



**Invitation to tender**  
  
for the  
  
**Design and fit of a raised floor at the College's  
Station Plaza campus**

Closing date: 19<sup>th</sup> April 2016

Return to: Clerk to the Corporation

Enquiries to: Alison Rowland ([arowland@sussexcoast.ac.uk](mailto:arowland@sussexcoast.ac.uk))

Address: Sussex Coast College Hastings  
Station Plaza  
Station Approach  
Hastings  
East Sussex  
TN34 1BA

## **Table of Contents**

<b>SECTION ONE:</b>	<b>Tender Particulars .....</b>	<b>3</b>
<b>SECTION TWO:</b>	<b>Introduction and Scope of the Requirement .....</b>	<b>4</b>
<b>SECTION THREE:</b>	<b>Form of Tender .....</b>	<b>8</b>
<b>SECTION FOUR:</b>	<b>Specification of Requirements .....</b>	<b>10</b>
<b>SECTION FIVE:</b>	<b>Tender Proposal .....</b>	<b>12</b>

## **1 SECTION 1: Tender Particulars**

This document briefly describes Sussex Coast College Hastings (SCCH) requirements and the tendering process to be followed. This document also sets out details on the form and content of the bids which are required, the proposed timetable, and other administrative arrangements for the tendering process.

Please contact **Alison Rowland** (arowland@sussexcoast.ac.uk) if you are in any doubt as to what is required.

### **1.1 Timetable**

1. 19<sup>th</sup> April 2016 - Closing date for receipt of tenders
2. w/c 25<sup>th</sup> April 2016 - Tender shortlisting
3. w/c 2<sup>nd</sup> May 2016 - Clarification meetings with preferred bidders
4. w/c 9<sup>th</sup> May 2016 - Final notification and contract award

Although Sussex Coast College Hastings will use reasonable endeavours to adhere to the timetable, it reserves the right to vary it.

## **2 SECTION 2: Introduction and Scope of the Requirement**

Sussex Coast College Hastings is a further education college located in Hastings, East Sussex. It has approximately 8,000 students across a range of full and part time courses, and approximately 600 members of staff. The college provides a number of academic and vocational training courses within the local area, operating from four sites.

The main campus at Station Plaza is located in the centre of Hastings and was opened, along with a smaller campus in nearby Ore Valley in 2009. Both sites were considered revolutionary within the sector with the inclusion of a number of branded retail outlets, public restaurants, cafes and a gym. The buildings incorporated cutting edge design and were built in accordance with a detailed sustainability strategy to reduce the carbon footprint and develop a long term, sustainable development. The College currently holds a BREAM rating of very good, and remains committed to environmental protection and sustainability.

The Station Plaza site has five floors in total. The fifth floor has an area of approximately 1,418m<sup>2</sup> (across three separate areas) which is available as an expansion space. The College is looking to utilise this space by fitting out the floor in a system consistent with the system employed elsewhere in the building.

Site visits are welcome. Please contact Phil Barnes on 01424 458326 or 07590 461920 to make an appointment.

### **2.1 Conditions Applying To This Tender**

#### **2.2 Alterations to Tender**

At any time prior to the deadline for the receipt of bids, SCCH may modify the tender documents. Any such amendment will be notified in writing or by email to all prospective bidders who have received the tender documents and will be binding on them. You should acknowledge that the amendments have been received. In order to give you reasonable time in which to take the amendment into account in preparing your bid, SCCH may, at its discretion, extend the deadline for the receipt of the tender, notwithstanding that all UK legal requirements will be complied with.

None of the tender document formats and wording may be altered by the Tenderer. Any modification that the Tenderer may consider necessary is to be detailed in a separate covering letter accompanying the tender. Tenderers are responsible for ensuring that they have completed the tender fully and accurately and that prices quoted are arithmetically correct. Any amendments/corrections made by the Tenderer on their bid should be initialled by them.

#### **2.3 Receipt of Tenders**

The bids must be received by Sussex Coast College Hastings, at the address shown below, no later than 6.00 pm on 19<sup>th</sup> April 2016. Those received before that date will be retained, unopened, until then. Please ensure that your tender is delivered no later than the appointed time on the due date as bids submitted after this time will not be considered.

## **2.4 Acceptance of Tenders**

By issuing this invitation SCCH does not bind itself to accept the lowest or any tender. It also reserves the right not to award a contract or to offer more than one contract.

## **2.5 Costs of Bidding**

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their bids and SCCH bear no responsibility or liability for those costs, regardless of the outcome in relation to individual bids.

## **2.6 Bid Prices**

SCCH expects that the prices/rates quoted for the services shall be fixed for the duration of the contract and not subject to any variation unless such is called for in the tender documents.

## **2.7 Conflict of Interest**

Bidders for any service where a conflict of interest may exist or arise must inform SCCH and submit proposals for avoiding such conflicts. This is particularly important where the conflict is likely to result in bias in the execution of the service.

## **2.8 Documentation**

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Invitation to Tender documents and check they are complete in all respects. Tenderers are requested to answer all the questions raised in the tender document and in the order laid out.

## **2.9 Variants and Qualifications**

The College particularly welcomes any innovative ideas and suggestions relating to the specifications that provide added value, reduce SCCH's costs and/or improve the levels of service. The consideration of such factors is, however, dependent on it being accompanied by a fully compliant and priced bid. Any such alternatives will be considered within the evaluation criteria shown in section five.

SCCH reserves the right to discuss, confidentially, any aspect of your Tender with you to clarify matters.

## **2.10 Agreement**

You are further advised that nothing herein or in any other communication made between SCCH and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between SCCH and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

## **2.11 Confidentiality**

The Tenderer shall treat these documents and the information contained within as private and confidential. You must not disclose your bid prices, or even an approximation, prior to the deadline for receipt of the bids except in confidence to an insurance company or broker requiring such in connection with the bid. You must

not try to obtain any information about competitors' bids or proposed bids nor make any arrangement with anyone else about whether or not they should bid.

## **2.12 Submission of Tenders**

Tenders are required to submit 1 x hard copy of their bid and 1 x copy on a USB stick or CD. Tenders should be submitted in a sealed envelope quoting the reference: 19042016

Envelopes should bear no external indication of the sender's identity. All bids should be addressed to:

**The Clerk to the Corporation  
Sussex Coast College Hastings  
Station Plaza  
Station Approach  
Hastings  
TN34 1AB**

All offers and associated documents must arrive at the above address **by 6.00 pm on 19<sup>th</sup> April 2016**. Late bids or bids submitted by FAX will not be accepted.

## **2.13 Questions**

Any questions or correspondence relating to the tender or the submission of bids should be submitted in writing or email, quoting the tender reference number, to Alison Rowland at the address above (arowland@sussexcoast.ac.uk)

Tenderers should be aware that SCCH has a policy of equality of information in the bidding process. This means that questions posed and the answers given will be distributed to all bidders before the closing date; the source of the questions will not be identified.

## **2.14 Contract Award Criteria**

The contract will be awarded on the basis of the most economically advantageous tender in accordance with the criteria shown in section five. Although value for money is a crucial factor in determining the success of the tender, all factors will be taken in to consideration including (but not limited to):

- Flexibility and responsiveness
- Price
- Innovation and added value
- References

## **2.15 Bona-fide tendering certificate**

Tenderers are required to complete and return the bona-fide tendering certificate.

## **2.16 Tender Information**

Information supplied to Tenderers by SCCH (whether in the invitation or otherwise) is given only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigation and no responsibility is accepted by SCCH for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

**2.17 Notification of Award**

SCCH will notify acceptance in writing to the successful Tenderer that they have been accepted and will notify each unsuccessful Tenderer as soon as is reasonably practicable.

**2.18 Sustainability**

SCCH is committed to managing its own sustainability impacts and to using the most environmentally and socially responsible goods and services and expects all its contractors and suppliers to do the same.

**2.19 Freedom of Information Act**

The College is committed to meeting its legal responsibilities under the Freedom of Information Act. Accordingly, all information submitted to the College, as a public body, may need to be disclosed by the College in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the College should not be taken to mean that the College accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

## SECTION 3: Form of Tender

### 3.1 FORM OF TENDER

I ..... certify that I am a person duly authorised to sign tenders/quotations for and on behalf of:

.....

The bidder, having examined the Invitation to Tender and any other documents released by Sussex Coast College Hastings (or issued in support thereof) for the fit of raised floor to expansion areas, hereby offers to supply the Services in conformity with the said Conditions and to the reasonable satisfaction of Sussex Coast College Hastings.

The bidder also hereby warrants and undertakes to Sussex Coast College Hastings that:

- The accompanying information has been diligently prepared to conform to the instructions for bidders
- The amount or approximate amount of the Tender has not been communicated to a person other than the person calling for Tenders
- We have not entered into any agreement with any other person that s/he shall refrain from tendering or as to the amount of any other tenders to be submitted
- We understand that the lowest Tender will not necessarily be accepted.

Authorised Signatory. ....

Name in CAPITAL LETTERS. ....

Address .....

.....

Date .....

Phone No .....

Job Title .....

Email. ....



### **3.2 Bona fide tender certifications**

In recognition of the principle that the essence of selective tendering is that the College shall receive bona fide competitive tenders from all those tendering

WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide tender intended to be competitive.
2. We have not fixed or adjusted the pricing of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
  - (a) Communicate to a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the appropriate amount of the Tender was essential to obtain an insurance premium quotation required for the preparation of the Tender);
  - (b) Enter into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
  - (c) Offer, pay, give or agree to give any sum of money or valuable consideration directly to any person doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above; and
  - (d) Directly or indirectly canvassed or solicited any member, officer or employee of the College concerning the acceptance of any Form of Tender or directly or indirectly obtained or attempted to obtain information from any such employee, member or officer concerning any other Tenderer or Form of Tender submitted by any other Tenderer.

In this certificate:

- a) "Person" includes any person and any body or association corporate or incorporate;
- (b) "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

This Certificate is signed for on behalf of the Tenderer as follows:

Name of Tenderer . . . . .

Name of person authorised by Tenderer to sign this tender . . . . .

Signature of authorised person . . . . .

Date . . . . .

## SECTION 4: Specification of Requirements

### Overview

The work will consist of fitting out three separate areas on the fifth floor which total approximately 1,418m<sup>2</sup> as per the areas marked in red on the attached plan. The project will not require any final floor covering, and should be finished in galvanised steel. It is recommended that contractors visit the site to satisfy themselves of the measurements for the floor area.

**Your quotation should include the cost for fitting out the entire area, and for fitting each of the three sections in separate tranches.**

### Floor Specification

The access floor comprises of 600mm square panels, precision made galvanised steel encased load bearing panels, located on adjustable zinc plated steel support pedestals to provide a rigid platform access floor above the existing floor level.

The floor systems will have been designed, tested and manufactured to meet all the requirements laid down in the PSA MOB PF2 OPS SPU.

Panel construction is of press formed corrosion resistant galvanised steel encapsulating a high performance chipboard core, providing rigidity with both insulative and acoustic enhancing properties.

Pedestal construction is of all steel zinc plated, and consisting of an ant-vibrational head cap with cruciform up stands and four panel locating studs, positively clipped to the steel top plate.

Panel Dimensions:

### **RMG600**

Size:	600x600mm	System Weight:	36kg/m <sup>2</sup>	Thickness:	31mm
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Loading performance for floor of RMG600 panels are:

<b>PSA Specification</b>		
Concentrated Load (point Load)	3.0kN/25mm <sup>2</sup>	4.5kN/300mm <sup>2</sup>
Uniformly Distributed Load (UDL)	8.0kN/m <sup>2</sup>	

## **SECTION 5: Tender Proposal**

In submitting your tender, we are looking for details as to how you will deliver the contract, and you will need to provide sufficient detail for us to understand how your proposal will work and specifically how you would achieve the stated outcomes within this specification.

The College particularly welcomes any innovative ideas and suggestions relating to the specifications that provide added value to the College or its students, reduce SCCH's costs and/or improve the levels of service. The consideration of such factors is, however, dependent on it being accompanied by a fully compliant and priced bid.

Your tender submission should be brief and to the point, answering the questions and providing the documentation requested in the 3 attached sections, namely:

**SECTION 5.1: COMPANY DETAILS**

**SECTION 5.2: EVALUATION CRITERIA**

**SECTION 5.3: ADDITIONAL INFORMATION REQUIRED**

## 5.1 Company Details

<b>Full name of company</b>
<b>Trading Name (if different from above)</b>
<b>Postal Address</b>
<b>Contact in respect of this tender</b>
<b>Telephone number and email address</b>

## 5.2 Evaluation Criteria

Please provide separate information providing details of the following criteria.

Experience	Weighting
Please provide details of your experience with projects such as this and how you will be able to draw upon your experience to aid SCCH with this project.	10%

Contract Management	Weighting
Please indicate how you would propose to manage the contract for the duration of the works to ensure that the project is delivered on time and within budget.	20%

Added Value	Weighting
Please provide details of any added value which you are able to offer	20%

Cost	Weighting
Please provide prices to deliver the works detailed in the documentation to the levels, standards, requirements and quality specified. The costs quoted should take in to account the full requirements of the specification including consumables, travel and any other expenses in delivering the contract as specified.	50%

### **5.3 Other information required**

Please provide the following information as part of your bid:

1. Number of employees
2. Three years accounts

**The following information is not required as part of your bid however the preferred bidder may be asked to provide copies of the following documentation.**

- 1 Public Liability Certificate
- 2 Employer's Liability Certificate
- 3 Professional Indemnity Certificate
- 4 Health and Safety Policy
- 5 Quality Assurance Policy (if applicable)
- 6 Equal Opportunities Policy