

**Invitation to Tender**

**for**

**Boiler Replacement at The Crossing at St.  
Paul's Walsall**

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# **1. Introduction**

## **1.1 The Crossing at St. Paul's Walsall - Who We Are, What We Do**

### **1.1.1 Who We Are - History of The Crossing**

The existing building dates from 1893. Before that there was another place of worship on the site; it was the chapel to Queen Mary's Grammar School, called St Paul's, and its congregation included Sister Dora.

An increase in the resident population of Walsall Town Centre meant that by 1890 that chapel was too small, and the current building was put up to replace it. The church was built primarily to serve the community of Wisemore and we estimate that there were, at that time, about 5000 people living within a 500 yard radius of the church.

As the town centre was redeveloped in the first half of the last century, residential housing gave way to civic and commercial premises and by the mid-60s it was clear that the original reason for the building had gone and either St Paul's had to re-invent itself, or close. But it was not until 1989 that a decision was made to redevelop the building; and a £2.25million fund raising effort began.

In 1995 the re-ordered building was opened as a Christian Social Enterprise and place of worship.

The interior shows how the integrity of the listed building has been maintained with an amazing feeling of grace and style. Visitors are always struck by the 'wow' factor as they take in the clean spacious areas designed around a mezzanine floor overlooking the mall. Original stained glass windows have been preserved and tell stories of Walsall's past.

The Crossing, itself, is an inspirational social enterprise company. We are housed in the church of St Paul's, Walsall, and exist to serve the community and put the Christian faith into practice.

We are a company with a social conscience – we have an ethical trading policy, are committed to the Fairtrade and Make Poverty History movements and are actively involved in the regeneration of our town.

The Crossing has featured in the national TV and press for its fabulous conversion and exemplar work, and many established and emerging third sector businesses are based on our model of social enterprise.

### **1.1.1 What We Do**

Our business is primarily about people and we invest a lot of time building up personal relationships with our customers and clients.

Our core products and services include four Conference Rooms and retail unit space for hire, a Coffee Shop, and catering although our business is much broader than that.

The ground floor of our building consists of retail shops selling niche market products, a Day Chapel and a Social Economy Centre that provides support to other social firms in Walsall.

The mezzanine floor houses a 70 seater Coffee Shop, an exhibition area, Management and Church Offices and the Walsall Carers Centre.

The second floor consists of meeting rooms that are used for a variety of functions including conferences, business meetings, training sessions, exhibitions, theatre, music, church services and faith events.

### **1.3 Requirement for a new Boiler System**

The existing boiler system, installed when the site was redeveloped, is inefficient. There is therefore a requirement appoint a suitably qualified and capable party to remove the old system, and supply, install and commission a new condensing boiler system with appropriate controls and sensors to maximise energy savings from the new system.

## **2. Instructions to Applicants**

- i. You must respond to every point raised in the Specification (section 5).
- ii. You must complete the Quality Assessment (section 6).
- iii. You must complete the Pricing Schedule (section 8).
- iv. In setting out this Invitation to Tender, The Crossing at St Paul's Ltd has made every endeavour to provide bidders with an accurate description of The Crossing at St Paul's Ltd's requirements. This does not, however, negate your obligations to fully familiarise yourselves with the nature and extent of the requirement and obligations arising there from and indeed to form their own conclusions about the methods and resources that are needed to meet The Crossing at St Paul's Ltd's requirements.
- v. You are strongly advised to study this document and to fully familiarise yourselves with the nature and extent of the requirement and all obligations in respect thereof prior to submitting a quote.
- vi. Any information relating to The Crossing at St Paul's Ltd and supplied by The Crossing at St Paul's Ltd or otherwise acquired by you in connection with this Invitation to Tender shall be kept by you in strictest confidence and on trust not to disclose it to any person except that such information may be disclosed so far as is necessary for the purpose of obtaining Bonds/Guarantees (where required) and quotations necessary for the preparation and submission of this Tender.
- vii. You are advised that The Crossing at St Paul's Ltd is not bound to accept the lowest or any quote submitted, nor to reimburse any expense incurred during the process. In addition, The Crossing at St Paul's Ltd will not reimburse any expense or loss incurred by reason of

this quotation process or any expense or loss incurred by if you fail to submit a tender. You are also advised that The Crossing at St Paul's Ltd may accept all or any part of any tender. Each item will be considered as constituting a separate offer.

- viii. Should you be in any doubt as to the interpretation of any part of this document, you must raise a question with Michelle via email (Michelle's email: [thecrossing@stpauls.walsall.org.uk](mailto:thecrossing@stpauls.walsall.org.uk)) who will answer your query prior to the submission of your quote. The latest you can raise your query is not later than 3 days before the due date for the return of tender submissions. You are advised that where such enquiries have been made, and it is appropriate to do so, The Crossing at St Paul's Ltd will send a copy of the enquiry, with the answer, to all participants with anonymity preserved.
- ix. All tender submissions must be written in English and costs submitted are to be presented in Pounds Sterling, inclusive of all other costs where not stated in the pricing schedule.
- x. Only tenders submitted for the requirement which meets The Crossing at St Paul's Ltd's specification in terms of timescale for delivery/performance/completion will be considered. Bidders shall include responses to all of The Crossing at St Paul's Ltd's requirements and questions listed in this document.
- xi. Responses to this invitation to tender (ITT) must contain sufficient, accurate and clear details in order to allow The Crossing at St Paul's Ltd to conduct a full and proper evaluation. Where details are provided by you in literature that you submit in connection with the Quote, you must ensure that clear cross-references are provided in your response.
- xii. You may be required to attend a pre-contract meeting to discuss the practical details of operating the Contract. It is possible sites visits during the evaluation process may be required. Dates will be conveyed to all participants in due course if required.
- xiii. The Crossing at St Paul's Ltd reserves the right to require additional information following the submission of tenders at its discretion.
- xiv. You shall be deemed to have obtained all necessary and relevant professional advice and information for the completion of your tender response and to have allowed for all costs in the quote price. No claim or request for a variation shall be allowed at any time by reason of any failure so to do.
- xv. The supporting information, pricing schedule, and form of contract sections and your method statements must be completed, signed (where required) and returned as part of your tender submission, which may otherwise be rejected on grounds of non-compliance.
- xvi. The electronic file(s) submitted should be in .pdf format or readable with MS Office. The Crossing at St Paul's Ltd will endeavour to make every effort in opening your file(s), however in the event it cannot open the file(s), your submission may be rejected.
- xvii. Please do not send in any other information that has not been asked for in this document. You may also attach documents to this quote for the purposes of answering the

questionnaire only i.e. method statements but you must make clear cross references to the relevant parts of the specification.

xviii. Prices quoted in tender responses must remain valid for acceptance for a period of 3 months from the tender return date.

xix. Tender submissions must be emailed to Michelle via email (Michelle's email: [thecrossing@stpauls.walsall.org.uk](mailto:thecrossing@stpauls.walsall.org.uk)) by the deadline (please see section 4. Timetable).

### 3. Evaluation Criteria

The evaluation process will cover two areas:

- Quality Score (60%)

Quality will be evaluated against pre-determined criteria and sub criterion as shown below. The weightings to be applied to Evaluation Criteria and any sub criterion where applied are also set below. Scoring will be applied by evaluators as set out below.

- Price Score (40%)

Pricing will be evaluated to ensure all relevant costs are visible and comparable, including sensitivity analysis where determined appropriate.

Evaluation of pass / fail mandatory quality criteria and sub criterion will be conducted initially, with only those passing this stage being included in the full quality evaluation. Result of financial checks will also be subject to pass or fail evaluation subject to a risk assessment.

In addition, The Crossing at St Paul's Ltd reserves the right to require tenderers to attend meetings with appropriate personnel in The Crossing at St Paul's Ltd in order to assess their bid for carrying out the Contract. References may be sought to back up your responses.

The final ranking, a balance of the quality score (60%) and the price score (40%) will be determined as set out below.

- i. Quality Score

The highest total quality score will be awarded a maximum 100%. All the other returned tender quality scores will be given a % score relative to that. This will be done for each tender by dividing the quality evaluation scores by the highest quality evaluation score, multiplying by 100 and the resulting quality score is multiplied by the quality weighting of 60%. This will give a score for their tendered quality relative to the highest.

Scoring will be applied by evaluators with reference to the table below, except for sustainability, see next table:

Assessment	Score	Quality Scoring Gauge
Excellent	5	Exceeds requirement. Exceptional demonstration of the relevant ability, understanding, experience, skills, resources and quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to provide the supplies / services, with evidence to support the response.
Minor Reservations	2	Satisfies the requirement with some minor reservations of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.
Serious Reservations	1	Satisfies the requirement with major reservations of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement and/or insufficient information provided to demonstrate that the has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.

The Evaluation Criteria and associated weightings to be applied in the evaluation are:

Evaluation Criteria	Weighting (%)
Has provided a method statement and proposal stating addressing the requirements set out in the specification	30%
Has provided evidence that personnel conducting the work have sufficient heat engineer experience and technical qualifications to ensure that the work is compliant with current applicable legislation.	30%
Has provided evidence of professional body registration and membership (Gassafe register, BESA, NICEIC) and SSIP safety certification; and suitable health and safety qualifications held by company management and operatives.	15%
References provided from at least two referees regarding boiler replacement work performed for them by the tendering organisation.	10%
Has provided details of how the tendering organisation manages its environmental impacts.	5%
Has provided details of how the tendering organisation manages equality and diversity and compliance to standards.	5%
Has provided details of how the tendering organisation manages the quality of the services it delivers	5%
<b>Total</b>	<b>100%</b>

ii. Price Score

The lowest tendered price will be awarded a maximum 100%. All the other returned tender prices will be given a % score relative to that. This will be done for each firm by dividing the lowest tendered price by the firm's tendered price, multiplying by 100 and then multiplying the product by 40%. This will give a score for their tendered price relative to the lowest.

## 4. Timetable

These dates are for planning purposes but maybe subject to change. You will be notified throughout the process of any changes with sufficient notice.

Please refer to section 8 which sets out the payment schedule.

### Process Dates

Process	Dates
Deadline for Tender submission	25 <sup>th</sup> July 2017
Notification to successful and unsuccessful tenderers	26 <sup>th</sup> July 2017
Completion of works	29 <sup>th</sup> September 2017

## 5. Specification

- i. The Crossing at St Paul's Ltd wish to appoint qualified heating engineers (hereafter referred to as the 'party') to remove the existing boiler system at The Crossing at St Paul's and supply, install and commission a new condensing boiler system with appropriate controls and sensors which will meet the requirements of The Crossing at St Paul's and maximise energy savings (hereafter referred to as the 'work'). The proposed installation must utilise multiple boilers in order to provide a diversity factor and redundancy to maintain services to The Crossing at St Paul's Ltd in the event of boiler failure. The submission should also include for the replacement of existing circulation pumps with new pumps complete with integral inverter drives where deemed appropriate and all other associated ancillaries (including but not limited to valves, insulation, pipework, fitting etc) to provide a complete installation.
- ii. The appointed party's personnel conducting the work will have sufficient heat engineer qualifications and experience to ensure that the work is compliant with current applicable legislation, and tenderers should hold appropriate technical qualifications and professional indemnity insurance (minimum £2 million). The tendering company should therefore be registered with the following industry bodies: Gassafe register, BESA, NICEIC. The successful tenderer should also hold a SSIP safety certification, and the company management and operatives should hold suitable health and safety qualifications.



- iii. Materials and goods used by the appointed party for the work will meet the requirements set out in current applicable legislation to ensure that the work is compliant.
- iv. In the performance of work activities, the appointed party will ensure compliance with applicable legislation.

## 6. Quality Assessment

6.1 Please provide a method statement stating how you would address the requirements as set out in the specification.

**Response:**

6.2 Please provide evidence that personnel designing and conducting the work have sufficient heat engineer qualifications and experience to ensure that the work is compliant with current applicable legislation.

**Response:**

6.3 Please provide evidence of professional body registration and membership (Gassafe register, BESA, NICEIC) and SSIP safety certification; and suitable health and safety qualifications held by company management and operatives.

**Response:**

6.4 Please provide the contact details of at least two referees for whom you have performed boiler system replacement work.

**Response:**

6.5 Please provide details of how you manage your organisation's environmental impacts.

**Response:**

6.6 Please provide details of how your organisation manages equality and diversity.

**Response:**

6.7 Please provide details of how your organisation manages the quality of the services it delivers and also detail any independent quality certification that the company holds.

<b>Response:</b>
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## 7. Supporting Information

Please ensure that you complete the supporting information questionnaire as requested in full. Failure to do so may result in your application being disqualified. We may ask to see documents at a later stage, so it is advisable you ensure they can be made available upon request.

Full name of organisation quoting (or of organisation acting as lead contact where a consortium bid is being submitted).		
Registered office address	Company or charity registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co. ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) other (please specify)	

<b>Contact details</b> - Your contact details for enquiries about this questionnaire	
Name	
Full Postal Address	
Phone/Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	<input type="checkbox"/>
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services (sub-contracting)	<input type="checkbox"/>
	c) The Potential Provider is a consortium	<input type="checkbox"/>

If your answer is (b) or (c) please indicate on a separate piece of paper (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement and how you envisage this working.

<b>i.</b>	<b>FINANCIAL INFORMATION</b>	
	Please indicate which of the following you would be willing to provide:-	
	A copy of your audited accounts for the most recent two years	<input type="checkbox"/>
	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	<input type="checkbox"/>
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<input type="checkbox"/>
	Alternative means of demonstrating financial status If trading for less than a year.	<input type="checkbox"/>

<b>ii.</b>	<b>INSURANCE</b>	
	<b>Public Liability</b> £10 million  <b>Professional Indemnity</b> £2 million  <b>Employer's Liability</b> insurance is a legal requirement (except for businesses employing only the owner / close family members) and this should be at least £10 million.  Please confirm that if you do not have the appropriate insurance in place you will ensure it is in place prior to contract inception.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8. Pricing Schedule

Please note that the budget for the work is £60,000 (excl. VAT).

Type	Price (£)
<i>Payment Schedule:</i>	
<ul style="list-style-type: none"> <li>• <i>Payment following completion of works and receipt of applicable installation and safety documentation</i></li> </ul>	

## 9. Form of Quote

***Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) and being satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Conditions of Quote and the Contract, I/we                    of                    offer subject to the Conditions of Quote to provide or supply upon the terms and conditions of this contract in its present form the service / the goods / the works for the fixed price or annual sum or for the prices on the quoted schedule of rates as indicated in the pricing schedule and for the contract period.***

I/We understand and agree that your written letter of acceptance of our Quote shall constitute the making of a binding contract between us and acknowledge acceptance of the assigned terms and conditions.

I/We understand that you are not bound to accept the lowest or any Quote you may receive.

By submitting my/our response, I/we acknowledge acceptance of the assigned terms and conditions.