



TENDER FOR ELECTRICIAN CALL OFF CONTRACT

Electrical Repair & Maintenance Small Works

1.0 Client Company (Employer)

Name & Address:

Keynvor Morlift Ltd
Unit 15, Falmouth Wharves
North Parade
Falmouth
Cornwall, TR11 2TF

Email: tenders@keynvormorlift.co.uk

Contact: Karen Toms

Communication: Further information can be obtained from the above mentioned address.

2.0 Introduction

Keynvor Morlift Ltd (KML) invites all suitably equipped companies to tender for a call off contract for electrical installation, repair and maintenance small works services for their Falmouth Wharves Marine Hub Project.

This project, which is part funded by the European Regional Development Fund, will create flexible industrial workspace as well as improved marine facilities, creating a unique asset for the South West. It includes the refurbishment and fit-out of four existing buildings on site.

The role of the electrician contractor under this contract will be to undertake electrical work to support the smaller scale refurbishment and repair works on site. The Falmouth Wharves Marine Hub project is committed to achieving a minimum of BREEAM Very Good rating for the proposed refurbishment works.

3.0 Scope of Works

You will be working across different projects within the buildings on site at the Wharves undertaking the following works to include industrial 3-phase:

- Electrical strip out.
- Repair and replacement of fittings.
- Installation of new consumer units.
- Rewiring.

All works will be site specific and you will be expected to design solutions where necessary.

4.0 Scope of Call Off Contract

- Works cannot be guaranteed throughout the contract period and there is no minimum value.
- Works will be for electrical works relating to smaller scale construction/refurbishment/repair works.
- All works will be measured and valued in accordance with tendered labour rates and percentage mark up on materials/plant, or negotiated lump sums in the client's option.
- The Contractor will be responsible for submitting to the Project Manager an assessment of cost based on this format for the works being instructed.

The successful contractor will be required to undertake the following as part of this tender:

- You are required to remove your own waste from site and provide the Project Manager with copies of any waste transfer notes. Waste must not be placed in KML's skips or waste bins.
- Work on site is to proceed in accordance with the priorities set by the Preliminaries document for this contract.
- All contractors must adhere to the Falmouth Wharves Site Access Plan.
- All successful companies will be required to provide receipts for all items invoiced if requested as part of an audit.
- All work to be carried out to the current Regulations appertaining at the time of the work including BS EN Building Regulations part L as appropriate. Samples may be requested in advance of fitting at a cost to the Contractor.
- All works where required will be fully certified and appropriate drawings and manuals supplied as necessary. The Contractor is to issue electrical safety certificates.
- All materials used will be new and free of any corrosion or other form of deterioration (see previous with regards requesting invoice proof of purchase).
- All staff working on site will hold a minimum of 18th Edition Regulations.
- Six monthly contract reviews – dealing with performance, quality of work, improvements and recommendations for both parties.

5.0 Estimated Total Value

The estimated total value of this call of contract is £100,000. The contract offered will be for a period of two years with a possible one year extension. All costs (salaries, overheads etc) will be fixed for the first two years.

6.0 Health & Safety

Site visits must only be undertaken in the presence of an approved staff member of Keynvor Morlift Ltd and must be arranged, in advance, via the Client Representative. Tenderers will be expected to submit their Health & Safety policy with their tender.

7.0 Tender and Offer

Your tender should include the information and documents requested in the Electrical Repair & Maintenance Works Call Off Contract – Tender Document Submission form.

Please forward your tender via email to tenders@keynvormorlift.co.uk. The email should be titled as follows: *Tender to Electrician Call Off Contract*

The address for submissions is as follows:

Keynvor Morlift Ltd
Unit 15 Falmouth Wharves
North Parade
Falmouth
Cornwall TR11 2TD

Your tender should arrive via email no later than 12:00 on 03.07.19.

Please note that tenders should not be copied or submitted to any other email address. Keynvor Morlift Ltd reserves the right to exclude any tenders that are submitted in line with section 7.0.

8.0 Clarifications

Clarifications should be sent by email to Karen Toms, Project Director, at Karen.Toms@keynvormorlift.co.uk – no other form of clarification will be responded to.

9.0 Indicative Timetable

1	Contract Finder & Website Advertisement	05.06.19
2	Issue tenders	06.06.19 – 27.06.19
3	Submit tenders	03.07.19
4	Evaluate tenders	08.07.19 – 12.07.19
5	Award contract	17.07.19

10.0 Payment Terms

KML's standard Terms & Conditions will govern this contract. These are attached.

11.0 Insurance

The appointed contractor will be required to submit evidence of Professional Indemnity insurance (where required), Public Liability insurance and Electrical Contractors All Risk insurance which should include Third Party Liability, Employer Liability and Products Liability cover.

12.0 Tender Scoring

Keynvor Morlift Ltd and its professionals will be using most economically advantageous tender criteria as the means of determining the outcome of the tender.

Individual criteria linked to the **scope of the project** will be used to score the technical aspects of the tender.

The selection of the most economically advantageous offer will take place according to the following steps:

- **Technical evaluation** – Marks will be awarded based on your understanding of the brief, your team's experience and your demonstration of previous experience of working on similar commercial refurbishment projects.
- **Financial evaluation** – A careful analysis will be undertaken to determine the lowest cost tender. The KML team will review the priced schedule to determine the basis of each tender. In some cases, this may result in a request for clarification or further information to satisfy the client team that the cost is offered on a full *"like for like"* basis.
- **Ranking the tenders** – This will be established on the basis of the aggregated marks [subject to a weighted score].

STAGE 1

Award criteria	Maximum score	Weighting
Your team CVs, understanding of the aims of the brief, including demonstrating previous experience of working as an electrical contractor on similar commercial refurbishment projects	5	30%
Value for money – rates & labour charges	5	60%
Overall quality of proposal	5	10%
Total score	15	100%

Maximum total score = 15

Weighting: 1 = Poor - 5 = Excellent

STAGE 2

The financial offer [as evaluated] will then be subject to the following weighting:

The financial score for each contractor will be calculated using the following [weighted formula]

Cost Weighted Score [B] = ((Lowest Tender/Individual Tender Price) x 100) x [0.30] weighting factor

STAGE 3

Final Ranking [Weighted Score]	[TEC Weighted Score [A] + [Cost Weighted Score [B]]
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