

**iNTRODUCTION AND Invitation to Tender**

**1. Basic Purpose and Overall Function**

**1.2 Project Title**

Horniman Museum Lift Maintenance Contract

**1.3 Address**

Horniman Museum & Gardens, 100 London Road, Forest hill, SE23 3PQ  
Study Collection Centre, Dreadnought Building, Greenwich Peninsula, SE10 0PG

**1.4 Outline of project in general terms**

The trust is looking to appoint a lift maintenance contractor to undertake all checks/servicing and repairs on the lifts across our two sites. Lift call out and emergency response is part of the contract.

**1.5 Project Organisation and Responsibilities**

**1.51 The Consultant Team**

Stewart Proctor, Senior Consultant, Elevating Safety Solutions

**1.5.2 The Client**

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees is responsible for strategic decisions.

Management of the contract on a day to day basis is delegated to the Facilities Manager with support from the Head of Estates. The main contacts for the contract are as follows:

Paula Thomas Director of Finance and Corporate Services

Tim Hopkins Head of Estates

Jessica Skeggs-Thirkettle Facilities Manager

**2. BACKGROUND**

The Horniman Museum and Gardens is a grade II\* listed museum with a world class Natural History, Anthropology and Musical instrument collection. Set within 16 acres of stunning grounds that also house an Aquarium, Animal Walk and Butterfly House. The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share

**3. CONTRACT DESCRIPTION**

The Horniman wishes to appoint a qualified contractor to undertake the ongoing maintenance and emergency response for our lifts at both the main Forest Hill site and our storage facility in Greenwich.

Both sites are fully operational, occupied and staffed. The main museum is open to the public, Monday to Sunday from 10am – 5:30pm. The lifts are an important aspect to remain accessible for all visitors. If one of the lifts stops functioning, there is not a second lift to cover the same area. It is important that there is very limited downtime, preferably scheduled for our visitor facing lifts. The museum is a family friendly visitor attraction, meaning there are a large number of pushchairs and prams each day which rely on the use of the lifts to navigate the site.

The lifts at both sites are used to transport objects and collection pieces throughout the museum and storage facility.

There is a new lift currently being installed to replace the main museum visitor lift (Upgrade from hydraulic to traction machine room-less lift). Maintenance arrangements for this lift will be resolved at the end of the 12 month defects period.

This a fully comprehensive contract, including spare parts for replacement, and a full paperwork trail.

The contract covers call outs, repairs and reactive entrapment site visits.

The contract is to last three years.

**4. INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS**

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

**4.1 Scope**

**Scope and Objectives** of the project can be found in the Specification, CDM information, drawings and the pricing schedule.

**4.2 Tender Contents and Instructions**

The Tender Pack comprises the following information:

* ITT& Evaluation
  + Invitation to Tender 2023-05-01
  + Quality Questions & Scoring Methodology
  + Form of Tender
* Health and Safety:
  + Museum Rules for Visiting Contractors

* Pricing & Evaluation Documents:
  + Schedules of Work Pricing Document
  + Standard Terms & Conditions of Purchase for Goods and Services

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates).

For your tender return to be considered as compliant, you are required to return the following;

* + Form of Tender duly signed
  + Schedule of Works (Pricing Document) fully priced and arithmetically accurate.
  + Evidence of your insurances, VAT registration and UTR – Three references of recent relevant works.
  + Details of your company history and profile, including financial information and environmental policy
  + A completed quality assessment questionnaire.
  + Digital tender submissions must be received by the deadline.

**4.3 Site visits**

Site visit and accompanied walk round of the works areas are available to the tendering contractors.

Please contact Jessica Skeggs-Thirkettleon [jskeggsthirkettle@horniman.ac.uk](mailto:jskeggsthirkettle@horniman.ac.uk) to book a site visit, which will be undertaken as group visits.

Time slots available are:

**Forest Hill – 13th December at 9am**

**Greenwich facilities – 13th December 1pm**

**Forest Hill - 14th December at 9am**

**Greenwich Facilities – 14th December at 1pm**

**4.5 Tender Timetable and Response**

* Digital tender submissions must be received by **12 noon Friday 29th December 2023**
* A compliant tender requires tender submission in digital format to be received by the Horniman Museum at the time detailed above.
* Tender submissions should be made electronically to Facilities Manager, Jessica Skeggs-Thirkettle, jskeggsthirkettle@horniman.ac.uk
* Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
* Shortlisted contractor interviews / clarification meetings are scheduled **for 15th January 2024**. Please keep availability for this date, interviews will be held remotely using video conferencing.
* Clarifications on the scope of the works may be asked by email to jskeggsthirkettle@horniman.ac.uk
* Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.
* Tender clarification questions and answer will be grouped together and published weekly on the contracts finder website throughout the tender period. It is strongly recommended you sign up for updates from contracts finder so you are always aware when clarifications or updates are made to the tender.

**5.0 Tender Assessment**

The tender returns will be assessed on the following weighting:

**60% Cost**

**40% Quality**

(Please ensure a completed set of quality assessment questions is provided, the questions can be found in the Quality Questions & Scoring Methodology document)

Assessment will be undertaken by Jessica Skeggs-Thirkettle and Stewart Proctor

Interviews will be conducted on **15th January 2024**, please keep this day available for an interview / clarification meeting.