



## Invitation to Tender

Installation of new mezzanine and Innovation Centre

### **Spinnaker International Ltd**

Spinnaker House, Saltash Parkway, Saltash, Cornwall,  
PL12 6LF

# 1 Background/Introduction

Spinnaker International Ltd (“Spinnaker”) is an innovator of secure technologies and a recognised world leader in the manufacture of cash protection systems and asset tracking security. Since 1985, Spinnaker’s British engineering has protected clients’ cash against loss and their people from harm. From our factory in Saltash we manufacture and supply some of the largest cash in transit (“CIT”) companies and financial institutions in the world, with customers across Europe, Latin America and Asia.

As part of their vision and growth plans, Spinnaker require the creation of a new Innovation centre. The purpose of the centre is to provide an open creative thinking workspace for the design and engineering department to work from. Limited space in the existing premises dictates that the new Innovation Centre must be created without impacting the existing floor area. As such a new mezzanine floor structure is to be installed.

The project is to be carried out while the factory remains in full production and must cause minimal disruption to daily running. The contractor must, as part of the project, provide continuous dedicated onsite management and allow for weekly update meetings.

The purchase of this project is part of a grant funded application process and therefore procurement will be subject to grant approval of the project as a whole. We will compare tenders received on a compliance basis only.

## 2 Project Specifications

Please see attached detailed below

### A. Mezzanine Office Build

#### A.1. Preliminaries

- A.1.1. Provide a dedicated site manager that is available at all times during the work to the customer for queries and concerns.
- A.1.2. Provide all required plant and access site in safe and controlled manner.
- A.1.3. Provide welfare and safety provisions for all contractors where required.
- A.1.4. Include all professionals fees within the quote for the complete project
- A.1.5. Arrange and include allocation for all Local Authority approvals – buildings regulations and associated costs.
- A.1.6. Make provision for waste management and disposal

#### A.2. Mezzanine

- A.2.1. Remove sections of the existing hand rail system to accommodate proposed access to the new floor. Also reposition the existing leg adjacent to the South stairs by 2M to avoid clashes with the new structure and reposition the access to the lift area.
- A.2.2. Supply and fit a mezzanine floor structure to form the areas as drawn for the new meeting room, open plan office and tea point. The mezzanine is to accommodate a live load of 3.5KN and is to be substantially portalised (mezzanine to be able to be disassembled, relocated and reassembled without modification). We assume free use of a suitable forklift truck is available.
- A.2.3. Supply and fit galvanised steel fire rated casings to the new mezzanine floor legs and fire rated fascia to the exposed edges of the new floor.
- A.2.4. Support and remove bracing to fully portalise the mezzanine structure (remove all bracing)

- A.2.5. Carryout work for the main body of the mezzanine installation over a weekend or non-production time as required by the customer

#### *A.3. Mezzanine Office Partitioning*

- A.3.1. Construct a blinding panel system against the existing stores area fencing using white pre finished MFC panels fixed directly to the existing metal caging system with self-drilling and tapping screw system.
- A.3.2. Construct the perimeter walls on the open sides of the new mezzanine area with 75-mm demountable partitioning standing 2700-mm high and matching with the existing systems installed elsewhere in the factory. Include for extending the height of the partitions in the new client area to 3M.
- A.3.3. Construct a wall lining against the back wall of the new mezzanine floor using the demountable partitioning system standing 2700-mm high and matching the system as installed elsewhere.
- A.3.4. Construct the new rooms to the existing mezzanine office area at the East end of the mezzanine with 75-mm demountable partitioning standing to 2700-mm high and matching the systems as installed elsewhere. Include for 8 in number floor to door head double glazed units with integral blinds and 1 in number single door and frame
- A.3.5. Supply and fit 5 in number fire rated doors and frames into the new partition system in positions as indicated, 2 doors are to include a slave 1/2 leaf.
- A.3.6. Dismantle existing demountable partitions forming the server room and adjoining walls in preparation for new client lounge and display area. Set aside for re-use.
- A.3.7. Re use previously dismantled materials and new components required to form the new Client lounge and display area extending the height of perimeter walls to accommodate proposed new ceiling height.

#### *A.4. Mezzanine Ceilings*

- A.4.1. Supply and fit a sub grid between the front and rear sections of the newly installed mezzanine and client lounge areas using galvanised U section supported on galvanised angle from the main roof purlins then fit an MF grid system over boarded with 1 layer of 15-mm Fireline plasterboard tape and joint finished to provide a 30min fire rating.
- A.4.2. Supply and fit a 24-mm table T suspended ceiling grid to the new first floor mezzanine areas below the newly installed MF fire break. The ceiling is to be set out as 600 x 600mm grid infilled with Dune Supreme regular ceiling tiles.

#### *A.5. Mezzanine Floor Coverings*

- A.5.1. Supply and fit new heavy contract loop pile carpet tiles throughout the new first floor office space fixed on a tackifier adhesive system.
- A.5.2. Supply and fit sheet vinyl floor coverings to the tea point area on the first floor
- A.5.3. Supply and fit new linear pattern heavy contract loop pile carpet tiles throughout the new client lounge fixed on a tackifier adhesive system. Final colour to be agreed post tender, dark colours preferable.

#### *A.6. Fire Alarm System*

- A.6.1. Supply and fit required Fire Alarm components to meet BS:5839 and BAFE standards. New components to be fully integrated with existing system, Chubb Zone Master 108AT.

#### *A.7. Mezzanine Power Installations*

- A.7.1. Supply and fit a new 16mm 4 core sub main to from the existing mains distribution panel to a new 4 way TP&N distribution panel located in the new office (40M run allowed at this stage we also assume sufficient capacity is available on the existing system)
- A.7.2. Supply and fit 3 compartment floor boxes to the new open plan office space to carry new electrical and data circuits run in the floor void below.
- A.7.3. Supply and fit 13A twin switched socket outlets onto the new floor boxes at the rate of 1 socket per floor box plus an additional 10 outlets for general distribution through the office area (final layouts are to be agreed (total of 24 outlets allowed at this stage)
- A.7.4. Supply and fit 13a twin switched socket outlets to the new tea point area and client lounge as indicated.

#### *A.8. Mezzanine Data/Voice Network*

- A.8.1. Supply and fit cat6 data circuits into the new open plan office at a rate of 2 circuits per work station plus 10 additional circuits to accommodate media units, printers and other equipment requiring voice data connectivity as indicated on the GA drawings (72 circuits). Terminate cables onto new 24 way patch panels within the existing data cabinet. Circuits are to be run within the building fabric and newly installed wall mounted 3 compartment trunking
- A.8.2. All circuits are to be terminated onto RJ45 cat6 modules in either white face plates as either quads or twins in floor boxes or twins in walls.
- A.8.3. Test and certify the installation on completion, provide an electronic disc with full test reports and manufacturer's warranty (25 years)

#### *A.9. Mezzanine Lighting*

- A.9.1. Supply and fit multi core double insulated cabling throughout the first floor office areas to accommodate the proposed lighting layout.
- A.9.2. Supply and fit ceiling mounted motion detector switches to the Staff breakout areas and wall mounted manual switches to the main office and client areas all to layouts as indicated
- A.9.3. Supply and fit 600 x 600 flat panel LED light fittings as per lighting layout drawing, emergency lighting provision is to be via combined light fittings with 3 hour back up.
- A.9.4. Switch drops are to be flushed into walls in white PVC conduit drops extending from the ceiling void above.
- A.9.5. Supply and fit internally lit Perspex panel ceiling mounted emergency exit signs to indicate escape routes.

### **B. Network Infrastructure**

#### *B.1. General*

- B.1.1. All work to be conducted in coordination with company IT Manager
- B.1.2. Transitional upgrade of systems to be conducted to minimise effect on the company's operations, including out of hours working and weekends where necessary.
- B.1.3. All new cat5e cabling will be fully tested and will come with a 20-year warranty.
- B.1.4. All new fibre will be OM3 mm LSOH and terminated on LC connectors.

#### *B.2. Front of Building*

- B.2.1. Supply and install a new floor standing half height cabinet within the new server room on the ground floor.
- B.2.2. Supply and install a new fibre optic cable to new cab from server room main cab.

- B.2.3. Supply and install 2 new cat5e links between the 2 cabs.
- B.2.4. Reroute the approx. 100 existing cat5 cables that feed the main office area from the server room and redirect to the new cab.
- B.2.5. Supply and install a new multipair telephone cable from the server room to the new cab.

#### *B.3. Relocate Server Room*

- B.3.1. Supply and install a new floor standing half height cabinet within the new server room on the ground floor.
- B.3.2. Supply and install a new 42u 800x100 floor standing cab.
- B.3.3. Supply and install a new 42u 800x800 floor standing cab.
- B.3.4. Reroute and extend all the existing fibre optic cables to the new server room location.
- B.3.5. Reroute and extend all cat5e cabling for cctv or any other use to new server room.
- B.3.6. Extend or reroute the clock aerial cables.

#### *B.4. Relocate Server Room*

- B.4.1. Supply and install approx. 130 new cat5e outlets from a new floor standing 800x600 floor standing cabinet, to be situated on new mezzanine floor.
- B.4.2. Supply and install a new fibre optic link to new cab from new server room.
- B.4.3. Reroute all the stores cabling into new cabinet

#### *B.5. Hardware*

- B.5.1. Supply and install hardware to facilitate 1Gb connectivity to all areas of the site and a minimum of two data ports per workstation
- B.5.2. Supply and install hardware to enable VOIP Telephony across the site.

### **C. Telephony**

#### *C.1. General*

- C.1.1. Providing a turn key solution to VOIP style telephone system across this site
- C.1.2. Supply and install a converged FTTC connection for the voice traffic that is guaranteed to support 30 channels. This circuit comes with business SLA's and response times.
- C.1.3. The connection must be fully managed and monitored 24/7.
- C.1.4. Provide and support hosting for such a system
- C.1.5. All work to be conducted in coordination with company IT Manager
- C.1.6. Transition of systems to be conducted to minimise effect on the company's operations, including out of hours working and weekends where necessary.

#### *C.2. Software*

- C.2.1. Supply and install software to enable the above onto company's server
- C.2.2. Provide training for key personnel on how the software functions
- C.2.3. Provide a mobile system of connectivity to the company's telephone system enabling existing mobile hardware.

#### *C.3. Hardware*

- C.3.1. Supply, install and support sufficient handsets for walk about and desk based personnel throughout the company

#### C.4. Support

- C.4.1. Pro-active Health Monitoring, Performance Monitoring & Service Availability
- C.4.2. Infrastructure Configuration and Deployment
- C.4.3. Operating System Updates and Patches
- C.4.4. Application Performance Debugging Assistance
- C.4.5. Firewall Configuration (as required)
- C.4.6. Network Hardware Management
- C.4.7. Planning and Architecture Advice
- C.4.8. Planned Maintenance Support (Support for planned maintenance scheduled between 9:00 – 17:00, Mon-Fri)
- C.4.9. Service response times
  - C.4.9.1. Severity 1: Complete Outage where business is severely disrupted and all users are unable to conduct any normal business will result in a 4 hour response from initial call/email and 8 working hours to be onsite to troubleshoot or fix from the point of escalation from the first line support desk.
  - C.4.9.2. Severity 2: Partial Outage where system(s) are not working but a work around is in place. Multiple users are effected and unable to conduct normal business operation will result in a 4 hour response from initial call/email and 16 working hours to be onsite to troubleshoot or fix from the point of escalation from the first line support desk.
  - C.4.9.3. Severity 3: Other issues that affect multiple or key business users will result in a 4 hour response from initial call/email and 5 working days to be onsite to troubleshoot or fix from the point of escalation from the first line support desk
  - C.4.9.4. Helpdesk Tasks: General minor requests for information or programming requirements will result in a 4 hour response from a suitable person.
- C.4.10. Active Toll Fraud monitoring and call spend capping

### 3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Contracts Finder	29/03/2018
Last date for raising queries	05/04/2018
Last date for clarifications to queries	07/04/2018
Deadline to return ITT	12/04/2018
Evaluation of ITT	Day 15+
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

## 4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and Spinnaker that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Spinnaker that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Spinnaker that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

### Exclusion

Spinnaker shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicants company, has been the subject of a conviction by final judgment of one of the following reasons:-

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## 5 Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

## 6 Tender Application Requirements

Please provide paper copies of your application which should include:

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above.
2. **Dated** your response, used our company's full postal address (albeit your submission might be by email) and included the **reference: GHKQ1608-301117**
3. All enquiries in relation to this tender should be directed to Mr G Hawke  
[George.Hawke@spinnaker.co.uk](mailto:George.Hawke@spinnaker.co.uk)

4. **Company registration Number and VAT number (if appropriate)**
5. Pricing is to be clearly indicated on the detailed schedule of works, all sections of the detailed schedule of works to be priced separately by line.
6. Prices to be shown excluding VAT
7. Items of work required for a complete and professional installation but not specifically listed in the schedule are to be highlighted and shown below the line (items reasonably required but not listed will be deemed to be included unless clearly listed separately).
8. All pages to be totalled and presented as a contract sum

## 7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

## 8 Tender Returns

Tenders may be returned by email or post, or by delivery in person.

Tenders are to be returned by:-

Latest date to be returned: 11/03/2018

Latest time to be returned: 1200 hrs

If submitting by **email**, tenders should be sent electronically to [George.Hawke@spinnaker.co.uk](mailto:George.Hawke@spinnaker.co.uk) with the following message **clearly noted in the Subject box**; 'Installation of new mezzanine and Innovation Centre

including the reference ***GHKQ1608-301117***

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, only marked as follows:-

Tender - Strictly Confidential –

'Installation of new mezzanine and Innovation Centre including the reference

***GHKQ1608-301117***

Contract Reference Number: BIG2

Addressed to: Mr G Hawke, **Spinnaker International Ltd, Spinnaker House, Saltash Parkway, Saltash, Cornwall, PL12 6LF**

The envelope should not give any indication to the Tenderer's identity. Marking by the carrier will not disqualify the tender.

If delivery **by hand** please obtain an official Receipt at point of delivery

## 9 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is 5 days before the submission date. All e-mailed queries should be sent to:-

Name: Mr G Hawke

E-mail: [George.Hawke@spinnaker.co.uk](mailto:George.Hawke@spinnaker.co.uk)

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed contract shall bind us unless such representation is in writing and duly signed by a director of Spinnaker. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Spinnaker.

Responses to any queries will be shared through Contracts Finder website

## 10 Disclaimer

The issue of this documentation does not commit Spinnaker to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Spinnaker its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Spinnaker and any other party (save for a formal award of contract made in writing by or on behalf of Spinnaker).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Spinnaker or any information contained in Spinnaker's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Spinnaker. for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Spinnaker reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Spinnaker liable for any costs or expenses incurred by bidders during the procurement process.