**Egypt Gallery**

**World Museum Liverpool**

**LARGE AND HEAVY OBJECT MOUNTS AND INSTALLATION**

**TENDER DOCUMENTATION**

**Contents**

1. Introduction
	1. Project Context
	2. Project Summary
	3. Exhibition Fit Out
2. Form of Agreement
3. Scope of Works
4. Terms of Tender
5. Selection Process
	1. Evaluation Process
	2. Statement of Requirements
6. Instructions to Tenders
7. NML Supplemental Conditions
8. Security Instructions to Contractors

**Appendices**

Appendix A – Form of Tender

Appendix B – Schedule of Works

Appendix C – Preliminaries

Appendix D – Pre-construction Information Document

Appendix E – Change Control Process

Appendix F – Exhibition Fit-Out Programme

Appendix G – Pricing Schedule

Appendix H – Site Plan

Appendix I – Contract

1. **Introduction**

**1.1 Project Context**

National Museums Liverpool (NML) is one of the world’s great museum organisations. We hold in trust and safeguard some of the world’s most important museum collections, which are universal in their range. We have a unique fourfold role – we are the main museum service for Liverpool and Merseyside; we are the North West’s largest cultural organisation; and we operate at national and at international levels.

NML currently comprises eight museums: Lady Lever Art Gallery (LLAG), International Slavery Museum (ISM), Merseyside Maritime Museum (MMM), Museum of Liverpool (MoL), Sudley House (SH), UK Border Force National Museum (UKBF), Walker Art Gallery (WAG), and World Museum Liverpool (WML).

The Egypt Gallery project is situated at World Museum Liverpool on William Brown Street in Liverpool city centre, and is one of our most visited venues.

**1.2 Project Summary**

The Egypt Gallery scheme is funded by DCMS/Wolfson, and a number of smaller public and private donors.

The project involves the physical improvement of almost 1000sqm of gallery space on the 3rd floor at World Museum Liverpool.Exhibition design has been done by Haley Sharpe Design in conjunction with NML in-house design team.

Gallery spaces have been opened up during the building works phase of the project, improving circulation and display space. Exhibition track lighting, improved ventilation systems, and new flooring have been installed as part of the base build works.

The exhibition displays will show approximately 2000 ancient Egyptian artefacts, ranging from large stone sculptures, mummies and painted wooden sarcophagus, to small ceramics, glassware and jewellery.

**1.3 Large and heavy Object Installation**

This documentation has been prepared as part of the tender exercise for the appointment of the Large and Heavy Object Mount and Installation Contractor. We are seeking a specialist contractor who has wide and extensive experience in the manufacture of museum object mounts and installation of large museum objects. The contractor will be required to work with the client team to deliver the design, production and manufacture of approx 7 large object mounts and installation of approx 19 large and heavy objects into the new Egypt Gallery display. Some of these items will be displayed on open display plinths and some will be displayed within cases. The selected contractor/s will work closely with the design and installation team to deliver the installation of the large and heavy objects, inline with the current project programme and within the defined project budget.

Exhibition Fit-Out works have commenced on site, they are due to be complete 10 March. Following the completion of the fit-out works, the object installation programme will run between 13 March to 13 April, within this timeframe the large object mounts and installation needs to take place and be coordinated with the Object Installation Team. Prior to installation we would require the object mounts to be designed and manufactured ready for installation mid- March 2017. The gallery is due to opening to the public mid April 2017.

1. **Form of Agreement**

The Heavy Object and Installation Contractor shall be appointed using the JCT Building Contract 2011 (With Contractor Design). Copy of this form of contract is included with this tender, under separate cover. (Appendix I)

1. **Schedule of Works**

The Schedule of Works is detailed within Appendix B attached to this documentation.

1. **Terms of Tender**

##

## 4.1 Basis of tender

The Supplier is requested to forward a proposal that will meet the requirements of NML, as detailed within this tender pack.

This tender is not an offer to contract. Acceptance of a proposal neither commitsNML to award a contract to any supplier, even if all requirements stated in this tender are satisfied, nor does it limitNML’s right to negotiate in their best interest. NML reserves the right to contract with a supplier for reasons other than the lowest price. Contract award will be post the tender process and may be awarded without discussions or negotiations

NML also reserves the right to cease discussions with any supplier from the date of submission of supplier tender.

Failure to meet a qualification or requirement in this tender will not necessarily subject a proposal to disqualification but may do so.

# Tendering is required by NMLs procurement processes that ensure that NML is adhering to Managing Public Money guidelines.

## 4.2 Confidentiality and Non-Disclosure

The information contained in this Tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Information received by NML in this Tender will be held in strict confidence and will not be disclosed to any party, other than within NML and their engaged consultants if appropriate,without the express written consent of the supplier.

NML undertakes not to publicise any information obtained during this Tender process, either generally or to any other suppliers involved in the Tender. Additionally, there will be no obligation on the part of NML to share any of the results or conclusions of the Tender process with any supplier.

## 4.3 Cost of Preparation

NML will not accept any liability or responsibility for any costs or expenses incurred by the supplier in preparing this Tender document, presentations, attending interviews or any associated work effort.

## 4.4 Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by the vendor with any NML agent or employee will be disregarded in any proposal evaluation or associated award.

## 4.5 Independent Price Determinations

The vendor shall warrant, represent, and certify that the following requirements have been met in connection with their proposal for this tender:

The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organisation or with any competitor;

Unless otherwise required by law, the pricing proposed has not been knowingly disclosed by the vendor on a prior basis directly or indirectly to any other organisation or to any competitor; and no attempt has been made, or will be made, by the proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

##

## 4.6 Payments Against a Contract Award

Under no circumstances shall the successful vendor begin to perform under the contract prior to the effective date of the contract. NML shall assume no liability for payment of services under the terms of the contract until the successful vendor is notified that the contract has been agreed by both parties.

##

## 4.7 Questions and Additional Information

Formal queries concerning the content of this tender and the supplier’s submission should be submitted in writing by e-mail to Ian Lindsay (Ian.Lindsay@liverpoolmuseums.org.uk) with the subject title “NML Egypt Gallery Large & Heavy Object Mount and Installation Tender”.

Where questions are raised by suppliers and answers given clarify NMLs requirements for the tender, then these questions and answers may be shared with other suppliers responding to this tender.

Queries must not be directed through any other employee, contractor or consultant who is engaged as part of the tender working party.

It is advised that suppliers visit the site, we would designate a day for all selected tender applicants to visit if required. This will ensure that all parties get the same information and opportunity. This would be arranged on either **09/02/2017 or 13/02/2017.** Please contact jenny.green@liverpoolmuseums.org.uk

## 4.8 Vendor Misrepresentation or Default

NML may reject the proposal and void any award resulting from this tender to a vendor who makes any material misrepresentation in their proposal or other submittal in connection with this tender.

## 4.9 Target Timetable

The target timetable for this project is shown in the table below but suppliers must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons

|  |  |  |
| --- | --- | --- |
| **Step** | **Task** | **Date** |
| 1. | Tender issued | **02/02/2017** |
| 2. | Site Visit Dates | **09/02/2017 13/02/2017**  |
| 3. | Deadline for Tender Questions  | **14/02/2017** |
| 4.. | Responses to clarification questions issued | **15/02/2017**  |
| 5. | Deadline for Tender Response | **15/02/2017**  |
| 6. | Notification to unsuccessful Bidder | **21/02/2017** |
| 7. | Provisional notification to Successful Bidder  | **21/02/2017** |
| 8. | Start on Site  | **13/03/2017** |
| 9. | Completion of works on site. | **13/04/2017** |

## 4.10 Timing and Delivery

The supplier must provide a full submission by email. Bids should be in Microsoft Word, Excel or PDF format. The submission must include a copy of “Form of Tender”.

The submission must be made to Tenders@liverpoolmuseums.org.uk. To ensure that your submission is successful you should ensure that each email is less than 8Mb. Emails should be titled “NML Egypt Gallery Large & Heavy Object Mount and Installation Tender”. If multiple emails are sent the header should indicate they are “Part x of xx”.

Tender responses must be received no later than **Noon on 15th February 2017.** Any response received after this date and time may be discounted from further consideration. Any requirement that the supplier might have for proof of delivery is at the supplier’s discretion and cost.

No tender response will be opened until the deadline of **Noon on 15th February 2017.**

To enable an efficient and fair evaluation process this process must be strictly adhered to.

1. **Selection Process**

**5.1 Evaluation Process**

The tender and submission documentation present will be examined, assessed and evaluated by National Museums Liverpool. The selection will be assessed on quality and cost, using a 70:30 scoring ratio. The following criteria will be used:

Quality 70% (Criteria in below table)

Cost 30%

|  |  |
| --- | --- |
| **Quality Criteria**  | **Percentage Weighting**  |
| Quality of personnel | 5% |
| Proven track record of delivery on time and budget | 10% |
| Response to brief and approach to key challenges | 20% |
| Previous experience installing and working with similar cultural type objects | 20% |
| Teamwork (client, consultants, other manufacturers) | 5% |
| Knowledge  | 10% |
| **Total** | **70%** |

# 5.2. Statement of Requirements

The supplier is required to prepare the proposal and pricing based on the information presented in this tender. Any assumptions that the supplier makes must be clearly stated in the appropriate section.

The costs must be fully itemised and transparent.

If the supplier has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading “Additional Information” or referenced out to appendices.

## 5.2.1 Company Background

### 5.2.1.1 Company Details

The supplier must provide the following information:

1. The registered name and address of the company
2. Details of any holding companies
3. The date the company was established
4. The main activities of the company
5. The proportion of the total business accounted for by the proposed services
6. The number and location of offices, identifying the main functions of each
7. Insurance details (Professional Indemnity cover, Employers Liability cover, IPR cover)
8. Company accreditations (professional body accreditations and trade body accreditations but excluding awards)
9. Certifications and last audit dates, e.g. ISO9000 / 9001
10. An organisation chart that highlights those functions that would be involved in the delivery and subsequent support of the proposed services
11. The quality assurance mechanisms employed by the supplier
12. Describe any recent mergers or acquisitions
13. Detail any significant partnerships that will be used to deliver the proposed services. Detail the specific nature of each partnership and describe the commercial and contractual implications

### 5.2.1.2 Financial Information

The supplier must provide audited accounts for the last three financial years.

### 5.2.1.3 Reference Clients

As part of the selection process NML will require to contact existing customers of the supplier for similar solutions. The supplier must select 2 reference clients and provide the following contact information:

1. Company name and address
2. Description of solution provided
3. Key contact name, title, and contact information
4. Length of the supply relationship

NML undertakes not to contact any reference company without arranging such contact via the supplier’s Account Manager first.

### 5.2.1.4 Timetable

Please note that the project must be completed by 13th April 2017. Suppliers should present a detailed timetable for planning, installation and completion for the project as a whole, indicating how this date will be achieved.

**5.2.2 Costs**

A full breakdown of all costs is to be provided

This document details baseline requirements for the solution. This is not meant to be an exhaustive list of requirements but it will however serve to identify suitable solutions and suppliers. NML reserves the right to modify its requirements at any time.

Please provide details of any potential extra costs.

1. **Instruction to Tenders**
* Tenders shall treat the details of the tender document as Private and Confidential
* The tender should be made on the Form of Tender incorporated in the tender documents. It should be signed by the Tenderer and returned together with completed copy of the Bills/Specification/Programme where requested.
* The tender should be returned by email to Tenders@liverpoolmuseums.org.uk with a header of “NML Egypt Gallery Large & Heavy Object Mount and Installation Tender” so as to arrive no later than the time/date stated below.
* No unauthorised alteration or addition should be made to the Form of Tender or any component of the Tender Documents.
* No Tender received after the fixed date shall be considered. Tender received after the return date/time shall be considered invalid.
* Tenders must be submitted strictly in accordance with the Tender Document, i.e. without qualification. Any point of doubt should be cleared with Contract Administrator / Employer as appropriate.
* The Employer does not bind them to accept any tender; neither will any remuneration be paid for the preparation of the tender.
* The Employer is not bound to accept the lowest or any tender.
* The successful Tenderer will be required to produce for examination before the contract is signed all Insurance Policies that are relevant to the Contract.
* Condition of Tender – Contractors shall be required to provide the following completed documents as part of their tender return, if fail to return the below items the tender submission will be considered invalid:
	+ 1. Form of Tender
		2. Pricing document - Cost Schedule
		3. Response to key tasks and challenges
		4. Case studies of previous relevant projects
		5. Confirmation of Delivery dates/Programme
		6. Tender Submission – Electronic submission to be submitted to the below email address by noon on Wednesday 15 February 2017:

Tenders@liverpoolmuseums.org.uk

1. **NML Supplemental Conditions**

**Tenders**

* It is essential that the Specification and Schedule of Works are read in conjunction with the drawings and with an inspection of the site. No allowance will be made for any claim for additional work to carry out any item of work due to the Contractor not having ascertained the full implication of the work at tender stage.
* The Contract price will be a fixed sum exclusive of VAT. All tenders must allow for the provision labour, supervision, materials, fittings, plant and equipment etc. required to complete the work.
* The Contractor is to allow for all costs arising from the employment of direct labour or any sub-contractor employed by the contractor.
* The Contractor is to allow for all expenses, fares, subsistence etc. necessary and must include all packing and transportation costs required to complete the work.
* The Contractor shall study the contract documents and allow for carrying out the work in accordance with the true intent and meaning of the documents and include for all labour, materials, fittings etc. that may be required but not specifically called for in the Specification, Schedule of Works or drawings.
* It is the Contractor’s responsibility to study the contract documents carefully and seek clarification of any discrepancies, ambiguities or other aspects that do not appear to be clear before submitting the tender.
* The Contractor is required to examine the site of the proposed work and make all necessary recommendations concerning the operation of any existing environmental system, security system or fire system which may be affected by the type and method of carrying out the work.

**General Conditions**

* The Contractor is not to park any vehicles, owned or operated by their work-force, sub-contractor, representatives, etc., within parking areas designated as staff or visitor parking, or in any driveway, fire access route, walkway, etc., unless granted permission to do so by security.
* The work area should be swept on a daily basis, or more frequently if necessary, to keep floor reasonably clean and the area free of dust.
* The Contractor, their representatives or any other person associated with the work, not permitted to smoke anywhere within the museum grounds unless in areas specifically and clearly labelled as smoking areas. This is in order to minimise the risk of fire and smoke damage to objects and buildings, and to reduce the threat to life of the occupants.
* The delivery of all materials and equipment to the work site must be pre-arranged with the building manager and security, to ensure that the location and time of loading/ unloading is acceptable to both parties. The Contractor must give particular attention to keeping clear access into the building in the event of fire.
* The Contractor must ensure that at any time during the period of work, any entrance or exit, hallway, stairway (fire stairs or otherwise), etc., is kept in the same passable condition in which it was found.
* Should any member of the Contractor’s workforce discover a potential fire hazard in existing electrical wiring or any other system affected by the work, the Contractor will immediately report this in writing to security. Museums should give contractors responsibility for reporting any existing safety deficiencies, which might put life at risk.
* In the event of any incident considered by security or other qualified administrative personnel to constitute a reason to evacuate the work site, all of the Contractor’s employees shall follow the directions of these authorities and shall be subject to their instructions pending a return to normal activities.

**Security and Restrictions on Site**

* The Contractor, his employees and all sub-contractors must report to security each day, sign in and obtain a security badge which must be worn at all times.
* The Contractor must not trespass beyond the authorised areas of work and access thereto.
* The use of portable radios and tape/cassettes players etc will not be permitted.
* The Contractor shall ensure that the works, materials and equipment are safeguarded from damage and theft. It is the Contractor's responsibility to safeguard all deliveries during loading and unloading.

**Limitations of Working Hours and Overtime**

* The Contractor is restricted to the following working hours
* 8.45am – 4.30pm will be by arrangement. Any additional cost for premium time etc must be authorised in advance.

**Fire Precautions**

* The Contractor, his employees and all sub-contractors are to comply with the 'Standard Fire Precautions for Contractors Engaged on Crown Works' whilst carrying out the Works. No naked flames, welding or spark producing apparatus, equipment or processes are to be used to carry out operations of work without prior specific authority form the Employer.

**Health, Safety and Welfare**

* The Contractor shall allow for all measures to ensure full compliance with enactments, regulations and working rules relating to safety, health and welfare of workpeople.
* The Contractor must ascertain for himself any information he may require to ensure the safety of all employees, sub-contractors employees and persons engaged on the works.
* The Principal Contractor will provide mess and toilet’s facilities suitable for all site personnel
* The Contractor may utilise the staff sanitary and canteen facilities located **(TBC)**

**Removal of Rubbish and Cleaning**

* Remove all rubbish and superfluous materials from site daily and finally leave the site clear and unencumbered. All surplus material should be disposed of at a suitably licensed landfill site.
1. **Security Instructions for Contractors**

The following are instructions for contractors working on NML property and are intended to assist in the smooth running of a project whilst providing a secure site.

* Procedures for contractors working on site :-
	+ All contractors should sign in and out with the security guard at
	the beginning and end of each working day.
	+ Contract visitors should sign on and off site with the NML Control Room.
	+ Contracts should only enter or exit the site by the approved route.
	+ Under no circumstances will contractors be allowed into areas of Collection storage.
	+ Contractors should fully comply with the NML Fire and Evacuation procedures.
* Contractors should provide, in advance, the names of operatives working on the site, to the to NML’s Security Advisor through the NML Project Officer.
* Equipment and materials should not be placed against the side of buildings.
* Ladders must be chained to a secure point when not in use and at all times at the end of each working day, weekend or holiday period.
* Scaffolding – proposals to erect scaffolding should be made to NML’s Security Advisor through the NML Project Officer, with reasonable time to allow any necessary security arrangements to be made.
* Contractors will not under any circumstances disconnect or move any movement detectors or cameras, or cut any cable that might be associated with the security system of the building.
* Advance notice of any intention to deviate from the normal working week,
i.e. Monday to Friday 8.45am – 4.30pm, should be made through the appropriate channels to the NML Security Advisor through the NML Project Officer.