respects, the response has additional features that benefit and adds value for the National Coal Mining Museum for England	5
Fully Acceptable	The evaluators are fully satisfied that the proposal meets the requirement in all aspects	4
Minor Reservations	The evaluators are confident that the supplier has the ability to meet the requirement but have some minor reservations	3
Significant Reservations	The evaluators believe the supplier has the ability to partially meet the requirement, but has some major reservations about the approach or solution proposed. The supplier has not met the minimum requirements as specified.	2
Requirement Not Met	The evaluators believe that the evidence fails to show that the contractor is capable in the requirements area	0

The following questions are the scoring questions:

Subject	Question	High Scoring Response
MWTS Experience – 20% weighting	<p>Demonstrate experience in delivering projects of similar size and scope to the MWTS as proposed.</p> <p>Please include detailed information on the scope of previous projects, the extent and detail of the works or services involved, location and value.</p>	<p>Evidence of sites closely matching NCMME and the extent of works / services required.</p> <p>Responses with technical content providing significant detail to assure technical capability.</p>
Water Sampling Experience – 15% weighting	<p>Demonstrate ability and capacity to sample water to maintain and manage consent levels with experience of recording and relaying accurate levels and rates.</p> <p>By way of attachment please confirm how many similar projects that your organisation completed in the last three years.</p>	<p>Number of projects completed that evidences both capacity and technical capability.</p> <p>Responses with technical content providing significant detail to assure technical capability.</p>
Site Management – 15% weighting	Demonstrate how you would manage the safe running of the site, ensuring accessible routes for members of the general public without compromising safety or the safe running of the MWTS.	Responses with a clear focus on safety and control of assets while retaining free access to accessible areas.

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Subject	Question	High Scoring Response
Outline Programme – 30% weighting	<p>By way of an attachment please provide an outline programme for the delivery of the requirements of NCMME as detailed in the documentation information.</p> <p>This could be in any form but should clearly illustrate the detail of each stage of the process.</p>	<p>Submission that provides evidence of understanding the requirements.</p> <p>A programme that shows evidence of detailed planning and optimally balances the SHE aspect alongside the goals and objectives of the project.</p>
Qualifications & Experience – 20% weighting	<p>By way of attachment please provide details of the qualifications and experience of the team members that would be delivering this contract.</p> <p>Particular reference should be made to Health & Safety and externally awarded qualifications and/or experience.</p>	<p>Relevant experience and qualifications for the delivery of this requirement.</p> <p>Evidence of capacity to meet National Coal Mining Museum for England requirements.</p> <p>Evidence of safety, capability and experience.</p>
Delivery – for information only	<p>By way of an attachment please detail how you will deliver the various requirements of this project.</p> <p>Will all elements be delivered by direct labour or will specialist sub-contractors be utilised?</p> <p>If work is to be sub contracted please detail the organisations concerned and the vetting process.</p>	<p>This is not a scoring question and is for information only.</p>

Each question will be individually assessed.

The National Coal Mining Museum for England reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from further consideration.

12. Guidelines

The questionnaire should be completed by a partner/director/senior manager/proposed client account manager.

Please answer each question fully. The National Coal Mining Museum for England stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the tendering organisation’s policy and arrangements.

Organisations currently providing services to the National Coal Mining Museum for England must provide full details as requested and not just refer to the National Coal Mining Museum for England.

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Appendices in the form of attachments are either requested for the response to a specific question or can be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

13. Assessment & Feedback

The tender submissions will be assessed in accordance with selection criteria.

The National Coal Mining Museum for England will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring, confirmation of the successful tenderer and the characteristics and relative advantages of the successful tender.

Appendix A – Whistle Blowing

NATIONAL COAL MINING MUSEUM FOR ENGLANDS WHISTLE BLOWING POLICY

Public Interest Disclosure Act 1998 (“Pida”) Whistle Blowing Policy

Should appointed Contractors not have a Whistle Blowing Policy in place they are to ensure that the National Coal Mining Museum for England’s Whistle Blowing Policy and contact details are made available to their employees who will undertake works and services on this Contract.

The National Coal Mining Museum for England’s Whistle Blowing Policy will enable an employee of an appointed Contractor, who may have a concern in respect of this Contract, to have the right to raise the concern and have the concern investigated without fear of reprisal. Anonymity may be preserved at the discretion of the employee. As a first step Contractors or their employees are encouraged to speak to the National Coal Mining Museum for England’s Procurement Officer who will then follow the National Coal Mining Museum for England’s policy for handling such concerns.

Copies of the Whistle Blowing Policy can be made available upon request.

Any written or emailed correspondence relating to whistle blowing should be marked **Strictly Confidential**.

Appendix B – Values & Behaviours

Educate

We aim to advance the public understanding of the history of mining, its impacts historically and currently and demonstrate the legacy mining has left on the nation.

Inspire

We aim to inspire the next generation to learn and engage with historic and contemporary mining, ensuring the heritage and history is not lost but is instead celebrated.

Innovate

We aim to provide opportunities to test and develop innovative solutions and strategies to tackle the problems left over from historic and contemporary mining for the betterment of the environment.

Protect

We aim to safeguard the heritage and legacy left to us, to make best use of the Caphouse and Hope pits through industrial archaeology, exhibitions and education and to ensure a sustainable future for NCMME.

Appendix C – Transparency Guidance

Transparency & Accountability

The Charity Commission takes the view that accountability is a charity's response to the legitimate information needs of its stakeholders. It is important that interested parties can easily obtain relevant and reliable information on a charity's financial position and performance, deployment of resources, organisational structure, policies, priorities, activities and achievements.

- i. A high level of transparency when accounting for performance allows trustees to:
- ii. demonstrate that resources are being used wisely and for the stated purpose;
- iii. show that the charity is being organised and managed properly;
- iv. demonstrate that the charity is carrying out its activities efficiently and effectively; and
- v. attract new resources to enable the charity to continue its activities. The Charity Commission is one of many stakeholders that has a legitimate interest in how charities use their resources, and the Annual Report and Accounts are one of many ways in which charities communicate with their stakeholders. Nevertheless, the Annual Report and Accounts should provide adequate information to allow stakeholders to assess the overall performance of a charity, including sign-posting to where additional details may be obtained.

As a Contractor you agree to provide any information as required by the Charity Commission to further any audit or question they may have regarding financial transparency of the National Coal Mining Museum for England, its projects or site works and any services carried out on their behalf in the completion of this contract.