

Invitation to Tender for

The Provision of Flooring Services

For Wellspring Academy Trust, Digital Media Centre, Barnsley, S70 2JW

Deadline: 12pm, Friday 26th February 2020

ITT Reference: FLR001

**Section 1 - Invitation to Tender**

1. **Introduction**

**1.1 Organisation Overview**

The successful bidder will be required to provide Flooring Services to Wellspring Academy Trust, Digital Media Centre, County Way, Barnsley, S70 2JW.

Incorporated in June 2012, Wellspring Academy Trust is a Multi Academy Trust and an approved Academy sponsor (by the Department of Education) which has been set up by Barnsley College.

The Wellspring Academy network is a progressive and growing network of mostly primary schools and special or alternative academies located predominantly in the Barnsley, Leeds, Grimsby and Lincolnshire areas.

More details can be found on the Trusts Website - [www.wellspringacademytrust.co.uk](http://www.wellspringacademytrust.co.uk)

**1.2 Legal status**

The Trust is a company limited by guarantee (company registration number 08120960) and an exempt charity for the purposes of the Charities Act 2011.

**1.3 Growth**

The Trust currently has 25 academies across 40+ sites and expects rapid growth over the next 5 years, resulting in up to 15-25 academies joining the Trust. Additional academies could result in wider coverage in surrounding regions.

**1.4 Requirement**

The Trust require the services of a flooring contractor to undertake small scale flooring projects with a value less than £15,000 each, over a 24 months period or until a total maximum value of £189,000 is spent with a single contractor. Services required include, but not limited to;

* Measuring up floor space
* Working out the materials needed
* Preparing the base and laying sub-flooring where necessary
* Clearing away furniture and taking off doors
* Removing old flooring
* Cleaning, levelling and sealing the work area
* Gluing or nailing underlay into place
* Installing the final floor finish

The schools requiring these services are located in the West of the Trust’s portfolio and include, but not limited to;

● The Grove Academy, 59 Grove Road, Harrogate, HG1 5EP

● The Forest School, Park Lane, Knaresborough HG5 0DQ

● Springwell Academy Leeds South, Middleton Road, Leeds, LS10 3JA

● Springwell Academy Leeds East, Brooklands View, Seacroft, LS14 6XR

● Springwell Academy Leeds North, Woodnook Drive, Tinshill, LS16 2NE

● Victoria Primary Academy, Ivy Avenue, Leeds, West Yorkshire, LS9 9ER

● Ebor Gardens, Rigton Drive, Leeds, West Yorkshire, LS9 7PY

● Elements Primary School, Acre Mount, Middleton, Leeds, LS10 4WR

● Bramley Park Academy, Fairfield Hill, Leeds, LS13 3DP

● The Forest Academy, 26 Thornton Road, Barnsley, S70 3NG

● Oakhill Primary Academy, Doncaster Rd, Ardsley, Barnsley, S71 5AG

● Oakwell Rise Primary Academy, Doncaster Rd, Barnsley, S70 1TS

● Springwell Barnsley Kendray, Kendray Resource Centre, Thornton Road, Barnsley, S70 3NG

● Greenacre Satellite at Oakhill, Doncaster Rd, Ardsley, Barnsley, S71 5AG

● Greenacre The Makery, 18 Barugh Green Rd, Higham, Barnsley, S75 1JT

● Greenacre Life Skills House, 31 Victoria Road, S70 2BG

● Joseph Norton, Busker Lane, Scissett, Huddersfield, HD8 9JU

**1.5 Length and Summary of Preferred Supplier Status**

The successful bidder(s) will be appointed as preferred suppliers for a period of 24 months or until a total maximum value of £189,000 is spent with a single contractor.

The appointment as a preferred supplier will run from 8th March 2021 until 28th February 2023.

**Please Note:**

* The Trust may appoint up to three preferred suppliers depending on the quality of submissions received and evaluated.
  + If more than one supplier is appointed, then the Trust will adopt a tier system where work is offered to suppliers in the order in which they scored. For example, the contractor who scores the highest will be offered work first.
* The Trust is not obliged to use the preferred suppliers and cannot guarantee that all future work will be directly awarded to these suppliers.
* Any larger projects over the value of £15,000 will go out to market and the Trust will seek three quotations.

**2.0 Tender Submission**

**2.1 How to Submit**

Wellspring Academy Trust MUST receive tender submissions by the due date and time, 12pm, Friday 26th February 2021.

Please submit any clarifications regarding this tender to the email address below before Friday 19th February. Replies to clarifications from one tenderer will be shared with all.

We expect and require all prices quoted to remain valid for a period of 3 months from the date of tender submission. Fees proposed are to be fixed.

Tenders should be returned by email and marked ‘PROVISION OF FLOORING SERVICES TENDER 2021’ to:

Adam McDermott – Procurement Manager

[a.mcdermott@wellspringacademies.org.uk](mailto:a.mcdermott@wellspringacademies.org.uk)

3.0 Timetable of Process

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| --- | --- |
| **Release tender documents** | **Monday 1st February 2021** |
| **Site visit @ Oakhill Primary School (If required)** | **Week commencing 8th February 2021** |
| **Deadline for clarifications** | **Friday 19th February 2021** |
| **Deadline for tender responses** | **12pm, Friday 26th February 2021** |
| **Notification to successful provider** | **Friday 5th March 2021** |

The timeline above is only a guide, this may be amended by the Trust.

All suppliers asked to tender will be notified of any changes.

**4.0 Evaluation Methodology & Criteria**

**4.1 Selection Criteria**

The Trust will accept the Tender(s) which they consider to be the most economically advantageous. It will take into account the Cost of providing the Service and a range of Quality considerations, fitness for purpose and any other factors relevant to the Service, its supply and any other requirements.

**Please Note:**

* The Trust may appoint up to three preferred suppliers depending on the quality of submissions received and evaluated.
  + If more than one supplier is appointed, then the Trust will adopt a tier system where work is offered to contractor in the order in which they scored. ***For example, the contractor who scores the highest will be offered work first. If they decline the work this will then be offered to the contractor who scored 2nd and so on.***
* The Trust is not obliged to use the preferred suppliers and cannot guarantee that all future work will be directly awarded to these suppliers.
* Any larger projects over the value of £15,000 will go out to market and the Trust will seek three quotations.

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| --- | --- | --- |
| **A – Price** | | 70% |
| 1 | Please provide a breakdown of your costs. These must be fixed fees for your services.  The bidder should set out a proposed fee structure for the required services specified in Section 1.4.   1. The bidder is required to submit fixed pricing for products used within our schools and labour costs. 2. The bidder is also required to price on an upcoming project at Oakhill Primary Academy, which requires the upper corridor re-flooring in Polysafe standard vinyl flooring. 3. *Site visits are available week commencing 8th Feb 2021 by appointment. Please contact John Howe (Estates manager)* [*j.howe@theforest-academy.co.uk*](mailto:j.howe@theforest-academy.co.uk) *07958 603194*   ***It is expected that discounts can be offered if the bidder is appointed as a preferred supplier and has the possibility of an increased level of work. Discounts may also be offered for larger jobs.*** | |
|  | | |
| **B – Service Delivery and Quality** | | 12.5% |
| 1 | Please provide details of how you ensure customer satisfaction and respond to any complaints should any problems arise following completion of a job.  You may wish to provide detail of any guarantees and internal quality control procedures you have in place to ensure a high quality service. | |
| 2 | Please give detail of your company’s size and the availability of local resources, and how this offers capacity to respond to urgent requests and larger scale projects to meet the Trust’s requirements.  Applicants should also include information confirming that they are suitably qualified and identify members who will work closely with the Trust in the delivery of services. Please note we do not require any curriculum vitae. | |
|  | | |
| **C – Experience and Knowledge** | | 12.5% |
| 1 | Can you demonstrate previous experience working in Education/Academy settings, please indicate the number of academy and multi academy Trust clients you currently work with.  You may wish to provide details around safeguarding and your commitment to ensuring all staff who work within our schools will have a valid enhanced DBS check. | |
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| **D – Added Value** | | 5% |
| 1 | Please provide details of how you can offer the Trust any added value if you are appointed as a preferred supplier. | |

**4.2 Scoring**

The Trust will award a score to each tender response under the Evaluation Criteria. Each tender response will be awarded a mark out of 10, which will contribute towards the overall 100% score.

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| **Response** | **Score** |
| No information supplied | 0 |
| Little evidence presented to suggest the applicant is able to comply with the minimum requirement of the agreement | 1 – 3 |
| Some evidence presented to suggest compliance with minimum requirement of the agreement | 4 – 5 |
| Adequate evidence presented to demonstrate compliance with minimum requirement of the agreement | 6 – 7 |
| More than sufficient evidence presented to demonstrate compliance with minimum requirement of the agreement | 8 - 10 |

**5.0 Award of Preferred Supplier**

5.1 All tenders submitted by the due date and time will be evaluated by the selection panel and up to three preferred suppliers may be appointed.

5.2 The Trust reserve the right not to appoint the lowest or any Tenderer, reserving also the right to accept the same in whole or in part.

5.3 The appointment as a preferred supplier will be in place for 24 months.

**Section 2**

**Tender Response - The Provision of Flooring Services**

**Please complete this section and submit as directed in Section 2.0 Tender Submission.**

All pricing to exclude VAT.

**A – Price**

**Flooring Materials**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Fixed Price – Price Per M2** | | | | | |
| 1-20 | 21-40 | 41-60 | 61-80 | 81-100 | 100+ |
| Burmatex Cordial |  |  |  |  |  |  |
| Rawsons Eurocord |  |  |  |  |  |  |
| Polysafe Standard Vinyl |  |  |  |  |  |  |
| Forbo Eternal Vinyl |  |  |  |  |  |  |

**Please include any information regarding your pricing for flooring materials; (Max 250 Words)**

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**Labour Rates**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Fixed Price – Labour Hours** | | | | | |
| Hourly Rate | 0-4hrs (Half Day) | Up 8hrs (Full Day) | 2 Days | 3 Days | 5 Days |
| Senior Floor Fitter |  |  |  |  |  |  |
| Floor Fitter |  |  |  |  |  |  |
| Other (Specify) |  |  |  |  |  |  |

**Please include any information regarding your pricing for labour rates; (Max 250 Words)**

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**Quotation For Oakhill Project**

Details of Requirement and Meterage

* 278m2 Vinyl (Polysafe Standard)
* 6m2 Barrier Matting
* 43 Linear Stair Nosing

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| --- | --- |
| **Breakdown of Costs** | **Cost** |
| Product Cost – Polysafe Standard |  |
| Labour Cost |  |
| Other Cost (Specify Below) |  |
| Total Cost |  |

**Please include any information regarding your pricing; (Max 250 Words)**

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| You may want to include a list of bullet points of what services are included in the pricing e.g. removal of old flooring, preparation of sub-flooring etc. ***A separate formal quotation can support this document.*** |

**Further Information on Pricing (If any)**

Please give details of pricing, including discounts you may like to offer.

**Annual Increases (If any)**

Please give details of the basis of any annual increase for year two. Please give reasoning behind the increase and confirm whether or not these are negotiable.

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| **B – Service Delivery and Quality *(RESPONSE – Max 300 words for each response)*** | |
| 1 |  |
| 2 |  |

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| --- | --- |
| **C – Experience and Knowledge *(RESPONSE – Max 300 words for each response)*** | |
| 1 |  |

|  |  |
| --- | --- |
| **D – Added Value *(RESPONSE – Max 300 words for each response)*** | |
| 1 |  |

Please complete and return this document by email to Adam McDermott (Procurement Manager):

[a.mcdermott@wellspringacademies.org.uk](mailto:a.mcdermott@wellspringacademies.org.uk)

This document must be submitted no later than **12pm, Friday 26th February 2021**