

Request for quotation



Request for Quotation

RFQ126

Pest Control

Issued 12/03/2020

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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:

Tuesday 24th March 2020

12:00 Noon

Any submissions received after this date will not be considered.

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 Friday 20th March 2020.

Carol Williams

Procurement Officer

Phone: 01752 856 809

Email: 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 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: tenders@cityplym.ac.uk

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 the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

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

City College Plymouth is seeking to contract with a single supplier for the provision of a Pest Control service across its three sites: Kings Road and Picquet Barracks and its small city centre based site -The Learning Warehouse (PACE).

The purpose of this request is to establish an exclusive 3 year contract to run from 1 April 2020 to 31 March 2023.

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,533 students and employing over 500 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 is 12,533 – comprising of: 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. Find out more at cityplym.ac.uk.

DETAILED REQUIREMENT

The anticipated cost is £4500 per annum.

City College Plymouth's Estate includes 3 sites:

Kings Road 30,000m²

Consisting of 8 buildings including an 8 story tower block and the new stem centre.

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.

The outline of the requirement is as follows:

- The College requires that all sites are to be routinely inspected against Rats, Mice, Cockroaches, Garden Ants and Stored Product Insects at a frequency of 8 times a year.
- The College requires that the electric fly killers at Kings Road to be serviced 4 times per annum.
- Any winning contractor is expected to provide internal and external bait boxes or provide a suitable alternative solution.
- All works outside of this servicing contract will need prior approval and/or a request for a separate quotation from the College Premises Manager. Any additional ad hoc works should not commence until receipt of an official purchase order.
- The contractor must provide a Key Account Manager to assist the College with the day to day running and to deal with all account queries.
- The successful contractor must be able to attend all sites on award of the contract for a pre-contract meeting.

Bidders should make themselves aware of the nature of each site prior to submitting their cost on the schedule provided to ensure that the full extent of the work is understood and priced accordingly. Visits to the site can be arranged by contacting the Premises Manager on 01752 305302. The 18th March has been set aside for this purpose.

In order to qualify for this contract you should have an annual turnover of at least £14,000.

SAFEGUARDING

In order to meet the College safeguarding requirements, all contractors on site during the main College term should hold a full English DBS disclosure. This requirement may be suspended where it can be demonstrated that, as a minimum, the contractor's supervisor on site holds this disclosure and the Premises Manager is satisfied that contractor's supervision arrangements of their staff is adequate.

SECURITY

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.

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.

CONDUCT OF WORK

The Contractor is to arrange their work as to avoid interference with routine use of occupied premises and must co-operate with persons occupying or using the premises whilst he is working.

The Contractor shall protect and keep free from damage the buildings, fences, walls, roads, paths kerbs and all other parts of the work location.

TIMESCALES

Action	Date
Tender Issued	12/03/2020
Site visit	18/03/2020
Deadline for Queries	20/03/2020
Tender Response Date	24/03/2020
Award Date	27/03/2020
Commencement Date	01/04/2020

WRITTEN SUBMISSION

We also require 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 11.

- Contact Management, including details of primary contacts and responsiveness to requests.
- How you will meet the college safeguarding requirements, including your supervision arrangements of staff when on site during term times.
- Your contribution to Sustainability, the Environment and Social Responsibility.
- Any student opportunities you would be willing to provide eg work experience, student talks, or any other value added items.

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

PRICING

Bidders should provide their pricing for each of the opportunities in Appendix A. Prices should be firm and valid for the contract period (36 months) and not subject to increase or escalation of any kind throughout the contract.

There should be no additional costs incurred, save for any purchase order for ad hoc works.

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 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	85%

Contract Management and service response times	5%
Safeguarding measures	5%
Student opportunities/added value	3%
Sustainability, the Environment and Social Responsibility	2%

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
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.</i>

		<i>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.

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

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration