Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI) – Medical Research Council (MRC)

Subject: R92 Lab Fit Out

Sourcing Reference Number: FM20108

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Version 3.0

UKSBS
Shared Business Services

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.
Our Contracting Authorities who have access to our services and Contracts are detailed here.

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.

- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

https://www.uksbs.co.uk/use/pages/privacy.aspx

For details on how the Contracting Authority protect and process your personal data please follow the link below:

https://www.ukri.org/privacy-notice/

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Medical Research Council (MRC)

MRC is at the forefront of scientific discovery to improve human health. Their scientists tackle some of the greatest health problems facing humanity in the 21st century, from the rising tide of chronic diseases associated with ageing to the threats posed by rapidly mutating micro-organisms.

https://mrc.ukri.org/

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Research and Innovation (UKRI), Polaris House, North Star Avenue, Swindon, SN2 1FF
3.2.	Buyer name	Jacob Morris
3.3.	Buyer contact details	01793 867005 FMProcurement@uksbs.co.uk
3.4.	Estimated value of the Opportunity	£550,000 excluding VAT
3.5.	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here. Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Tuesday 14th July 2020
3.7.	Site tours ***We strongly recommend that you attend a Site Visit in order to gain complete clarity of our requirements and the environment that you will be working in.***	Tuesday 21st July 2020 ***To book a site visit please submit the name of the individual that wishes to attend through the message function on the Delta Esourcing Portal.*** ***Due to the current Covid-19 situation there can only be one visitor per Company, social distancing measures will be in place during this visit.***
3.8.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Thursday 23rd July 2020 at 14:00pm
3.9.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Monday 27th July 2020
3.10.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday 3rd August 2020 at 14:00pm

3.11.	Anticipated notification date of successful and unsuccessful Bids	Thursday 13th August 2020
3.12.	Anticipated Contract Award date	Thursday 20th August 2020
3.13.	Anticipated Contract Start date	w/c Monday 31st August 2020
3.14.	Anticipated Contract End date	w/c Monday 23rd November 2020
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Technical Specification

Project Scope and Overview

The scope of work consists of the detailed design, removal and fit out of the current first floor lab area to create the new Chemistry Synthesis & Oligo Synthesis Labs; these works generally to include:

- **Design**
  - Complete the detailed design and full coordination of mechanical, electrical, structural and architectural details
  - To be completed in line with the below specification and Science and Technology Facilities Council Design Guidance for Mechanical, Electrical and Public Health Services Rev 5 (attached in appendix D)

- **Construction**
  - New Partition wall to divide lab space
  - New single door within dividing wall

- **HVAC & Mechanical Services**
  - Modification to the existing HVAC system so that it becomes dedicated to the new Organic Chemistry Synthesis Lab
  - Supply and installation of new AHU plant complete with supply air ductwork to serve the new Oligo Synthesis Lab
  - Supply and installation of a new extract fan complete with exhaust air ductwork to serve the new Oligo Synthesis Lab
  - Modification and extension of existing HVAC controls to serve the new plant
  - Extension of CHW infrastructure to serve new AHU
  - Extension of LTHW infrastructure to serve new AHU
  - Thermal insulation of new duct and pipe systems
  - Supply and installation of additional Nederman arms
  - Alterations to water services and waste pipework
  - Testing and commissioning

- **New Fume Cupboards**
  - Supply, installation and commissioning of 7 Nr new Fume Cupboards supplied by Safelab Systems Ltd. as per specification ref R12252 R6 including ATEX measures (Appendix G), or equivalent proposed by the contractor for approval by the lab users
  - Provide optional cost for additional 1200mm wide Fume Cupboard to same specification.

- **Electrical Services**:
  - Reuse the existing lighting system and modify as required
  - Extension of Small power distribution
  - HVAC power and controls wiring
  - System earthing
  - Modifications to existing Fire Alarm system
  - Modification and extension of gas leak detection system
  - Trace heating of new CHW & LTHW pipework
  - Testing and commissioning

Detailed Scope & requirements

Architectural, Construction and fit out

The architectural, construction and fit-out elements of the project can be summarised within the headings below.

Overview

Works required to this project will include forming of new a new dividing wall, firestopping of services, sealing of existing penetrations surplus to requirements and flooring alterations.

Plant Compounds & Plantrooms (Internal & External)

- **Internal -** Forming of holes for pipework penetration will be carried out, this is to allow for the new CHW and LTHW water feeds to the new Oligo AHU fitted externally.

- **External -** No external works are required at this time (from an architectural perspective)

Structural Steel & Plant Deck

The new AHU and extract fan will be installed in the existing external plant area, drawings provided indicate future use space allocated for these items of plant. This is to be reviewed in detail by the Contractor and alterations (including structural requirements) to be confirmed.

Chemistry Synthesis & Oligo Synthesis Labs

- **Partitions -** A new dividing partition wall will be installed from floor to soffit level to separate the two areas from each other and form the two labs. Walls will be constructed from metal stud wall and be coated with drywall boards both sides. joins will be tape, jointed and sanded to a suitable smooth finish before receiving the final white paint finish.

- **Doors -** A new single door shall be installed within the dividing wall to provide access between to two lab areas. The new door will feature a glazed vision panel and stainless-steel door furniture and shall be of the same specification as the existing doors in the area of the lab.

- **Flooring -** The current flooring finish will be retained, where the new dividing wall is installed repairs and alterations will be made to provide an upstand on the new partition wall.

- **Ceilings -** New ventilated ceilings shall be constructed from White powder coated. Aluminium grid supported from the soffit containing 600x600 perforated. Metal lay in tiles. Existing ceiling tiles can be re-used

Existing Riser Cupboard

Follow removal of ductwork from the existing riser cupboard the cupboard shall be removed and the resultant opening in the floor made good via a structural concrete floor infill. Drainage pipework and any electrical services passing through this area shall be boxed in with suitable access doors provided.

HVAC & Mechanical Services

Extension of existing along with addition of new HVAC and mechanical services will be provided to service the New Chemistry Synthesis lab and New Oligo Synthesis Lab.

CHW Water System

New chilled water distribution pipework and pumps will be installed to feed the cooling coil in the AHU serving the Oligo Lab. This pipework will be tapped off future use valves that where provided for the ground floor Lab fit out.

- **Chiller -** It is assumed that the chiller has the required capacity to provide cooling to the new AHU as the provisions had been previously made for the installation of the AHU.

- **Pumps -** The installation of the new CHW feeds to the Oligo AHU will require the installation of two new pumps in a duty/standby configuration. These pumps will be installed in the plantroom and take their supply tapings from the future use valve provided for the ground floor lab fit out. New pumps are to be positioned on inertia mounts to reduce/ eliminate any excessive vibration into adjacent structure or services. In addition, anti-vibration bellows will be installed to the suction and delivery side of the pumps.

- **Pipework -** Chilled water pipework will be constructed from mild steel /MI steel heavy grade with screwed joints.
  The chilled water distribution pipework serving the Oligo Ahu cooling coil shall be extended from the new pump sets in the plant room to the Oligo Lab AHU coil complete with control valves, isolation valves and commissioning vales as indicated in appendix C drawings.
  Control of the Cooling Coil will be provided via a 3-port control valve with a bypass arrangement to maintain pump flow rate at minimum turn down. Frost protection is to be provided by the installation of trace heating applied to all pipework that is external to the plantroom. The trace heating will activate on temperature set point. In addition, the CHW pumps will activate during cold conditions to keep the water flowing through the pipework and reduce the risk of freezing

Heating Water System

New LTHW pipework and pumps will be installed to feed the new AHU serving the Oligo Lab. This pipework will be tapped off the future use valves that have been provided for the ground floor lab fit out.

- **LTHW Pipework -** AHU heating frost coil will be controlled via a pressure independent control valve (PICV) arrangement. The Heating coil will be controlled by a 3-port vale with a bypass arrangement to maintain pump flow rate at minimum turn down. All LTHW pipework, to be constructed form mild steel/ MI – medium grade with screwed fittings.

- **Pumps -** New LTHW feeds to the Oligo Lab AHU will require the installation of two new pumps in a duty/standby configuration. These pumps will be installed in the plantroom and take their supply tapings from the future use valve provided for the ground floor lab fit out. New pumps are to be positioned on inertia mounts to reduce/eliminate the any excessive vibration into the adjacent structure or services. In addition, anti-vibration bellows will be installed on the suction and delivery side of the pumps. A site survey will be needed to confirm there is sufficient space for the new pumps to be located in the positions shown on the enclosed drawings.

Pipework Insulation

To maintain thermal performance and to prevent sweating/condensation, foil faced mineral wool sections will be applied to all pipework with suitable vapour barrier seal applied to each joint.

Pipework testing and commissioning

All finished pipework is to have a pressure test carried out prior to being livened up. This test should be carried out and witnessed by the clients representative and certification of the adequate completion signed. Upon satisfactory completion of the pressure test, the service shall be flushed, cleaned and chemically treated. Once satisfactory cleaning has taken place the new pipework will be opened to the existing system. The new pumps and valves will then be balanced and set to reach the required design set points

Water Services

Currently installed in the Chemistry Lab is an existing sink, this is to be retained and no further works required. In the Oligo lab there is currently a hand wash basin installed. This will need to be removed to allow for the installation of the new fume cupboards. Once removed it shall be retained and reinstalled on the riser cupboard wall and existing pipework reconfigured to suit the new installation.

- **Drains -** An existing SVP installed in the riser cupboard will be utilised with strap on boss to provide the required new connection point to the hand wash basin installed in the Oligo Lab

- **HVAC Condensate -** Condensate drainage will be collected from AHU coils. These to be either individually or collectively grouped and connected to local pop-up service.

- **Water Treatment & testing -** All finished pipework is to have a pressure test carried out prior to being livened up. This test should be carried out and witnessed by the clients representative and certification of the adequate completion signed. Once pressure testing is complete all new pipework will be chlorinated and a completion certificate provide for the works. Lab samples shall be taken, and results provided to ensure the treatment has been successful.

Compressed Gases - Bottled & Centralised Services

Existing compressed air distribution pipework within the Lab shall be extended to connect to all fume cupboards. Existing Nitrogen pipework within the lab shall be extended to serve 1 No fume cupboard in Organic Chemistry and 3 No fume cupboards in Oligo Chemistry.

New Argon distribution pipework shall be installed from a point in the ceiling void of the lobby to 2 No fume cupboards in Organic Chemistry and 2 No fume cupboards in Oligo Chemistry, this will be left for connection to tank or bottle supply by others.

Air Handling & Ventilation System/s

- **Chemistry Synthesis Lab**

The existing ventilation system serving the first-floor lab will be adapted so that it will only supply the Chemistry Lab. This will involve the removal of some section of ductwork currently installed in the Oligo Lab area. The remaining ductwork will then be capped to isolate from the other area. The existing AHU serving the first-floor lab area will now be dedicated to the Chemistry Lab only. Changes to the controls will be made so that the lab will operate independently of the Oligo lab. To meet the required air supply into the rooms the ceilings will be removed, and new ventilated celling installed. Air will then be supplied via a bell mouth into the void and drawn through the room by the extract system.

- **Oligo Synthesis Lab**

A new supply air duct will be run from the new AHU and onto the existing riser installed for future use; ground floor lab fit out. The ductwork in the riser cupboard will then be removed from floor level to above the celling and routed to new bell mouth serving the Oligo lab will be installed above the celling.

To meet the required air supply into the rooms the ceilings will be removed, and new ventilated celling installed. Air will then be supplied via a bell mouth into the void and drawn through the room by the extract system.

The new Oligo Synthesis AHU will be installed below the current Chemistry Lab AHU. This will utilise the location that was allocated for future AHU ground floor lab supply. This AHU shall employ various stages of filtration, heating and cooling and comprises of the following main components:

• Damper

• F7 bag filter

• Frost coil

• Supply fan

• Heating coil

• Cooling Coil

• Attenuator

- **Air Handling Unit Construction -** AHU will be manufactured for an external location and shall feature:

- steel sheet panels coated with Aluzinc AZ185
- Steel frame profiles coated with zinc z275 and powder coated
- mullion steel profiles coated with Aluzinc AZ185
- ABS Corners
- 60mm mineral insulation density @ 60kg/m³
- Class C4 Corrosion protection according to EN ISO 12944-2:2000
- Mechanical Strength Class D1(M)
- Casing Air Leakage L1(M).
- AHU to be manufactured by Systemair as per their quote reference 1625547 - S9G2M6

- **Chemistry Synthesis Lab LEV Systems**

The current LEV ductwork serving the first-floor lab shall be retained to serve the new Chemistry Lab. The existing ductwork will have modification carried out and a new stabbing taken off the current system to supply two new additional Nederman arms. As indicated in Appendix C drawings. The existing extract fan will be replaced with a new ATEX rated fan. The preferred option is duty/standby fans but if there is insufficient space on the roof then spare fans shall be provided to change out with the duty fan

The current room pressure sensor will be relocated to a suitable place inside the Chemistry Lab. The BMS system will be modified to suit the new layout in this area. In general, the BMS system will maintain a constant pressure of -5pa. Inverter drives are fitted to both the AHU and Extract fan, these will ramp up and down in unison to maintain this pressure as per the demand in the room at that time.

- **Oligo Synthesis Lab LEV Systems**

A new ATEX rated Extract fan and ductwork system will be installed to serve the new Oligo Lab area. The Ductwork and Extract fan will be mounted in the spaces provided for future use; ground floor lab fit out.

New ductwork will be installed on the roof from the fan and connect onto the future user risers previously installed. The preferred option is duty/standby fans but if there is insufficient space on the roof then spare fans shall be provided to change out with the duty fan. Duct in the riser cupboard will be removed as indicated in the Appendix C drawings and new ductwork routed above the celling to serve the five new fume cupboards and 5 new Nederman arms. With regard to Fume Cupboard use A diversification factor of 60% - 1620 l/s has been assumed and in general, the BMS system will maintain a constant pressure of -5pa. Inverter drives are fitted to both the AHU and Extract fan, these will ramp up and down in unison to maintain the set pressure as per the demand in the room at that time.

New room pressure sensors will be fitted in this are to maintain and control the pressure set point independently of the other areas. The designer of the LEV system shall ensure close co-ordination between he fume cupboard manufacturer, the BMS/controls company and supplier of the room pressure controls is maintained at both design and commissioning stages in order that the system operates to the intended requirements.

- **Ductwork**

Supply air ductwork shall be constructed from galvanised steel to DW144. Extract ductwork shall be constructed from non-flammable polypropylene. Ductwork delivered to site will generally have no external protection however care will be taken to prevent damage during transport (in particular loading/unloading) and all duct open ends will be sealed and capped to prevent entry of debris.

- **Ductwork Insulation**

To maintain thermal performance and to prevent sweating/condensation, foil faced mineral wool wrap and/or phenolic slab sections will be applied to the supply duct system/s. LEV system shall not be insulated. Dampers & Duct Ancillaries Insulation on external supply ductwork to riser shall be fully

Waterproofed In-line duct ancillaries will generally include. Volume Control: For balancing purposes, in-duct VCD's will be provided to all necessary branches, these typically to be circular dampers to be single blade type up to and including 315mm Ø and multi-blade type over 315 Ø. Where dictated by duct section, rectangular dampers of all size will be opposed multi-blade type. Fire dampers to be installed where fire barriers are penetrated

Localised cooling

A ceiling cassette (Toshiba or similar approved) unit will be required in the existing store room to provide heating and cooling for an equipment load of 6kW. The condensing unit for this unit will be mounted on the main plant roof.

Testing & Commissioning

In advance of any commissioning being undertaken, all system components to be checked to ensure their correct operability, direction of rotation, system connectivity etc.

- **Pre-Commissioning -** Pre-commissioning checks will be carried out on the following items before start-up of the HVAC plant:
    - AHU/s
    - Supply and return ducted systems including operation of dampers
    - Controls (BMS)
    - Chilled Water and LTHW systems

- **Commissioning -** The following commissioning activities are required:
    - Ductwork systems pressure test and volume flow rate/s
    - Electrical installation completion and inspection certificates
    - General electrical earth loop and insulation resistance test sheets
    - Commissioning Code L
    - Mechanical pipework systems pressure tests
    - Condensate clearance tests for HVAC Equipment
    - BMS tests / commissioning records in accordance with CIBSE Commissioning Code C
    - Air distribution systems in accordance with CIBSE Commissioning Code A
    - Water systems (heating and domestic water) in accordance with CIBSE Commissioning Code W
    - Pipeline pressure and flow rate test/s
    - Room air change rates

- Room pressures

- **Commissioning Results -** Completed commissioning sheets will be issued on completion of the tests for witnessing as required and as part of the project handover file.
  - Procedures for emergency operation where applicable
  - Manufacturers and specialist installers' information and contact telephone numbers
  - Procedures for fault finding
  - System Schematics
  - Circuit schedules
  - List of essential spares
  - List of record drawings
  - Testing schedules
  - Completion and test certificates
  - Electrical installation certificates

Electrical Services

LV Distribution

All LV supplies to come from DB D1/8 at the entrance to the room.

Lighting

- Take down and set aside for reuse 24no recessed modular luminaires.
- Take down and set aside for reuse 6no recessed circular emergency
- luminaires.
- Relocate 2no switching points from current location to inside of new
- chemistry lab.
- Clean and reinstate previously set aside luminaires in new ceiling grid.

Small power

- Supply and install a new 20A SP&N radial circuit to supply motorised dampers to each new fume cupboard.
- Supply and install new 16A SP&N radial circuit to supply each of the new fume cupboards.
- Store - Supply and install horizontal dado trunking c/w dado riser to ceiling void in the existing store. Include 6no twin sockets and 3no dual data points.

Power to mechanical services

- Supply and install a new 20A TP&N supply to an external roof mounted AC unit.

Fire alarm

- Take down and set aside for reuse 2no smoke detectors (one per lab).
- Take down and set aside for reuse 2no remote LED indicators (one per
- lab).
- Relocate existing fire alarm bell to allow installation of the new partition.
- Install a new matching fire alarm bell in the opposite room.
- Reinstate 2no smoke detectors on new ceiling
- Reinstate 2 No remote LED indicators on new ceiling

Handover – general requirements

Handover is required to be in line with the documents in appendix E and in line with the Design guidance in appendix D.

Upon completion, a one-week hand over period is required from Contractor to STFC Estates prior to User occupation.

Appendix A – Assumptions

Working at RAL

When compiling proposals, reference should be made to the Health Safety & Environmental and Working at RAL in Appendix F.

Existing Services

When compiling your proposals please assume that all existing Mechanical and Electrical Services are complete and as detailed within the O&M information that will be provided. It is also assumed the existing CHW, LTHW and Electrical infrastructure is capable of supporting the extra loads introduced by the installation of the new HVAC system.

Fume Cupboard usage

When calculating the maximum supply and extract air volumes for the Oligo Synthesis Lab it is assumed a diversity factor of 60% for usage of the Fume Cupboards. There has been no need to apply a diversity factor for Fume Cupboard usage in the Organic Chemistry Lab as the existing HVAC system which is being retained to serve this area is capable of supporting use of all three fume cupboards at the same time.

Provision for future plant

It is assumed the space allocations for future plant as shown on the Record Drawings are still available for use and are clear of any obstructions. We would point out that use of this space together with the spare riser ducts and connections on the CHW & LTHW systems will mean they are no longer available for their original intend use of the ground floor lab.

Working Hours

All works are to be undertaken during normal hours. No allowance to be made for any out of hours, weekend, premium time or other accelerated working profile. Unrestricted site access at all times with assumed working between 8am– 6pm (Monday – Thursday) and 8am – 4pm (Friday); weekend working if required to be available through agreement. Unrestricted site access management to be provided and maintained.

Emergency Lighting

For the purposes of design, emergency lighting levels are based on CIBSE ‘norms’. At this stage any requirement for 10% of design or minimum 15 lux has not been included.

Warranties

12 months warranty through the defects liability period is included; no extended warranties have been included. Warranties will be valid for a minimum from time of installation not the completion of the works

Service & Maintenance

No service & maintenance provisions are included for the defects liability period or thereafter.

No provision has been made for any spares (excluding fans), standby parts or other warranty related matters. The user's responsibility for service and maintenance commence on the day of handover. If the plant, systems, equipment and installation are not properly serviced and maintained in accordance with manufacturers recommendations then any warranties will no longer be valid.

ATEX / DESAR

When compiling your proposals please include for the following works which we understand will be required in connection with the Hazardous Area Zone 2 Classification within the volumes of the fume cupboards and extract ductwork.

• Atex rated extract fan to be installed on new extract system serving Oligo Synthesis Lab

• Replacement of extract fan on existing extract system which is retained to serve Organic Chemistry Lab with new Atex rated fan

• Fume cupboards supplied with ATEX rated internal light, socket outlets and control panel mounted externally on facia side bars at a height of 1.2m above floor level and an intrinsically safe junction box.

Planning

Application required – to be completed direct by the client

Building Control

Contractor to develop the design for the building and as part of this make approach to Building Control either directly or through an Approved Agent. All necessary design and/or supporting documents to enable this development will be provided by the contractor.

BREEAM & LEED

No measures are required to incorporate BREEAM (Building Research Establishment Environmental Assessment Methodology) and or LEED (Leadership in Energy and Environmental Design) requirements into the design

Fire Strategy

The fire strategy has been developed and detailed within the initial phase of works. Final requirements to be confirmed in line with building control and the STFC fire officer

Noise Criteria

All noise emitting equipment has been selected with standard acoustic performance. the contractor will submit noise data associated with, air handling units, LEV fan units for review. If additional acoustic measures are deemed necessary, then this will be subject to a change control process

Design

The contractor is to issue technical design the STFC Estates team for comment and review and as such it should be noted the requirement for efficient and timely submission of design so as not to effect upon the program.

CDM Regulations

The works shall be carried out as a Design & Build Contract with the Contractor undertaking the roles of Principle Designer and Principle Contractor.

This requirement is being advertised as a works contract.

Terms and Conditions

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 (5+5+6 =16÷3 = 5.33)

Pass / Fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	30.00%
Quality	PROJ1.1	Description of Methodology	15.00%
Quality	PROJ1.2	Managing Working Conditions	15.00%
Quality	PROJ1.4	Method Statement	15.00%
Quality	PROJ1.5	Project Team and Capability to Deliver	15.00%
Quality	PROJ1.6	Risk and Mitigation of Risk	10.00%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20**%**.
Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:
Score = {weighting percentage} x {bidder's score} = 20% x 60 = 12

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.

80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 4 = 50

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100.
All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire.**

Guidance on completion of the questionnaire is available at
http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's ☺

DO:

7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.

7.5 Do ensure you utilise the Delta eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.22 Do not exceed word counts, the additional words will not be considered.

7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050

7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.

7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.

7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.

7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of

any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Delta eSourcing Portal.

7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

https://www.gov.uk/government/publications/government-security-classifications

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act