

Horniman Museum and Gardens

CHILLER REPLACEMENT 2018

INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security

1.0 Background

Background and context to the project can be found in the Tender Preliminaries, drawings and Specification.

2.0 Scope

Scope and Objectives of the project can be found in the Tender Drawings and Specifications

3.0 Tender Contents and Instructions

The Tender Pack comprises the following information:

1. Consultants Tender Drawings inc Mechanical, Electrical and Plantroom Works
2. Consultants Tender Specifications inc Mechanical, Electrical and Plantroom Works
3. Tender/Contract Preliminaries including the Contract Conditions.
4. Tender Sum Analysis – un-quantified.
5. Pre-Construction Health and Safety Plan, Rules for Visiting Contractors, Proposed Programme Rev 02.
6. Form of Tender Compliant Bid

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates Manager) and/or the Consulting Engineers Offices.

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required schedule
- Outline method statement with particular regards to Delivery and Waste routes as well as site set up generally.
- Evidence of your insurances, VAT registration and UTR
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- Health and Safety Policy

4.0 Tender Timetable and Response

- Site visit and walk round of the works areas are available to the tendering contractors 10am 30th and 31st July. These to be arranged via jthompson@horniman.ac.uk
- Digital tender submissions must be received by noon 20th August 2018.
- Paper tender submissions must be received by noon 21st August 2018

Tender submissions should be made electronically to Tim Hopkins (thopkins@horniman.ac.uk) followed by hard copy documents received by the following working day to Horniman Museum & Gardens, 100 London Road, London SE23 3PQ

- Documents may be sent in MS Word or PDF format. Receipt of submissions will be acknowledged by email.
- Potential shortlisted contractor interviews are scheduled for 28th August 2018
- Clarifications on the scope of the works may be asked by email to chris.mclaren@harleyhaddow.com

Please Note: We will not accept tender submissions from companies who have not undertaken a site visit.

- Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.

5.0 Rules on Working within a live Aquarium environment:

In the course of this contract, work will be required in the vicinity of live aquarium exhibits and areas. The following rules must be abided by at all times when working on the aquarium system:

- 1) A member of the aquarium team must be responsible for isolating and disconnecting the aquarium supply and return to the heat exchanger plates. This must not be completed by a third party technician / engineer.
- 2) If any copper works are being complete a member of the aquarium team must be informed and inspect the site prior and after the works commencing. Copper fragments entering the aquarium water can cause mortality to the livestock.
- 3) Glycol is toxic to aquatic organisms so the chilled water must not enter the aquarium water side of the heat exchanger plate.