**REQUEST FOR PROPOSAL (RFP)**

HMP Parc - Air conditioning and boiler maintenance services



| Business Unit | Care & Justice Services |
| --- | --- |
| Country/Countries | UK |
| Author | Briony Moore |
| Issue Date | 11-11-2022 |
| Closing Date | 23-11-2022 |

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**1 Introduction**

## 1.1 Definitions

Throughout this document, the following expressions shall have the given meaning unless the context requires otherwise:

*‘G4S’* means the applicable operating company within the G4S group of companies responsible for each premise

*‘Supplier’* means the person, firm, company or entity that submit qualifying tenders

*‘Proposal’* means the response to this RFP made by the Contractor or Suppliers to G4S in accordance with Part 3 of the RFP

*‘Requirement’* means the supply to be made by the Contractor to G4S in accordance with Part 3 of the RFP

*‘RFP’* means this ‘Request for Proposal’.

**1.2 Company Background**

G4S is the world’s leading global, integrated security company specialising in the delivery of security and related services across six continents with 533,000 employees.

Please refer to our website for more details <http://www.g4s.com/>

G4S Care & Justice Services (UK) Limited has been providing value for money, innovation, and social benefit within the criminal justice sector in the United Kingdom since the first private sector prison in the country was opened in 1992. Since then, expertise from around the business has been used to expand and improve our offering.

G4S currently operates 6 prisons across the country.

**1.3 Purpose of this Request for Proposal (RFP)**

The purpose of this document is:

1. To invite selected Suppliers to tender for the scope of supply detailed herein, and
2. To provide such Suppliers with all the information they need in order to complete and submit their proposal in the format and with the information required by G4S.

## 1.4 Summary of the Requirement (Scope of Work)

You are invited to submit a proposal for the maintenance of air conditioning and boilers for HMP Parc. These must meet the criteria defined in Part 3 of this document.

## 1.5 RFP Schedule

The intended schedule is as follows:

| RFP issue date | Friday 11th November 2022 |
| --- | --- |
| Submission of questions | Wednesday 16th November 2022 |
| RFP Response due date | Thursday 24th November 2022 |
| Award | Friday 30th November 2022 |

Should the above dates present any problem, then the G4S contact(s) should be notified without delay. Failure to comply with the dates may result in rejection.

Suppliers must not contact any other person within G4S or any consultant engaged in relation to this RFP.

**2 RFP Instructions**

**2.1 G4S contacts and question/update policy during this RFP process**

Suppliers are to direct any queries regarding the RFP content or process to the G4S contact. No other company personnel or consultants are to be contacted unless directed to by the G4S contact(s). The queries should be documented in an excel spread-sheet format, referencing the section and clause number requiring clarification. Answers to queries that seem to us of general interest will be distributed to all Suppliers as updates.

G4S may amend the RFP documents by issuing update notices by way of formal variation and reserves the right to change or amend the RFP Schedule. Such updates should be considered thereafter as part of this RFP.

Any documents received from any other source or in any other way are not to be considered as forming any part of this RFP. G4S reserves the right to disqualify and reject proposals that do not comply with this requirement.

## 2.2 Submitting your Proposal

Suppliers must submit their response via email by the specified date. Quotes should detail the unit costs, total cost and any delivery costs excl. VAT.

The submission must also include the completed questionnaire and any other supporting documentation.

Please see Section 5 for a full list of mandatory submission documents.

## 2.3 Late Proposals

There will be no allowance made by G4S for any delays in transmission of the Proposal. Proposals received later than the stipulated closing date may be removed from consideration.

## 2.4 Acceptance of Proposals

This RFP does not bind G4S to accept the lowest price or any Proposal, nor shall G4S accept or be liable for any costs incurred in preparing a submission.

A Proposal may be for all or part of the Requirement and may be accepted by G4S either wholly or in part.

Responses which are not received on time, or fail in some fundamental way to conform to the requirements of the RFP, may be eliminated from further consideration.

**2.5 Alternative Proposals**

Suppliers may submit alternative Proposals if they feel it may offer G4S additional benefits whilst still complying with the Requirement. G4S reserves the right to accept or reject any proposed alternative either wholly or in part. No alteration shall be made in the Form of Proposal or in the Specification(s) and Schedules. The Tenderer must submit a Proposal which complies with the Specification(s), but may in addition submit an alternative Proposal embodying any variations which they wish to suggest. Full particulars of any alternatives and such variations shall be submitted on separate sheets.

Alternative Proposals will not be considered until those meeting the Specification(s) have been fully considered.

## 2.6 Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a minimum period of 60 days from the RFP closing date.

## 2.7 Evaluation of Proposals

G4S will evaluate all proposals on the basis of Total Cost and the following selection criteria. These criteria do not carry equal weight:

* The best overall value for money
* Service Management
* Availability & lead times
* Sustainability
* Added Value & innovation

G4S may request additional information to support further evaluation of the Proposals.

## 2.8 Withdrawal from the RFP

Should the Supplier wish to withdraw at any time prior to the RFP closing date this must be done in writing to the G4S contacts listed above. Any Supplier choosing to not submit a quote is required to acknowledge this via email. All RFP documentation should be deleted.

## 2.9 Supplier to inform themselves / due diligence

G4S has taken all reasonable care to ensure that the RFP is accurate, however G4S gives no representation or warranty as to the accuracy or sufficiency of the contained information and that all Suppliers will receive the same information.

## 2.10 Costs of preparing Proposals

All costs relating to the preparation and submission of a quote are the sole responsibility of the Supplier. G4S shall not pay any Supplier, wholly or in part, for its quote.

## 2.11 Confidentiality

Except as required for the preparation of a quote, Suppliers must not, without Company’s prior written consent, disclose to any third party any of the contents of the RFP documents. Suppliers must ensure that their employees, consultants and agents are bound and comply with this condition of confidentiality.

## 2.12 Proposal acknowledgment

By participating in this RFP Suppliers are indicating their acceptance to be bound by conditions set out in this RFP.

Suppliers are to acknowledge this acceptance, and provide details of their representative that will be the sole point of contact for all matters relating to the RFP, by answering the questionnaire on Contracts Finder titled ‘Questionnaire’ and submit the completed document via email to the G4S contact.

# **Requirement & Specifications**

**3.1 Background and context**

G4S has been operating HMP Parc for 25 years under the existing contract and has won an 10-year contract to operate the HM Prison Parc in Bridgend, Wales commencing on 15th December 2023.

As part of the mobilisation we are reviewing the services on site to ensure best practice and cost. This proposal is for the servicing of the existing 93 boilers and 90 air conditioning units on site.

Details of the units are on the supporting files. Each requires an annual service. We are also looking for rates for any reactive maintenance.

# **Pricing Information**

This clause sets out the information necessary for Suppliers to provide pricing for delivering the Requirement against any resultant Contract.

# **4.1 Applicable VAT**

Proposal rates and prices shall be exclusive of United Kingdom Value Added Tax

**4.2 Payment Terms**

G4S has standard payment terms of not less than Sixty (60) days net for all purchases. For SMEs we can consider 30 days net.

**4.3 Bid pricing**

There are two lots. The first is for the boilers and the other for the air conditioning proposal. Submissions can be for either one or both lots.

**5 Information to be provided in the RFP Response**

The following must be completed and submitted via email as your tender response:

* Questionnaire responses
* Boiler AND/OR air conditioning annual maintenance costs
* Call out rates for reactive maintenance

Additional documents, or an additional fully comprehensive quote, can be submitted to support your proposal.