

TENDER SPECIFICATION DOCUMENT

**Invitation to Tender
for Fire Systems, Fire Extinguisher, and Emergency Lighting Maintenance. Friars Mill
and Leicester Food Park sites
Installation and monitoring of Red Care GSMs at Leicester Food Park only**

Date: 17 May 2023

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1. INTRODUCTION

1.1 Description of both Sites

Friars Mill and Leicester Food Park are multi-occupancy managed workspaces, managed by East Midlands Chamber on behalf of Leicester City Council.

Friars Mill, on Bath Lane opened in 2016 and is a campus of five distinct buildings housing 15 business units, meeting spaces, and changing facilities. Leicester Food Park, built in 2014 and based on High View Close near Lewisher Road, is also managed in partnership with the Food & Drink Forum and hosts nine food grade manufacturing units plus a management hub office.

All maintenance visits must be scheduled in line with The Regulatory Reform (Fire Safety) Order 2005. Currently, systems on both sites are tested every six months and extinguishers annually, which has proved satisfactory.

The first visit to both sites of the new contract will take place in September/October 2023.

1.2 Current Specification

Friars Mill (Bath Lane, Leicester. LE3 5BJ)

Emergency Lighting Luminaires:	257	mainly LED, including several bespoke and architectural fittings.
Extinguishers:	24	6L Hydrex
	22	2KG Carbon Dioxide
	1	5KG Carbon Dioxide
Alarm System:	7	Gent Vigilon panels
Detectors:	108	
Fire Call Points:	45	

Leicester Food Park High View Close, Leicester, LE4 9LJ)

Emergency Lighting Luminaires:	278	split roughly 50% LED/fluorescent. Includes bespoke IP65 rated LED fittings in manufacturing areas.
Extinguishers:	1	5KG Carbon Dioxide extinguisher in Unit 28 (Management Hub office only*).
Alarm System:	10	Gent Vigilon panels. Linked.
Detectors:	106	
Call Points:	58	

Tenant businesses at Leicester Food Park have responsibility for extinguishers within 9 managed workspaces.

2. TENDER SPECIFICATION

2.1 The Tender Scope

The following is a comprehensive list detailing the features and functionality that your recommended maintenance solution must deliver.

The Chamber is seeking to secure a solution that meets our requirements in terms of functionality, ease of use, controlling operating costs, delivering 'added-value services' and ensures a seamless transition to avoid any disruption to tenant businesses.

The maintenance solution required must be inobtrusive and able to accommodate changing staff and tenant business requirements, so far as legislation allows. The proposal is to incorporate the following features as standard:

- Six monthly maintenance visits to both sites to maintain alarm systems and emergency lighting, to be included in the contract.
- Annual visits to test fire extinguishers
- Repairs to defective equipment within three working days, where reasonably practicable.
- Maintenance and repairs that are tailored to any legislative changes.
- Fixed fee for duration of agreement.
- Access to an account manager and/or customer support line during office hours.
- Dates and times of any visits to either site must be expressly agreed with the Workspace Manager or nominated deputy at least five days in advance.
- Installation and monitoring of Red Care GSMs for duration of contract.

The Chamber is seeking to secure the best possible Value for Money (VfM). In this instance, VfM is defined as the optimum balance between how effectively the proposal will deliver the service (quality) and the cost of the service (price).

2.2 Minimum requirements ('essentials')

1	Fire systems, emergency lighting, and extinguisher maintenance and repair service visits. Installation and monitoring of Red Care GSMs	As detailed in 2.1 above.
2	Account Management/ Partnership Approach.	The Chamber is looking for proactive account management of maintenance and repairs, with an organisation which works in partnership with its customers, to ensure service quality, cost management, and responsiveness to future requirements.

2.3 Working Arrangements

The activity described in this tender document will be managed by the Managed Workspace Manager, with support from operational staff at Leicester Food Park.

3. TENDER PROCESS

3.1 Services required

The Chamber is looking to receive supplier proposals that meet the tender scope detailed in Section 2.1.

3.2 **Submission requirements**

An electronic written submission should be submitted that covers the specific requirements detailed in section 2.1.

3.3 **Tender process**

The tender process is a single stage, with scoring wholly dependent upon the submitted information. This information will be individually scored by three East Midlands Chamber staff; Managed Workspace Manager, Head of Enterprise, and Deputy Chief Executive.

3.4 **Areas of evaluation**

Proposals will be scored and weighted as detailed in the scoring matrix below.

Proposal 48 total points scoring value:

3.4.1 Solution: (weighting 4)

How well has the supplier understood and addressed requirements set out in this invitation to tender:

- Quality and clarity of proposal
- Addressing the tender ('essentials')
- Practicality of proposed delivery
- Flexibility regarding visits and site requirements

3.4.2 Confidence: (weighting 4)

Is the supplier capable of achieving the Chambers needs and objectives?

- Stability of supplier and size of their team
- Technical ability to meet project essentials
- Demonstrable account management and cost control experience.
- Ongoing support and care
- Sector expertise

3.4.3 Value: (weighting 3)

Is the supplier's price competitive and/or does the proposal provide best value?

3.4.4 Risk: (weighting 1)

Has the supplier's submission identified the key risks presented by their proposal?

3.5 Evaluation scoring process

The scoring panel will use the following framework to weight each final score:

Scoring Principles		
Required Data		
Required Data	All questions must be answered unless there is an acceptable reason for its omission. The data will be scored as pass or fail	
Pass	The information has been assessed and judged to be acceptable	
Fail	No information evidence has been provided. The standard of the information is unacceptable or does not comply with the minimum acceptable standard	
Scored (0 / 1 / 2 / 3 / 4)		
0	Unacceptable	The information is either omitted or fundamentally unacceptable to the Chamber.
1	Poor	The information submitted has some omissions or demonstrates only limited technical, ability and/or capacity.
2	Satisfactory	The information submitted just meets the Chamber's expectations in demonstrating technical experience, ability and/or capacity to deliver the services. There are significant reservations, but not sufficient to warrant rejection.
3	Good	The information submitted meets the Chamber's expectations in demonstrating technical experience, ability and/or capacity to deliver the services.
4	High Standard	The information submitted meets the Chamber's expectations and provides strong evidence of technical experience, ability and/or capacity to deliver a quality service.

4. INSTRUCTIONS TO TENDERER

4.1 Submitting your proposal

Email a copy of your proposal, completed Standard Details Questionnaire and any supplementary information to tom.munro@emc-dnl.co.uk with the subject line 'Tender – Fire Systems Tender 2023'. Tenders submitted after the stipulated time and date will be rejected.

Tenderers should note that if a bid is fundamentally unacceptable on a key issue, regardless of its other merits, the bid will be rejected.

4.2 Timetable for submission

Issue of formal ITT to selected suppliers:	17 May 2023
Tender return deadline:	7 June 2023 @ 12pm
Evaluation/feedback:	12 June 2023
Contract initiation meeting by Teams	21 June 2023

4.3 Tender questions

If you require further information about the requirements of the contract or the tendering procedures, please email tom.munro@emc-dnl.co.uk. No questions will be answered that provide a competitive advantage to any party tendering.

Should questions arise during the tendering period which, in our judgement, are significant, we will inform all providers to explain the nature of the question, and our formal reply. Providers should take that reply into consideration when preparing their own proposals, and we will evaluate proposals on the assumption that they have done so.

5. TENDERS EXCLUDED

It must be recognised that the Chamber reserves the right to withdraw this tender document and all funding contained within it without notice:

- No tender will be considered for acceptance if the potential provider has indulged or attempted to indulge in any corrupt practice or canvassed the tender with a member of staff employed by the Chamber.
- If the successful provider has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the successful provider.
- It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

In submitting a tender against this contract, the potential provider confirms that they have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The potential provider also certifies that at no time, before or following the submission of the tender, has the tenderer carried out any of the following acts:

- Entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted
- Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. The context of this clause the word 'person' includes any persons and anybody or association, corporate or unincorporated, and 'any agreement' includes any such transaction, formal or informal, and whether legally binding or not.

ANNEX A - STANDARD DETAILS QUESTIONNAIRE

Please complete the following standard details questionnaire. If the question does not apply, please write **N/A**; if you don't know the answer please write **N/K**.

Completing and returning this documentation does not in any way guarantee any work.

Section 1: BASIC DETAILS OF YOUR ORGANISATION			
1.1	Name of the organisation:		
1.2	Contact name:		
1.3	Job Title:		
1.5	Company address and post code:		
1.6	Telephone number:		
1.7	E-Mail address:		
1.9	Website address:		
1.10	Company Registration number (if applicable):		
1.10	Charities or Housing Association or other Registration number (if applicable):		
1.11	Date of Incorporation or Registration:		
1.12	Registered address if different from the above		
1.13	VAT Registration number:		
1.14	Is your organisation:	i) A public limited company?	Yes / No
		ii) A limited company?	Yes / No
		iii) a partnership	Yes / No
		iv) a sole trader	Yes / No
		v) other (please specify)	Yes / No
1.15	Name of (ultimate) parent company (if this applies):		
1.16	Companies House Registration number of parent company (if applicable):		
1.17	How many staff does your organisation employ? (If you are a sole trader, please say so)		
Section 2: FINANCIAL INFORMATION			
2.1	Please provide details of your turnover and net profit for the last two financial years:		
	Year:	Turnover:	Net profit:
	Year:	Turnover:	Net profit:
2.2	Can you provide copies of your audited annual accounts for the last two years		Yes/No

2.3	Has your organisation met the terms of its banking facilities/loan agreements (if any)	Yes/No
2.4	If 'No' what were the reasons, and what has been done to put things right?	
2.5	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes/No
2.6	If 'No' please explain why not.	
Section 3: REFERENCES		
Please provide details of two recent contracts that are relevant to this tender.		
	Reference 1	Reference 2
3.1	Name of customer:	
3.2	Contact name and phone number:	
3.3	Contract dates:	
3.4	Contract value:	
3.5	Website address	
3.6	Brief details about the service you provided:	
3.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contractor?	Yes / No
3.8	If 'Yes', please give details:	
Section 4: INSURANCE		
	Please provide details of your current insurance cover:	Value
5.1	Employer's Liability:	£
5.2	Public Liability:	£
5.3	Professional Indemnity:	£
5.4	Other (please provide details):	£
Section 5: POLICIES		
5.1	Does your organisation have a written health and safety at work policy?	Yes / No
5.2	Does your organisation have a health and safety at work system?	Yes / No
5.3	Does your organisation have a written equal opportunities policy covering Age, Gender Reassignment, Married/Civil Partnership, Pregnancy/Maternity, Disability, Race, Religion or Belief, Sex and Sexual Orientation, to avoid discrimination?	Yes / No

5.4	If 'No', to either of the above please explain why:	
5.5	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent? Please list which you hold	Yes / No
5.6	If not, do you/your organisation have a quality management system?	Yes / No
5.7	Does your organisation have an environmental management system?	Yes/No
5.8	Does your organisation have an Environmental Policy?	Yes/No
5.9	Does your organisation have a Prevent and Safeguarding Policy?	Yes/No
5.10	If 'No', to the above quality systems please explain why:	
Section 6: PROFESSIONAL AND BUSINESS STANDING		
Do any of the following apply to you/your organisation, or to any director(s) / partners / proprietor(s)?		
6.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
6.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
6.3	Has committed an act of grave misconduct, in the course, of business	Yes / No
6.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
6.5	Has not fulfilled obligations related to payment of taxes	Yes / No
6.6	Is guilty of serious misrepresentation in supplying information	Yes / No
6.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
6.8	If the answer to any of these is 'Yes' please give brief details below, including what has been done to put things right.	
Section 7: DECLARATIONS OF INTEREST		
7.1	Please identify if any of your staff personnel has been employed by the Chamber and/or related to any member of staff employed by the Chamber? If so, please provide further details?	
Section 8: SIGNED DECLARATION		
I declare that to the best of my knowledge the answers submitted in this document (and any supporting information) are correct. I understand that the information will be used in the evaluation process to assess my suitability to provide the services described. (Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature)		
FORM COMPLETED BY:		

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8.1	Name:	
8.2	Position:	
8.3	Date:	
8.4	Tel number:	
8.5	Signature:	