

**ITT**

***Part 1***

**INVITATION TO TENDER**

**&**

**SPECIFICATION**

**NETWORKING SERVICES**

Contract Period: April 2017 – March 2019\*

*\*initial contract period is 2 years with two optional extensions of 12 months*

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**1. INSTRUCTIONS FOR TENDERERS**

1. This Invitation to Tender (ITT) has been designed to assess the suitability of Suppliers to deliver Leeds College of Art’s (“The College”) contract requirement(s). If you are successful at this stage of the procurement process, you will be selected to attend Presentations/Post-Bid Clarification meetings which will assist The College in making its final contract award decision.
2. Confidentiality - all tender submissions will be treated as confidential by Leeds College of Art. However, in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (FOIA), any of the information submitted to may be disclosed in response to a request made pursuant to the FOIA. If you consider that any parts of your submission are exempt from disclosure, please include a statement to this effect – noting the relative Exclusion clauses – along with your submission.
3. The College will not reimburse any costs incurred by tenderers in connection with preparation and submission of their responses to this ITT.
4. The College reserves the right not to award a contract as a result of this tender exercise, or to award a partial contract.
5. Word limits should be maintained. If the limits are exceeded, Leeds College of Art may reduce the score awarded proportionally.
6. **HOW TO MAKE A SUBMISSION** – email your completed Questionnaire to:

tenders@leeds-art.ac.uk

1. **QUERIES** - If you have any questions, please email them to:

mark.hayter@leeds-art.ac.uk

If The College considers any question or request for clarification to be of material significance, both the question\* and the response will be uploaded to the same location as the ITT documents.

It is the responsibility of any potential supplier to check for clarifications updates which can be uploaded at any time prior to the tender deadline.

*\*The originator of any question will not be identified.*

**2. TIMETABLE**

Please see below for an outline Timetable. Leeds College of Art reserves the right to change any of the dates below as required.

Tenderers are asked to note any asterisked dates and ensure availability of their key personnel on those dates.

|  |  |
| --- | --- |
| **Tender Stages** | **Date completed by** |
| ITT uploaded to College website | 13/01/2017 |
| Notice published on Contracts Finder | 13/01/2017 |
| Deadline for clarification requests to be submitted to Leeds College of Art | 23/01/2017 |
| Final issue of responses to clarification requests | 27/01/2017 |
| Deadline for return of ITTs | 3/02/2017 1200noon |
| Evaluation of ITTs | 6/02/2017 until 10/02/17 |
| Agree shortlist | 10/02/2017 |
| Presentations/interviews\* | 13-17/02/2017 |
| College management accept/reject preferred supplier | 1/03/2017 |
| Issue Successful/Unsuccessful letters | 2/03/2017 |
| Award/Sign Contract | TBD |
| GO-LIVE date | TBD |

*\*Presentations and interviews will take place with shortlisted suppliers only*

**3. SPECIFICATION**

**3.1 CORE SERVICES**

The College is seeking a sole supplier to provide ad-hoc installation of data ports and cabling. Typically this is in the region of 40-50 data ports a year (either new or the relocation of existing ports), with the majority being placed over the summer months. These are usually required due to room expansion or a change of usage. The College has 3 main buildings:

* Blenheim Walk (main campus, constructed in the 1980’s)
* Vernon Street (2 adjoined buildings, early 1900’s)
* Church (formerly Blenheim Baptist Church, now converted to offices).

Asbestos may be present in some areas of all 3 buildings, however the risk of exposure is extremely low.

**3.2 COLLEGE EXTENSION PROJECT**

The College is building an extension to its Blenheim Walk building which is due for completion in July 2018 (to be confirmed). This extension will join the existing structure and will consist of six levels (3 to -2) of varying size and function. The below diagram illustrates how the floors will align with the current building. Room function, layout and floor space utilised varies from floor to floor.



A cabinet room will be located on level -2, with all network points in the new building terminating there. The cabinet room will be located next to a riser allowing access to all floors within the extension. The cabinet room will require a fibre connection to the main server room, located on Floor 2 of the existing building.

Specific requirements will be made known to the successful bidder upon completion of this tender. The supplier will be expected to advise and be available for onsite meetings during the construction phase of the build. The fit out of the building is expected to occur between January and July 2018. The supplier must have capacity and availability to complete this project.

**3.3 EXISTING BUILDING RENOVATION**

Upon completion of the new building, the College will begin to restructure room usage across its existing Blenheim Walk building. This will entail a refit of many rooms (wall removal / door relocation) and some change of room use (studio to office, etc.).

The Supplier will be responsible for any changes to network cabling routing or port installation as part of this reconfiguration.

**3.4 SPECIFICATION**

The successful supplier will be responsible for the provision of all cabling, back sockets, and network cabinets. The College will be responsible for the provision of the switches and wall trunking.

* The successful supplier must make use of existing cable runs, baskets and risers where possible to minimise cables being exposed. The route of all cables from rooms to the cabinet must be agreed with IT and Estates staff before installation.
* Faceplates should be 2 gang (unless specified otherwise) and fit a standard back box. Cables will be fitted in doubles to reduce the number of faceplates required per room. Distribution across a room will depend on room usage.
* Trunking and baskets will be installed by the College’s electrical supplier.
* Identification for each cable should be in the format cab number / floor number / port number (e.g. G/2/033).
* The award of the contract is only for the provision of network cabling services. The College is not seeking a supplier of networking equipment or solutions.
* Companies which intend to sub-contract the service will not be eligible for this tender.

**4. EVALUATION**

Some sections of the questionnaire will be marked as pass / fail. A fail in any of these sections will result in the tender not being scored.

Other sections will be awarded marks based on responses given and the criteria for awarding these marks are outlined below. If a section is not listed below, but appears in the Supplier Questionnaire, then it is for information only and will not be used as part of the evaluation.

**Total weighted score**

The Total points awarded will then be divided by the total points available and multiplied by the percentage weighting shown in the below matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **Questionnaire Reference** | **Subject** | **Points** | **Weight** |
| 1 | Supplier Details |  | For info only |
| 1.10 | Sub-Contracting |  | Pass / Fail |
| 2 | Financial Stability |  | Pass / Fail |
| 3 | Insurances |  | Pass / Fail |
| 4.1 | Health & Safety |  | Pass / Fail |
| 4.2 | Quality Assurance |  | Pass / Fail |
| 4.3 | Environmental Management |  | Pass / Fail |
| 4.4 | Sustainability |  | Pass / Fail |
| 5 | Technical & Professional Ability / Capacity | **70** | **25%** |
| 6 | References & Case Study | **120** | **25%** |
| 7 | Pricing Schedule | **320** | **50%** |
| 8 | Form of Tender |  | Pass / Fail |
| Total |  | **510** | **100%** |

**Short-listing process**

During the ITT evaluation stage, the intention is to arrive at a shortlist of between two and four suppliers to be invited to Presentation meetings. The ITT responses will be ranked according to total scores received and a ‘gap analysis’ applied in order to determine the final shortlist.

**Taking Account of Tenderers’ Past Performance**

The College reserves the right to assess the past performance of a Supplier, using its own experiences or via a Reference or Case Study. The reference may not necessarily have been provided by the supplier but may have been sourced by Leeds College of Art. The College may take into account any failure by the Tenderer to discharge obligations under any previous contracts.

**4.1 TECHNICAL AND PROFESSIONAL ABILITY / CAPACTIY**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Marks** | **Criteria** |
| Qualifications and Training | 10 | Marks awarded based on the amount of training demonstrated relative to the requirements of the tender. |
| UKATA Asbestos Certificate | 10 | Awarded if certificate is held. |
| IATP Asbestos Certificate | 10 | Awarded if certificate is held. |
| Normal Business Hours (Support / Sales) | 10 | Assumed to be 9-5 minimum (10 points). -2 points for each full hour per day the company is closed Monday to Friday within this range. E.g. if company closes early on Fridays (9-4) but is open 9-5 every other weekday then that gets 8 points. Minimum 0. |
| Normal Business Hours Onsite | 10 | Assumed to be 9-5 Monday to Friday minimum (0 points). +2 points for each full hour outside of this timeframe that is considered normal for onsite engineers without incurring additional costs. E.g. if engineers are available 8am to 6pm, then this would be awarded 4 marks. -2 points for each hour closed within this timeframe.10 marks maximum award. |
| Outside Normal Hours Offered | 10 | Yes / No |
| Saturday Working Onsite included in Normal Hours  | 10 | If engineers are able to work onsite at a weekend at the standard daily rate (0 if not). |
| Number of full time installation engineers | N/A | For information only.  |

**4.2 REFERENCES AND CASE STUDY**

Suppliers must provide 3 references, with at least 2 being from Public Sector organisations from clients who have received work from the supplier within the last 12 months and similar to that sought in this invitation to tender

Leeds College of Art will contact the given referees by e-mail to verify the information provided. Please ensure that your referees are aware and able to respond during the evaluation period

Suppliers must also submit a case study outlining work undertaken similar to the new building requirements. This should outline the value of the work, the timescales of the project, the number of engineers assigned to the project and an outline as to how the project was managed. The case study should be one of the 3 references

The case study will be used to assess management, quality and environmental controls. For each reference / case study, marks will be awarded according to the following scale:

|  |  |
| --- | --- |
| **Marks Awarded** | **Criteria** |
| 25 – 30 | The reference / case-study demonstrates excellent quality and service and is completely relevant to the requirements of the College. |
| 15-24 | The supplier has demonstrated they are capable of managing this type of contract, with few areas of concern. |
| 5 – 14 | The references / case study do not demonstrate fully that the supplier is suited to the contract requirements. |
| 1-4 | The case study / reference is not sufficient or has no relevance to the requirements. |
| 0 | The case study / reference is missing or the referee has declined to be contacted by the College. |

**Points:**

* **References – 30 points each (90 total)**
* **Case Study – 30 points**

**4.3 PRICING**

Tenderers are required to provide pricing against the line items as set out below. For pricing (including day rate), marks will be calculated for each line relative to other prices submitted in the tender for each line. The formula is:

Lowest Price offered, divided by Price offered, multiplied by Points available.

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| --- | --- | --- |
| **Daily Rate** | Suppliers should indicate any daily charge for onsite engineers, if it is not factored into the cost of cabling. | 50 |

|  |  |  |
| --- | --- | --- |
|  | **CABLING** | **Points available** |
| **CAT5e** | Installation of Single line <50m  | 20 |
| **CAT5e** | Installation of Single line >50m  | 20 |
| **CAT5e** | Installation of 20 lines <50m  | 20 |
| **CAT5e** | Installation of 20 lines >50m  | 20 |
| **CAT6a** | Installation of Single line <50m  | 20 |
| **CAT6a** | Installation of Single line >50m  | 20 |
| **CAT6a** | Installation of 20 lines <50m  | 20 |
| **CAT6a** | Installation of 20 lines >50m  | 20 |

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| --- | --- |
| **FIBRE** | **Points available** |
| 12 x cores of 50/125 OM3 multimode fibre (per metre) | 10 |
| 12 x cores of 62.5/125 OM3 multimode fibre (per metre) | 10 |
| 2 x core of OM1 Multimode fibre (per metre) | 10 |
| 4 x core of OM1 Multimode fibre (per metre) | 10 |
| 12 x cores of OS1 Singlemode fibre (per metre) | 10 |
|   |  |
| Termination of 2 x cores of OM1 Multimode fibre  | 10 |
| Termination of 4 x cores of OM1 Multimode fibre (including tray) | 10 |
| Termination of 12 x cores of 50/125 OM3 Multimode fibre (including tray) | 10 |
| Termination of 12 x cores 62.5/125 OM3 Multimode fibre (including tray) | 10 |
| Termination of 12 x cores OS1 Singlemode fibre (including tray) | 10 |

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| **COMMUNICATION CABINETS** | **Points available** |
| Supply and Install (Including Cable Management, Fan tray and 10 way PDU strip)  | 10 |
| 42U 800mm x 1075mm cabinet (Fully installed including fan tray and power strip) | 10 |

**Total Points for Section = 330**

**4.4 TIE BREAK (PERCENTAGE REBATE)**

In the event that two or more suppliers are equal on points based on responses, the response to the percentage rebate will be used to determine the shortlist. In the event that there is no tie break, responses to this question will not be considered.

**5. TERMS AND CONDITIONS**

“Leeds College of Art Conditions of Purchase for Goods and/or Services” are embedded below:

