



Request for Quotation RFQ065

**Relocation of Admin Hub-Refurbishment of Rooms
KW032B & KW036D**

Issued May 2017



**BE PART
OF IT**

**CITY COLLEGE PLYMOUTH
KINGS ROAD, PLYMOUTH, PL1 5QG**

TABLE OF CONTENTS

Confidentiality Statement	4
Open Procedure.....	4
Submission Details.....	4
Submission Deadlines	4
Submission Delivery Address	5
Submission Questions and Clarifications.....	5
Electronic Submissions.....	5
Introduction and Executive Summary.....	6
Business Overview & Background	6
Our Vision ... is where our future lies	7
Our Mission ... is what we focus on each and every day.....	7
Background	7
Requirement.....	7
Specific conditions applicable to this quotation	8
Working Requirements	9
Asbestos	9
Electricity at Work Act 1989	9
Health & Safety	9
Noise Control	9
Certification and Forms of Completion	9
Environmental	10
IEE Regulations	10
Redundant Services and Equipment.....	10
Provision of Materials, Plant and Equipment.....	10
Construction (Design and Management) Regulations 2015.....	10

Conduct of Work	11
Delivery of Plant and Materials	11
Site Protection and Cleaning.....	11
Pricing	12
Terms and Conditions	12
Validity.....	12
Freedom of Information Act 2000	12
Selection Criteria	12
Award Price	13
Written submission	13
Assessment of Quotations	14
Agreement Conditions Acceptance and Declaration	14
Supporting Documentation.....	14
Agreement Conditions Acceptance and Declaration Form.....	15

CONFIDENTIALITY STATEMENT

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2017 City College Plymouth.

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 19th May 2017

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 19th May 2017.

Simon Wheeler, MRICS

Associate & Senior Building Surveyor Vickery Holman

Phone: 01752 273839

Mobile: 07970169883

Email: swheeler@vickeryholman.com

All correspondence during the Tender should be channeled Via Vickery Holman. 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 four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: swheeler@vickeryholman.com

Document standards:

- Text must be in Microsoft Word format;
- Price must be submitted using 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 the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

Please note that Vickery Holman 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

City College Plymouth is seeking to contract with a single supplier for the relocation of its admin hub, specifically the refurbishment of rooms KW032B and KW036D, being phase 1 of a programme of similar minor works. These specific works must be completed between 31 May – 16 June 2017 and cannot over-run. The College has commissioned Vickery Holman, Quantity Surveyors, to produce a detailed summary of works and technical specification. This is attached at Appendix D and should be read before submitting your bid. Vickery Holman will be managing this contract on behalf of the College and acting as the Project Manager/Consultants for the purposes of this tender. All questions should be submitted direct to Vickery Holman as should final quotations.

BUSINESS OVERVIEW & BACKGROUND

The College operates on four 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.

City College Plymouth's Estate includes 3 sites;

Kings Road 24,321m²

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m² stem centre to open in July 2017

Picquet Barracks 1706m²

Distributed across 7 different buildings at the site including a 2 story building.

Pace 569m²

2 story building located in the city centre.

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 professional, vocational and technical colleges 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 is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM is due to open in autumn 2017. The state-of-the-art facility will provide a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

REQUIREMENT

The cost of these works have been estimated at £17,000.

A detailed technical specification has been provided in Appendix D. For technical drawings relating to the Specification please see Appendix E & F for Vickery Holman drawings 71609/07 (existing) & 71069/07P (proposed). In addition to the full specification there is also the following;

- Specification completed by a third party consultant Fitzgerald that's details recommended lighting placement which needs to be either followed directly or an equivalent provided. Appendix H.
- Structured Cabling Infrastructure Specification- Appendix I.

You are required to submit your pricing for this work using Appendix A. In addition to your pricing on Appendix A, you are required to submit a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 6.

- Ability to deliver on Technical Specification, including details and suitability of alternative products you intend to use.
- How you will contribute to the College's sustainability agenda, including how you intend to dispose of waste materials.
- Ability to meet agreed timescales.
- Ability to offer 12 month defects liability.
- Confirmation of your latest annual company turnover. The annual turnover expected for this contract is a minimum of £51,000. The College reserves the right to request audited accounts.

Please note, any staff onsite during the main College term will be required to have a full English (DBS) Disclosure Barring and Services check if those staff are to leave the designated works area. This requirement may be suspended where works are undertaken during the college holiday breaks, providing the Estates Engineer is satisfied any risk to students who may be on site for revision or taster sessions is adequately managed. Full DBS clauses are set out the Terms and Conditions Building Works in Appendix B

In order to be fully conversant with the site and its conditions, tenderers are advised to visit the college. The Estates Engineer will be available from Monday 15th May to escort potential suppliers around the site Please contact the Head of Estates, Gilbert Snook, on 01752 305892 to arrange a specific appointment time.

SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION

There are a number of further College specific conditions that will apply to this quotation.

WORKING REQUIREMENTS

ASBESTOS

The College maintain an active Asbestos Management Plan and register within the Estates Office, Kings Road.

Contractors shall be aware of their liabilities and responsibilities in relation to asbestos, the risks associated with working on and in close proximity to asbestos containing materials.

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.

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.

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.

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.

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.

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.

The Principal Designer for this project is Vickery Holman

The Principal Contractor will be the successful tenderer.

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.

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.

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.

PRICING

Bidders should provide their pricing for each item in the Vickery Holman specification as outlined in Appendix A.

Prices should be firm and valid for the total contract and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 30 days 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 Building Works – see appendix B.

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.

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.

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

The marking criteria follows:

Category	Weight
----------	--------

Price	80%
Ability to deliver on Technical Specification, including suitability of alternative products	15%
Contribution to Sustainability, the Environment and Social Responsibility	5%
Pass / Fail Criteria	
Ability to meet agreed timescales	Pass/ Fail
Able to offer 12 months defects liability	Pass / Fail
Annual company turnover of at least £51000 3 x value of contract	Pass / Fail

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by bidders price x 100.

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	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>

Satisfactory	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>
Poor	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>
Unacceptable	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.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix G

SUPPORTING DOCUMENTATION

Appendix A: Pricing

Appendix B: Terms and Conditions

Appendix C: Suitability Questionnaire

Appendix D: Specification

Appendix E: 07P Construction Proposed

Appendix F: 71609 - 07 Construction Existing

Appendix G: Acceptance of Conditions and Declaration form

Appendix H: Lighting Specification

Appendix I: Structured Cabling Infrastructure Specification

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM

Agreement for the Provision: Refurbishment of Rooms KW032B & KW036D

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We declare that we have not directly or indirectly obtained information from any member concerning the Tender or proposed Tender, or obtained any unfair advantage by any other means. We understand that if this is proven not to be true the contract will be severed and we shall be banned from quoting for future opportunities with the College for at least four (4) years.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE
COMPANY* (1) Signature:
Name:
Position in Company:
For and on behalf of:
.....
.....

(Print Company's full name and registered number)

*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.

- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.