

Request for quotation



RFQ075 Air  
Conditioning  
Maintenance



**BE PART  
OF IT**

City College Plymouth  
Kings Road, Plymouth PL1 5QG

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## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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## OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

## SUBMISSION DETAILS

### SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**29 June 2018**

**12:00 Noon**

Any submissions received after this date will not be considered.

## SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

## SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 22 June 2018.

### **Adam Baker**

Procurement Officer

Phone: 01752 305313

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

## ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation should meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix E Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

*Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.*

#### **WARRANTY:**

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

### **INTRODUCTION AND EXECUTIVE SUMMARY**

City College Plymouth is seeking to contract with a single supplier to provide servicing and maintenance of the air conditioning equipment with a contract for one (1) year with a view to extend for a further one (1) plus one (1) years to a total of three (3) years . The contract is to commence from the 1<sup>st</sup> August 2018.

The anticipated value of the supply contract will not exceed £25,000. However, in the interests of open competition the opportunity will be advertised on the government portal ‘Contracts Finder’.

### **BUSINESS OVERVIEW & BACKGROUND**

The College operates on three sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

### **OUR VISION ... IS WHERE OUR FUTURE LIES**

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

### **OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY**

To be the South West’s leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

### **BACKGROUND**

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics

(STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

## REQUIREMENT

The total value of the opportunity over 3 years is approximately £10,000

The works comprise the periodic servicing of air conditioning equipment as listed in Appendix B and maintenance, repairs and renewals of the same in the event of breakdown across the following two sites;

### **City College Plymouth**

Kings Road,  
Devonport  
Plymouth  
PL1 5QG

### **Pace**

15-17 Union Street  
Plymouth  
PL1 2SZ

All plant and equipment is to be serviced in accordance with the manufactures recommendations as a minimum. All mechanical work is to be undertaken by a competent advanced fitter and all electrical/refrigeration work is to be carried out by a technician grade electrician/refrigeration engineer.

A full specification of the works required can be found in appendix D.

Every reasonable effort has been made to ensure that the schedules (Appendix B) represent a true and accurate record of the equipment to be serviced and the Contractor shall inform the Contract Administrator of any errors or inaccuracies therein on the report sheet.

City College Plymouth may amend the schedules of properties and equipment during the period of this contract.

In addition any defects noted within these systems are to be reported back to the college engineer with an estimate of costs of remedial works based on the agreed hourly rates.

The contractor is responsible for maintaining the college air conditioning systems refrigerant records for compliance and "F" gas regulations.

Bidders are **strongly advised** to visit the College to inspect all plant and equipment before submitting their return and to obtain information on access, site restrictions, the layout of the buildings, services and contents, existing use of the site and buildings and any other matter which might affect their tender. No allowance will be made for costs to the Contractor from their lack of such information. A visit can be arranged by contacting Martin Sings the College M&E Engineer on 01752 305892.

All works are to be carried out to minimise disruption to the operation of the College. This may require out of hours working in the early morning and when lectures are completed. This shall be agreed with the College as required. The fixed price tender shall allow for this level of out of hours working and no additional cost will be entertained over and above the agreed rates.

At no time shall the College be left with inoperative air conditioning, except by arrangement and alternative arrangements put in place where practical.

#### TERM TIMES

The successful contractor will provide to the Contract Administrator, within one week of the contract start date, a full programme of servicing dates covering the whole of the initial contract period.

The College holiday breaks for 2018/19 are as follows:-

- |                     |   |                                    |
|---------------------|---|------------------------------------|
| Summer Break (2018) | - | 9 July 2018 to 31 August 2018      |
| Autumn break        | - | 22 October 2018 to 26 October 2018 |
| Christmas break     | - | 17 December 2018 to 2 January 2019 |
| Half term           | - | 11-15 February 2019                |

Easter	-	8 April 2019 to 22 April 2019
Whitsun	-	27 May 2019 to 31 May 2019
Summer Break (2019)	-	11 July 2019

## CONTRACT MANAGEMENT

We would expect to have a named contract manager throughout the duration of this contract. The contract manager should be available to attend site and address any concerns as may arise during the term of the contract.

Service reports must be forwarded to the Contract Administrator at the College Estates Office by email (address to be advised), or be electronically available for viewing, during the week following the visit at the latest. Where a contractor opts for paper copies, these must be scanned by the contractor and emailed to the Estates Office at Kings Road by the end of the week following the service visit. Email address to be notified at commencement of contract.

## KPI'S

The following KPIs will be in place for this contract

- Response time for fault to server room: 4 hours
- Response time for fault to General AC: 24 Hours
- Contract manager to attend site in the event of a problem: 48 hours

## SECURITY

The College requires that all contractors, prior to undertaking work on the College site, will have been subject to a (DBS) English Disclosure Barring and Services check. This requirement may be suspended where works are undertaken during the college holiday breaks or outside of the main school week, providing the College is satisfied any risk to students who may be on site for revision or taster sessions is adequately managed.

All staff on site will be required to comply with health and safety requirements at all times and to wear appropriate identification.

All staff will be required to sign in and sign out when on College premises.

## SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

### SAFETY OF EMPLOYEES

The Contractor shall ensure that their employees isolate electrical controls to plant whilst servicing is being carried out upon the equipment and that warning notices are displayed. All electrical plant must be physically disconnected where possible by locking off isolators or removing fuses.

### ELECTRICITY AT WORK ACT 1989

The contractor is to comply with the Act at all times. If LIVE WORKING cannot be avoided, the contractor is to inform the Estates Engineer of the reasons and the proposed action to be taken, to implement a safe system of working.

### IEE REGULATIONS

Electrical work must be carried out by an electrical contractor on the roll of the National Inspection Council for Electrical Installation Contracting, or other approved certification body e.g. NAPIT, ECA etc, and conform to the requirements of current IEE Regulations (BS7671) and the local electricity supply company.

### HEALTH & SAFETY

The contractor is responsible for carrying out a detailed risk assessment of the work to be done. This must be issued to the Estates Engineer at least two weeks before work commences, along with method statements, which explain how the work is to be carried out, and the safety controls to be employed.

In addition to the Electricity at Work Act 1989, all work must be carried out in a safe manner, and in accordance with all relevant Health & Safety Regulations, without risk of harm to the people carrying out the work, students and staff of the college, and members of the public.

The College operates a Signing In/Out, and a permit to work system which must be strictly adhered to.

The contractor is responsible for arranging all safe access to work areas (e.g. scaffolding) and for maintaining safe working conditions (e.g. edge protection, temporary lighting) within the work area.

### NOISE CONTROL

The Contractor shall comply with The Noise at Work Regulations 1989. He must take all reasonable steps to control and curtail the level of noise whilst carrying out the works.

### CERTIFICATION AND FORMS OF COMPLETION

The Contractor is to prepare all forms of completion as prescribed in the relevant section of the current IEE regulation.

- The NICEIC or NAPIT forms are preferred.
- The forms are to be presented in a clean condition.

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## ENVIRONMENTAL

All work must be carried out with a responsible attitude to environmental concerns. All waste arising from the work is the responsibility of the contractor, and must be handled and disposed of in accordance with the current waste and all relevant environmental legislation.

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## REDUNDANT SERVICES AND EQUIPMENT

All redundant services arising from the work must be completely removed back to the distribution board. Where this is difficult, impractical or potentially costly, this must be discussed with the Estates Engineer before commencing.

Redundant equipment arising from the works (e.g. light fittings), may if requested, be retained by the college for future use. If this is not the case, the contractor must arrange for disposal from site. Redundant metal materials can be disposed of in the college's scrap metal skip only by agreement with the Estates Engineer or the Sustainability Officer.

In the case of light fittings, lamps, diffusers and electronics must be removed before the metal casing is placed in the skip.

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## PROVISION OF MATERIALS, PLANT AND EQUIPMENT

- Unless otherwise specified, the contractor must supply all materials, plant, tools and equipment required, to effectively complete the works detailed in this specification.
- For all equipment, fittings and accessories, where a manufacturer is not specified, good quality units compliant with the relevant British Standards and EN Standards must be used.
- Any deviation from the specified fitting's, must be agreed with the Estates Engineer.

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## CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Contractor must comply with the requirements of the CDM Regulations and notify the other parties to the contract immediately it becomes aware that they are or likely to be in breach of these Regulations.

All building and maintenance work now falls under CDM Regulations.

All building and maintenance work will now require a Construction Health & Safety Plan, even if it is not notifiable. The level of detail and planning required will be proportionate to the scale and complexity of the project.

All projects involving more than one Contractor must have a Health & Safety File.

Projects will be notifiable to the HSE where:-

- The work will last longer than 30 working days AND involve more than 20 workers on site simultaneously.

OR

- The work exceeds 500 person days.

The Contractor must notify the Contract Administrator in writing, with their quotation or tender, if they foresee the above criteria for notification being exceeded during the works. The Contractor must also notify the Contract Administrator if they foresee that additional contractors are required to complete the work.

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## CONDUCT OF WORK

The Contractor is to arrange their work as to avoid interference with routine use of occupied premises and must co-operate with persons occupying or using the premises whilst he is working.

The Contractor shall protect and keep free from damage the buildings, fences, walls, roads, paths kerbs and all other parts of the work location.

The Contractor shall remove or cover up and protect all furniture, fittings and the like if in a position affected by the works and replace or remove protection as relevant and upon completion make good any loss or damage.

The Contractor shall supply all requisite watching, lighting and barriers during the progress of the work.

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## DELIVERY OF PLANT AND MATERIALS

The contractor is responsible for the supply, delivery and off-loading of all plant, materials and equipment into final positions. The contractor must liaise with site services staff to identify suitable storage areas, although these cannot be guaranteed.

## WRITTEN SUBMISSION

You are required to submit a written document detailing your ability to meet our specific requirements as outlined in Appendix D. In addition your document should outline:

- Your contract management arrangements, including details of a named contract manager where applicable. You should confirm your compliance with the specific requirements as listed above for this contract.
- Responsiveness, lead times, service and how you will meet our requested KPIs.

- Proposals to meet DBS requirements.
- Your contribution to sustainability, the Environment and Corporate Social Responsibility including Modern Slavery

This submitted document will be scored as per the table on page 16.

## PRICING

Your pricing should be submitted using Appendix A. The Contractor shall price for each of the three years of the contract and provide a list of common replacement parts. Please can you also provide a separate price for a full filter change. Also please provide an hourly rate for call out charges.

In addition please note the following;

- All remedial works are to be based on the agreed hourly rate but the contractor shall provide quotations for such works for approval by Estates in advance of commencing work.
- Investigative works outside of the scope of the servicing and maintenance to be based on priced hourly rates with evidence of time on site provided to the College Estates department.
- All other works where these are not included as part of the contract works are to be agreed with the College prior to commencement and a cost estimate provided.
- All invoicing to be in accordance with the City College Plymouth standard Contractor Terms and Conditions

Prices should be firm and valid for at least the initial contract period (36 months) and not subject to increase or escalation of any kind throughout the contract.

The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on award of contract.

## TERMS AND CONDITIONS

This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B. In addition to these terms and conditions the following will apply for this contract;

- Any extras or omissions shall not vitiate the Contract but the value of the same will be fixed by the Contract Administrator and added to or deducted from the Contract amount as the case may be. No extras will be paid for

unless ordered in writing by the Contractor Administrator. The Contractor shall if required, produce for inspection by the Contract Administrator all vouchers specifying the time daily spent upon the work and the materials employed, including any invoices, for any extra work ordered in writing.

- The Contractor shall not sublet the whole or any portions of the work without the prior written approval of the Contract Administrator.
- The Contractor must include in their tender for any incidental items whether specifically mentioned or not and which are necessary to complete the work to the true intent and meaning of this Specification. This is to include allowance for other trades if necessary.
- Any work disturbed in carrying out the contract is to be made good by the Contractor in all trades to match the existing or adjacent work
- No charges will be allowed for abortive journeys if the Estates Office has not been advised.

The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services.

## VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

## FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

## GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder

## SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	80%
Contract Management arrangements	5%
Service Management including ability to meet KPIs	10%
DBS	2%
Sustainability, the Environment and Social Responsibility	3%

Please see table below for more details on the scoring method.

## AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration – Appendix F.

## SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: List of Equipment

Appendix C: CCP Standard Terms and Conditions Goods and Services

Appendix D: Specification

Appendix E: Suitability and Assessment Questionnaire

Appendix F: Agreement Conditions Acceptance and Declaration Form