

Invitation to Tender  
- Fire Dampers and  
Fire  
Compartmentation  
(SBS19-71)



## Contract Description and Version Control

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Contract Reference	(SBS19-71)
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### Version History

Version	Date	Summary of Changes
<b>V0.1</b>	26 February 2019	First draft
V0.2	12 November 2019	Second draft – for client review
V3.1	29 November 2019	Third draft – CCS amendments
V3.2	29 November 2019	Third draft – NHS SBS Procurement updates
V3.3	02 December 2019	Third draft

### Change Control

Any requested changes to this document should be emailed to: [andrew.moore21@nhs.uk](mailto:andrew.moore21@nhs.uk)

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# 1. Contract Authority Introduction

## 1.1 Cambridgeshire Community Services (CCS)

Cambridgeshire Community Services (CCS) provide high quality services that enable people to live healthier lives and receive care closer to home, the portfolio extends across the whole of the East of England. The following extensive portfolio of services are provided:

a range of children's services to children, young people and families in (Cambridgeshire and Norfolk) school age immunisation programme (Cambridgeshire, Norfolk, Peterborough and Suffolk)

iCaSH: Integrated Contraception and Sexual Health Services (Bedfordshire, Cambridgeshire, Norfolk, Peterborough and Suffolk)

dental services (Cambridgeshire, Peterborough and Suffolk)

Dynamic Health musculoskeletal services and pelvic health physiotherapy services (Cambridgeshire and Peterborough)

the Oliver Zangwill Centre for Neuropsychological Rehabilitation and the Evelyn Community Head Injury Service

Children and Adults' Community Health services for the residents of Luton

Bedfordshire Community Health services for the residents of Bedfordshire are provided in partnership with East London NHS Foundation Trust.

Further details about CCS can be found at <https://www.cambscommunityservices.nhs.uk/>

## 2. Invitation

Offers are welcome, subject to the terms of this Invitation to Tender (ITT) document and the Form of Offer, for provision of services at iCaSH, Norwich and Rivergate, Peterborough.

This Contract Award is on behalf of:

- Cambridgeshire Community Services NHS Trust (CCS)

The organisation will be known as the 'Contracting Authority' or 'Customer'.

The purpose of this Contract Award is to provide sufficient information to enable the Contracting Authority to identify a contractor that can provide the required services at the highest level whilst ensuring value for money for the NHS.

Please draw your attention to Section 3 where requirements for completing and submitting a submission can be found. Failure to comply with these requirements may result in your submission being rejected.

The following documents will enable you and/or your organisation to formally submit a proposal for this further competition.

Document	Action
Invitation to Tender (ITT)	Bidders must be satisfied that they are able to deliver the services required as set out in this document before submitting a response to all the areas that require a response.  <b>Response required.</b>
Commercial Schedule	Please upload your response to this within the electronic tendering portal.  <b>Response required.</b>

NHS Shared Business Services (SBS) is acting as the agent of the Contracting Authority. SBS does not bind itself or the Contracting Authority for which it acts as agent, to accept the lowest or any offer and reserves the right to accept an offer either in whole or in part, each item being for this purpose treated as offered separately.

SBS acting as the agent of the Contracting Authority reserves the right to award contracts for the supply of the goods/services described above and arising out of this procurement process to more than one contractor.

The organisations listed reserve the right to not proceed to tender, additionally the organisations reserves the right to discontinue the tendering process and not to award the contract. The information contained in this notice, including information relating to the nature and scope of the organisations listed requirements, the service classification of this requirement, Lot information or the CPV code, is only indicative of current thinking and is neither exhaustive nor binding and the organisations listed reserve the right at its absolute discretion to amend it at the time of issue of any further notice or notices or at any other time. The publication of this notice in no way obliges the organisations listed to commence any competitive tender process. The organisations listed are not and shall not be liable for any costs incurred by those expressing an interest in participating in this opportunity. The organisations listed intend to use an electronic tendering system in this procurement exercise and reserves the right to use a reverse auction.

All queries and questions should be asked via the electronic tendering System SourceDogg and not direct with the organisations listed.

The Contract will be for an initial period of 12 months. The maximum contract is 16 months.

### 3. Timetable and Instruction

Stage	Start Date	End Date
ITT	18 Dec 2019	10 Jan 2020
Clarification Questions	18 Dec 2019	03 Jan 2019
Contract Award	01 Feb 2020	
Deadline for Schedule of Works	31 March 2020	

#### 3.1 Please draw your attention to the following important points when completing and submitting your offer:

- All offers must be submitted via the tendering portal SourceDogg (<https://secure.sourcedogg.com/>)
- Please complete the Invitation to Tender (ITT) and Commercial Schedule documents fully and upload as your submission.
- All offers must be submitted no later than the published closing date and time; late submissions will not be evaluated.
- All offers must be written in English.
- The Contracting Authority reserves the right not to complete the process and to abandon the Contract Award at any stage of the process.
- All offers must be submitted in accordance with the documentation style and format provided herein.
- All pricing should be in NETT.
- All final costs should be submitted on completion of all works and signed off by the client.
- All offers must include a response to this Contract Award document.
- Bidders must adhere to the allocated word count for each evaluation question. Responses that exceed the stated word count will only be evaluated up to the maximum word count limit set.
- Only information provided in the correct format and contained within the relevant provided fields will be considered.

## 4. Criteria

### 4.1 Award Criteria

- 4.1.1 All bidders must complete a response to the ITT.
- 4.1.2 Failure to answer a weighted question will result in a score of zero (0) being applied to that question.
- 4.1.3 The Contracting Authority reserves the right to discontinue with the process and not award the contract (s). If the process is discontinued the Contracting Authority is not and shall not be liable for any costs incurred.
- 4.1.4 The Contracting Authority is not required to accept the lowest priced or any tender submitted.
- 4.1.5 The contract (if awarded) will be awarded to the bidder submitting the ‘Most Economically Advantageous Tender’ offering best value to the Contracting Authority and the health economy, in accordance with the following award criteria.

Award Criteria & Weighting	Award Criteria & Weighting	Question	Percentage Weighting	Maximum Word Count	Score
Quality 60%	Scope of Work 20%	Question 1	100%	250	0 - 5
	Installation 30%	Question 2	100%	250	0 - 5
	Equipment, Design and Environmental 40%	Question 3	100%	250	0- 5
	Regulative 10%	Question 4	100 %	250	0 - 5
Financial 40%	Commercial		100%		0 - 5

### 4.2 Evaluation Criteria

- 4.2.1 All written responses to the evaluation questions found within the ITT will be assessed and awarded a score based on scoring table below;

Score	Characteristics of Response
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<p>0 (zero)</p>	<p>Poor:</p> <ul style="list-style-type: none"> <li>• Question not answered.</li> <li>• Unclear.</li> <li>• Confused.</li> <li>• Inconsistent.</li> <li>• Unsubstantiated.</li> <li>• Contractor cannot meet requirements particularly important to the Contracting Authority.</li> <li>• No consideration of the project risks/dependencies.</li> </ul>
<p>1 (one)</p>	<p>Area for Concern:</p> <ul style="list-style-type: none"> <li>• Significant gaps in response.</li> <li>• Superficial.</li> <li>• Insufficient level of technical detail.</li> <li>• Assumptions not identified.</li> <li>• Lack of evidence that the Contractor can meet the requirements particularly important to the Contracting Authority.</li> <li>• Proposed solution not tailored to the Contracting Authority needs.</li> <li>• Limited consideration of the project risks/dependencies.</li> </ul>
<p>2 (two)</p>	<p>Fair:</p> <ul style="list-style-type: none"> <li>• Minor gaps in response.</li> <li>• Makes reference to supporting information.</li> <li>• Meets the requirements particularly important to the Contracting Authority.</li> <li>• Some consideration of the project risks/dependencies.</li> </ul>
<p>3 (three)</p>	<p>Good:</p> <ul style="list-style-type: none"> <li>• Clear.</li> <li>• Concise.</li> <li>• Relates answer to previous experience.</li> <li>• Meets all of the requirements that are particularly important to the Contracting Authority and some of the requirements that are important to the Contracting Authority but may (but will not necessarily) be non-mandatory in justifiable circumstances.</li> </ul>

<p>4 (four)</p>	<ul style="list-style-type: none"> <li>• Consideration of the project risk/dependencies.</li> <li>• Excellent:</li> <li>• Clear and easy to read response.</li> <li>• Comprehensive.</li> <li>• Well evidenced (in terms of robust data and links to previous relevant experience).</li> <li>• Evidence of thorough evaluation and detail to substantiate assumptions.</li> <li>• Meets the Contracting Authority requirements in full.</li> <li>• Thorough consideration for project risks/dependencies.</li> </ul>
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**4.3 Commercial Evaluation Criteria**

- 4.3.1 Responses to the commercial section will be assessed and awarded a score based on the basis of the Whole of Life Cost for the service provision.
- 4.3.2 Maximum score available will be awarded to the lowest whole of life cost. Other submissions will have applied a relative score depending on their percentage difference from the lowest whole of life cost.
- 4.3.3 Responses that in the opinion of the Contracting Authority are unrealistically high or low (in terms of price) may be rejected.

	<b>Score</b>
Lowest Whole of Life Cost (LWLC)	4
Submissions Whole of Life Cost	4 – % Adjustment
(Submission Whole of Life Cost – Lowest Whole of Life Cost)	Cost Difference
Cost Difference / Lowest Whole of Life Cost x100	% Adjustment

## 5. Specification

### 5.1 Background

- 5.1.1 Cambridgeshire Community Services delivers healthcare services that includes in a number of locations located across Cambridgeshire, Norfolk and Peterborough.
- 5.1.2 The locations is two centres located at iCaSH, Norwich, NR3 3AE and Rivergate, Vierzsen Platz, Peterborough, PE1 1SE determined by the entire building covering where works are to be performed. This has been provided as part of this Invitation to Tender resulting in a Contract Award and interested suppliers are encouraged to attend the planned 'site visit' detailed within Section 5.2 Scope of Work.
- 5.1.3 The site is only accessible by appointment only. The building is only Monday to Friday 0800-1700.
- 5.1.4 All sites are subject to a final survey by the bidding contractor, exact locations are to be determined via the project manager, and these are to be a guide. This should be considered in the final costs matrix.
- 5.1.5 The principles of the installations will be:
- To supply and install new fire dampers in line with manufacturer's guidelines
  - All installations to be suitable to the respective HTM - Healthcare Technical Memorandum
  - To make good all fire compartmentation once dampers have been installed
  - To remove any redundant pipework and associated debris, during and following works
  - To provide connectivity to the fire panel to be activated in the event of a shutdown

### 5.2 Scope of Work

- 5.2.1 The Contracting Authority requires newly installed fire dampers in line with design and manufacturers recommendations
- 5.2.2 The sites are located in Peterborough and Norwich
- 5.2.3 The scope of the specification will include the following:
- A minimum of make recommendations for the installations of new fire and smoke dampers taking into account the system performance guidelines in HTM
  - To ensure compliance with Estates & Facilities alert DH/2014/003 <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2014/09/estates-facilities-alert-dh.pdf>
  - To supply and fit dampers in both sites in accordance with NHS firecode HTM 05-03 and other relevant statutory requirements.
  - To strip back and reinstate make good fire compartmentation areas in line with fire strategy plans
  - Remove any redundant pipework and associated non-operational pipework
  - To carry out electrical connections in line 17<sup>th</sup> edition and BS-7671 associated with cabling management

- Connection to fire panel to shut down in the event of a fire alarm linked to damper closure (third party contractor may be required)
- To make good and install walk ways to allow movement above ceilings in pre agreed areas
- To make good/redecorate all working areas
- If necessary to fit and install secure access hatches to allow access for maintenance operative thereafter these are to be secure with approved access only
- To provide a price for maintenance/servicing in line with manufacturer's recommendations following warranty period expiration
- To provide completion drawings and OEM manuals showing all adjustments made to ventilation damper system
- To test/commission system and provide certification for all aspects on completion (See also HBN11-01 Sec 10.133 – 10.136)
- To remove manage and remove debris from site
- The fire regulations require that, if any alterations affect the fabric of a building, it should be made good so it will contain the spread of fire therefore limiting the risk.
- To validate and handover the system to designated individuals.

Note - Peterborough we are considering 50% of works in the hours of Monday to Friday 0800-1700 and 50% out of hours due to heavily populated areas. In Norwich the works will be out of hours

The project manager (PM) will be working on behalf of the client and involved in all communication and specification alterations. All queries and/or questions should be directed to the PM in the first instance and the client for escalation.

Mark Miller, Serco Project Manager.

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### 5.3 Installation

- 5.3.1 The successful contractor will include all associated works and materials necessary to provide a complete system at handover, including the removal of all waste removed including redundant pipework some of which will be electrical elements covering older removed units.
- 5.3.2 The successful contractor must provide the proposed schedule at the time of tender response.
- 5.3.3 The successful contractor will allow for all access equipment required to complete the installation supported by the RAMS and working at height regulations
- 5.3.4 Dates and times of access will be agreed in advance and shown on a scheduled plan of works supported by Health and Safety documentation.
- 5.3.5 The contractor will be responsible for the installation of all power supplies, where applicable; including 240V 13A switched fused connection units and fuse able links. Any electrical works will be carried out by NICEIC approved engineers.
- 5.3.6 To provide insulations to all ductwork in line with manufacturers guidelines
- 5.3.7 To provide access hatches to allow for the maintenance of plant after completion of works.
- 5.3.8 To allow for the supply and provision of supporting Health and Safety documentation not limited to a minimum of a method statement and risk assessments for all tasks.
- 5.3.9 All issues that arise are to be agreed with the Trusts appointed project manager prior to installation. Any additional works to be agreed via the change control processes.
- 5.3.10 To take into account the need for access walkway to be installed in and around the roof void space

#### 5.4 Equipment, Design and Environmental

- 5.4.1 All parts should be fitted in line with manufacturer's guidelines including all sub parts to complete the entire unit.
  - 5.4.2 All materials are to be secure at all times, no storage is available on site. Induction will be provided before commencement of works in line with a pre-start meeting between all relevant operational personnel.
  - 5.4.3 Fire compartmentation will be maintained following installation and any work that breaches fire compartmentation caused by the installation are required to be rectified.
  - 5.4.4 All waste will be the responsibility of the contractor to dispose of any requirements to be agreed in line with current regulations. Focus on environmental disposal methods.
  - 5.4.5 The scheduled and working areas will be agreed before commencement of any pending works
  - 5.4.6 All tools and access ladders used should have the appropriate certification and users approved use supported by pre-agreed RAMS
  - 5.4.7 All parts are to be proven to be energy efficient
  - 5.4.8 All parts should have a provision of environmental aspects using natural materials where possible.
  - 5.4.9 Any areas of works should be made good. The agreement to purchase required products is in the hands of the contractor.
- Specialised areas of works:
- The supply and provision of electrical distribution board connectivity. Consider upgrading of supply if only required to do so.

## 5.5 Regulative

- 5.5.1 CDM – Construction and Design Management 2015 must be considered and allowed for in appropriate time allocation a nominated Principle designer shall be appointed by the winning incumbent
- 5.5.2 Lighting installation in line with BS7671 – Requirements for Electrical Installations, IET Wiring Regulations
- 5.5.3 Any updates of distribution boards are to be done in line with 18th Edition on any distribution board works EIC – Electrical Installation Certificate which is required to be provided.
- 5.5.4 Values may be adjusted in accordance with the latest guidance contained in EN12464-1 Lighting of Indoor Workplaces (June 2011) i.e. separate consideration of task, surround and background areas.
- 5.5.5 Emergency lighting alterations in line with BS5266- Part 1
- 5.5.6 HSE Electricity at Work – Safe working Practices
- 5.5.7 Fire Dampers should be installed with HTM 03-01 suitable for Healthcare environments
- 5.5.8 CCTS works in line with BS7671 wiring regulations

## 5.6 Warranty

- 5.6.1 The contractor will include a five year warranty within this tender, and a minimum two year parts and labour warranty.
- 5.6.2 To provide an additional option for the provision of aftercare support for a period of three years.

## 5.7 Contingency Sum

- 5.7.1 Consideration for 3% retention is sought, claimed back after six months on t review and agreement between Serco, CCS and the incumbent contractor.
- 5.7.2 Final invoice shall only be considered when all works have been agreed with the signing off Project Manager.

## 6. Terms and Conditions

6.1 The NHS Terms and Conditions for the Supply of Goods and the Provision of Services (Purchase Order Version) apply to this Contract Award.

## 7. Commercial

7.1 Please attach your best and final commercial pricing as a NETT cost as part of your submission.

7.2 The Commercial Schedule is to be evaluated in accordance with Section

## 8. Appendix A – Priority Allocation

8.1 Please find enclosed a copy of the locations with priority allocation.

8.2 All works will commence after 01st February 2020.

8.3 All works will have an agreed schedule and a project plan

8.4 Floor plans and respective documentation will be attached to this tender

## 9. Appendix B – Terms & Conditions

9.1 Please review the enclosed standard NHS Terms and Conditions for the Supply of Goods and the Provision of Services (Purchase Order Version) and confirm your acceptance.

9.2 Please note an official Purchase Order will be raised at the award stage of the process.

Response	Answer
Accept the Terms & Conditions	<input type="checkbox"/>
Reject the Terms & Conditions	<input type="checkbox"/>
Comments:	

## 10. Appendix C – General Data Protection Regulation (GDPR)

10.1 The General Data Protection Regulation forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018).

10.2 Please confirm that you are GDPR compliant.

Response	Answer
Accept the Form of Offer	<input type="checkbox"/>
Reject the Form of Offer	<input type="checkbox"/>
Comments:	

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