**Invitation to Quote (ITQ) – HH/2021/01**

I am the Facilities Manager responsible for the Environment Agency’s head office, a modern four storey building located in the centre of Bristol, with a pre-pandemic capacity of 850 employees.

We are approaching the end of our current potable water contract and I am keen to replace our existing system on a like for like basis where possible; though I would consider all options for dispensing potable water to our kitchenette areas.

The building is fitted with a rented potable water system, which supplies nine kitchenette areas with chilled and hot water.  We also have a single bottling tap which dispenses chilled water.

All taps are fed from a single chiller in the basement level, with hot water provided by a heater below each outlet.

Any system must:

1. Be WRAS approved
2. Provide chilled water from main supply
3. Provide hot water suitable for making tea, coffee and other hot drinks from main supply
4. Not rely on existing infrastructure; which will be removed at the end of the contract
5. Provide DDA compliant access to hot and cold water

Any future contract must:

1. Include all equipment required to provide hot and cold water to point of use
2. Include installation
3. Include regular periodical planned maintenance
4. Include unlimited callout and maintenance in response to failures
5. Include all replacement filters and sanitation procedures

The contract itself is likely to cover a three year period, with an option to extend for a further two years.

This letter, and the system requirements, is being advertised on Contracts Finder.  As a central government building, a success factor is value for money for the organisation and the taxpayer; the overall and through life costings for the complete system must be as cost-effective as possible.

Another key factor will be the systems through life carbon footprint.  As an organisation, we are committed to reduce our carbon footprint to Net Zero – any system must demonstrate a similar commitment and support our efforts.

If you are interested in tendering for this contract, I would appreciate a quote breaking down the full cost of the system over the five year life of the agreement **no later than 1600hrs on the** **02 July 2021.**

I appreciate that all requirements cannot be captured in this initial request, so I am more than happy to arrange a telephone call to discuss our needs with you, as well organise a site visit so you can fully understand the building.  I look forward to speaking to you or one of your representatives soon.