



# **Request for Quotation RFQ060**

Grounds Maintenance and Landscaping Contract

Issued 3 April 2017



**BE PART  
OF IT**

**CITY COLLEGE PLYMOUTH  
KINGS ROAD, PLYMOUTH, PL1 5QG**

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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 18 April 2017**

**12:00 Noon**

Any submissions received after this date will not be considered.

### SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

### 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 12 April 2017.

**Adam Baker**

Procurement Assistant

Phone: 01752 856 829

Email: [tenders@cityplym.ac.uk](mailto: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](mailto: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 E 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 Grounds maintenance and landscaping works across its Kings Road site and Picquet Barracks. The College Goschen Centre site is due to be closed in August 2017 and Ad-hoc servicing at this centre may be required until the site is fully disposed of.

The successful tenderer will benefit from an exclusive contract for a period of 3 years, subject to satisfactory performance.

## BUSINESS OVERVIEW & BACKGROUND

The College currently operates on four sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

City College Plymouth's Estate includes 4 sites;

**Kings Road 24,321m<sup>2</sup>**

Consisting of 8 buildings including an 8 story tower block.

A new 5 floor 4,500m<sup>2</sup> stem centre to open in July 2017

**Goschen Centre 11,442m<sup>2</sup>** (Due for closure August 2017)

One main building.

**Picquet Barracks 1706m<sup>2</sup>**

Distributed across 7 different buildings at the site including a 2 story building.

**Pace 569m<sup>2</sup>**



2 story building located in the city centre.

**Please see attached Appendix F for basic external site plans.**

#### 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 professional, vocational and technical colleges 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 is dedicated to enabling local people to access both new and existing job prospects through its strong links with industry. Working in partnership with employers, the College's training offer is practical, relevant to business needs and prepares people for the real work environment.

The College's £13million Regional Centre for Excellence in STEM is due to open in autumn 2017. The state-of-the-art facility will provide a flexible learning environment that simulates 'real work' scenarios with industry-standard workshops, laboratories and studios. It will be equipped with high-tech resources to support a broader and more relevant STEM curriculum.

The most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features and this year it won the Beacon Award for the Promotion and Delivery of Successful Apprenticeships.

#### REQUIREMENT

The current annual spend on grounds maintenance is £7,500.

The College is seeking to renew its contract for Grounds Maintenance and Landscaping works. As part of the planning permission for the new STEM building at Kings Road, various surveys were carried out, including a tree prevention plan undertaken by Evolve Consultancy. This survey is attached at Appendix D. Delivery

of the specific requirements identified under the planning consent, relative to this tender, have been included within this Quotation request.

The data in Appendix A is a breakdown of the College's requirements. It is expected that all bidders will provide prices for the items stipulated. The data provided in Appendix A **should not** however be considered a commitment to purchase, services will only be ordered on an arranged basis, however the successful supplier will benefit exclusively from the College's annual spend.

Please note that the College will be closing its Goschen centre site at the end of this academic year. Ad hoc works may be required until the site is disposed of.

A summary of the works required are as follows:

#### Kings Road

- Maintain all grass areas to site using rotary mower with collector including litter pick (excluding large items). All grass cuttings are to be removed from site. Strimming to banks at Kings Road Site.
- Kings Road nursery to be kept clean, cut back overhanging plants and remove all moss and build up of debris to nursery playground and paths. College woodland paths to be maintained, cleared and weeded. Wild Meadow area to be cut with removal of arisings.
- Maintain the soft landscaping around new to be formed front extension of the college, provide tree planting (12 x fruit trees as listed in appendix A) to the College embankment path in accordance with tree prevention plan from Evolve Tree Consultancy (Appendix D) and the continual maintaining of said trees in accordance within Evolve Tree Consultancy's tree protection plan.
- Supply and fit 2 in number Schwegler bat boxes for bats to use as a summer roost or nursery site to be hung in the nearby trees at a height of between 4-6 metres. Height 43cm x width 27cm x depth 14cm. entrance hole 12 cm x 24cm. Weight 9.5kg. Colour: Black with stable hard-wearing wooden insert.
- Maintain a weed free site, treating any stubborn areas that arise at both Kings Road and Picquet Barracks (4 x weed treatment sprays per year). Maintain existing shrubbery and external plants to Kings Road site. To include tree and bush trimming to staff and students car park.

#### Picquet Barracks

- Maintain a weed free site, treating any stubborn areas that arise.



Goschen Centre (site to be closed August 2017)

- Maintain a weed free site, treating any stubborn areas that arise.

Please see Appendix A for further details on the frequency of the works required.

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 site manager Paul Applin on 01752 305302. The 6 April has been set aside for this purpose.

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 Site Manager is satisfied that supervision arrangements of the contractor's staff is adequate.

In addition to the pricing schedule, you are required to submit a written document which details your company offer with particular interest to the areas below. The submitted document will be scored as per the table on page 12.

- Contract 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.

In order to qualify for this contract you should have an annual turnover of at least £22,000.

## **SPECIFIC CONDITIONS APPLICABLE TO THIS QUOTATION**

### **WORKING REQUIREMENTS-**

#### **HEALTH & SAFETY**

All work must be carried out in a safe manner, and in accordance with all relevant Health & Safety Regulations, without risk of harm to the people carrying out the work, students and staff of the college, and members of the public.

The College operates a Signing In/Out, and a permit to work system which must be strictly adhered to.

The contractor is responsible for arranging all safe access to work areas (e.g. scaffolding) and for maintaining safe working conditions (e.g. edge protection, temporary lighting) within the work area.

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#### NOISE CONTROL

The Contractor shall comply with The Noise at Work Regulations 1989. He must take all reasonable steps to control and curtail the level of noise whilst carrying out the works.

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#### 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.

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#### PROVISION OF MATERIALS, PLANT AND EQUIPMENT

- Unless otherwise specified, the contractor must supply all materials, plant, tools and equipment required, to effectively complete the works detailed in this specification.
- For all equipment, fittings and accessories, where a manufacturer is not specified, good quality units compliant with the relevant British Standards and EN Standards must be used.
- Any deviation from the specified fitting's, must be agreed with the Estates Engineer.

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#### CONDUCT OF WORK

The Contractor is to plan his work so as to cause minimum interference to the use of the occupied premises, and co-operate with persons occupying these premises.

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#### DELIVERY OF PLANT AND MATERIALS

The contractor is responsible for the supply, delivery and off-loading of all plant, materials and equipment into final positions. The contractor must liaise with site services staff to identify suitable storage areas, although these cannot be guaranteed.

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#### SITE PROTECTION AND CLEANING

The Contractor at commencement shall adequately screen the area of work at high and low levels to prevent the spread of air-borne dust/debris.

On completion of the works, all surfaces within the following areas are to be cleaned:-

- The area of the works
- Any areas affected by the transmission of dust/debris etc. from the works
- Any areas affected by the movement of operatives etc. in and around the building.

All other areas are to be cleaned to a standard equivalent to that existing immediately prior to the commencement of the works. Contractors are to allow due time during the contract for the cleaning operation to be completed within the contract period.

## **PRICING**

Bidders should provide their pricing for each of the elements requested in Appendix A.

Prices should be firm and valid for at least the initial contract period (36 months) and not subject to increase or escalation of any kind throughout the contract.

## **KPI'S**

The following KPI's are applicable to this contract:

- To respond to emergency call out within 24 hours
- To respond to any ad-hoc requests within 5 working days
- Contract manager to be able to attend site to discuss any problems with contract delivery within 5 working days

## **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.

## **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.

## **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.

## 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 Responsiveness	5%
Safeguarding measures	5%
Sustainability, the Environment and Social Responsibility	2%
Student Opportunities/Added value	3%
Pass / Fail Criteria	
Annual company turnover of at least £22,000	Pass / Fail

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
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	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>
<b>Satisfactory</b>	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>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	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.

## **AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION**

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, supplied at Appendix C.

## **SUPPORTING DOCUMENTATION**

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Agreement Conditions Acceptance and Declaration Form

Appendix D: Evolve Consultancy Tree Protection Plan

Appendix E: Suitability Selection and Assessment Questionnaire

Appendix F: Site maps

**AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION FORM**

**Agreement for the Provision: RFQ060 Grounds Maintenance and Landscaping Contract**

I/We the undersigned DO HEREBY UNDERTAKE to provide the Goods/Services upon and subject to City College Plymouth's standard terms and conditions set out in Appendix B, together with the Specification and the pricing and rates contained in our quote and all other Agreement Documents as are contained or incorporated herein.

I/We agree to establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the College's best interests.

I/We declare that we have not offered to pay or to give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangements with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted.

I/We declare that we have not directly or indirectly obtained information from any member concerning the Tender or proposed Tender, or obtained any unfair advantage by any other means. We understand that if this is proven not to be true the contract will be severed and we shall be banned from quoting for future opportunities with the College for at least four (4) years.

I/We agree that we have satisfied ourselves before submitting this quote as to the correctness and sufficiency of the pricing/rates quoted.

DATE .....  
COMPANY\* (1) Signature: .....  
Name: .....  
Position in Company: .....  
For and on behalf of: .....  
.....  
(Print Company's full name and registered number)

\*NOTE:

- i) An electronic or typed signature will be accepted.
- ii) Where the bidder is a limited company the Quote and this Declaration must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- iii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Request for Quote and the Quote and this Declaration must be signed by one of the partners on behalf of the partnership.



- iv) Where the supplier is a private firm the Quote and this Declaration must be signed with the firm's name.