

# Request for quotation



**Request for Quotation**

**RFQ100**

**Lift Servicing &  
Maintenance**

**Issued 02/11/2018**

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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:

**Friday 16<sup>th</sup> November 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 9<sup>th</sup> November 2018.

### **Carol Williams**

Procurement Officer  
City College Plymouth

Phone: 01752 856 809

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 three (3) years.

## ELECTRONIC SUBMISSIONS

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

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk) quoting reference RFQ100

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 C** 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 shortlisted for the presentation stage. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration **Appendix D**

*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**

The College is seeking to appoint a provider for the on-going provision of servicing and maintenance of its lifts situated across its Kings Road and PACE sites. The contract is 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.

Due to the anticipated value of the contracts, which includes the costs for all call-outs, the opportunity will be advertised on the Government Portal "Contracts Finder" to ensure compliance with the Public Contracts Regulations 2015.

## **BUSINESS OVERVIEW & BACKGROUND**

The College currently operates on two main 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.

## DETAILED REQUIREMENT

The anticipated cost for servicing is approximately £2,500 per annum.

## LIFTS TO BE COVERED

1. At our **Kings Road** site we currently have five Lifts in place:

Tower Block –

- 2 x Electric traction lifts, 20 person (1365kg), serving 8 storeys
- Variable speed AC electric motor drives
- Leicester control panels, 1 x per lift, duplexing.
- Single entrance centre opening doors
- Windcrest lift car autodiallers for emergency communication use

Hospitality Building –

- 1 x Otis hydraulic goods lift serving 4 storeys
- Direct acting hydraulic ram, with motor room in basement
- Car and landing doors are automatic operating
- Single entrance side opening doors
- Windcrest lift car autodialler for emergency communication use

Construction Building –

- 1 x Thyssen hydraulic 8 person 630kg passenger lift serving 2 storeys

- Indirect side acting hydraulic ram with adjacent remote motor room
- Car and landing doors are automatic operating
- Single entrance side opening doors
- Windcrest lift car autodialler for emergency communication use

STEM Building –

We currently have one lift that is currently being serviced under a contract that is due to expire on 17/07/2019.

- 1 x Orona passenger lift

2. At our **PACE** site we currently have one lift.

- 1 x Stannah Midilift DL hydraulic platform lift serving 3 storeys
- Load capacity 350kg
- Direct acting hydraulic ram with adjacent remote motor room
- Doors are manually operating single leaf

3. At **Achievement Training** there is currently one lift.

There is one lift that is currently being serviced under a contract that is due to expire on 01/09/2019.

Bidders will be offered the opportunity to provide a quote which incorporates the servicing and maintenance of the Lifts at both sites. All submissions will be considered and the Most Economically Advantageous Tender will be awarded.

If a particular site is closed for whatever reason, that part of the servicing contract can be withdrawn by the College by giving the contractor 30 days' notice in writing.

## SERVICE SCHEDULE

The College seeks to continue a schedule of regular servicing and maintenance for all Lifts across its sites. The proposed start date for the contract is 1 February 2019.

Each lift should be serviced every 8 weeks.

A full service report should be submitted to the Estates Engineer, and full prior approval should be sought before any repair works are completed.

Service reports are to be submitted electronically, by email or service portal.

The Service Report should include, as a minimum:

- Detailed description of works carried out

- Start / finish time of service
- Detailed description of any works required
- Confirmation that the lift is suitable to be put back into service / reasons why the lift is no suitable to be put back into service as appropriate.

#### EMERGENCY CALL – OUTS AND BREAKDOWNS

The College expects the following timescales at a minimum

Call - Out	Response Time
Emergency Call-Out – persons trapped inside Lift	0 - 2 Hours
Urgent Call-Out – Lift is unsafe and poses a hazard	0 - 4 Hours
Urgent Call-Out – All Lift Failure	0 - 4 Hours
Call-Out – One lift out of service (Other lift available within building)	0 - 4 Hours
Call-Out – Other investigative or repair work required	24 Hours

#### REMEDIAL WORKS AND REPAIRS

Quotes for remedial work must be submitted within 3 days of completion date of service, or breakdown visit.

Remedial repairs must be completed within 14 days of receipt of purchase order, except where parts are on a longer lead-time.

Minor repairs (up to the value of £250) to be carried out pending an order. This can greatly speed up getting lifts back into service quickly, and reduce the inconvenience to staff and students, in particular those with mobility issues.

#### 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

### WORKING REQUIREMENTS

#### 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.

#### 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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## IEE REGULATIONS

All installation work must be in full compliance with relevant sections of the current edition of the IEE Regulations at the time of installation. Unless otherwise stated, electrical contractors are responsible for all cable size calculations.

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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 plan his work so as to cause minimum interference to the use of the occupied premises, and co-operate with persons occupying these premises.

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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.

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#### SITE PROTECTION AND CLEANING

The Contractor at commencement shall adequately screen the area of work at high and low levels to prevent the spread of air-borne dust/debris.

On completion of the works, all surfaces within the following areas are to be cleaned:-

- The area of the works
- Any areas affected by the transmission of dust/debris etc. from the works
- Any areas affected by the movement of operatives etc. in and around the building.

All other areas are to be cleaned to a standard equivalent to that existing immediately prior to the commencement of the works. Contractors are to allow due time during the contract for the cleaning operation to be completed within the contract period.

## TIMESCALES

These are timescales for the selection process-

Action	Date
Tender Issued	02/11/2018
Deadline for Queries	09/11/2018
Tender Response Date	16/11/2018
Shortlisting	w/c 19/11/2018
Pre-contract meeting	w/c 26/11/2018
Award of contract	30/11/2018

## WRITTEN SUBMISSION

You are required to submit a written document that outlines how you will meet our requirements and how you intend to work with the college, with particular regard to the following:

- Contract management, including a named contract manager
- Response timescales
- Your contribution to sustainability
- Any student benefits you could offer including work experience, work shadowing etc

You should also confirm your understanding of our DBS requirements and that you will be able to comply.

You are also required to complete a suitability and assessment questionnaire, attached at **Appendix C**. This document is not used during the selection process, but will be viewed if you are shortlisted for the presentation stage.

Your document will be scored in accordance with the table on page 11.

A site visit for this tender process is not really essential, however I would expect potential successful tenderers to be available for a pre-contract meeting prior to any final contract award.

## PRICING

Bidders should provide their pricing for each of the key products in Appendix A

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

There should be no additional cost incurred for early severance of all or part of the contract. The College will give a minimum of thirty (30) days' notice for any changes required.

## TERMS AND CONDITIONS

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. 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.

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.

## 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.

## 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 ninety [90] days from the date of submission. The date of contract award will be provided within that email.

The marking criteria are described in the table below:

Category	Weighting
Price	70%
Contract Management	17%
Responsiveness / Lead Times	10%
Sustainability & Environmental Impact	2%

Added Value, innovative suggestions and student benefits	1%
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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.

## 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.

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, **Appendix D**.

## SUPPORTING DOCUMENTATION

<a href="#">Appendix A</a>	Pricing Schedule.
<a href="#">Appendix B</a>	Standard Terms and Conditions for the Purchase of Goods and Services.
<a href="#">Appendix C</a>	Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3.
<a href="#">Appendix D</a>	Agreement Conditions Acceptance and Declaration.