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**Museum Estate & Development Fund (MEND)**

Invitation to Tender

for design, procurement and installation of Local Exhaust Ventilation (LEV)

July 2023

**A close-up of a stamp

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**Section One**

**Instructions and information for Bidders**

**INSTRUCTIONS AND INFORMATION TO BIDDERS**

**About these Instructions**

1. These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

**Timetable and Administrative Arrangements**

1. You should send tenders by email to [rory.hunter@ironbridge.org](mailto:rory.hunter@ironbridge.org) or alternatively provide one printed original and one copy of your tender to the following address:

Rory Hunter

Ironbridge Gorge Museum Trust

Coalbrookdale

Telford

Shropshire

TF8 7DQ

1. Your tender should consist of:
   1. Tender document including the information requested in Schedule A
   2. Pricing proposal as per Schedule B
   3. Quality standards as per Schedule C
   4. Declaration by the Bidder as per Schedule D
   5. Anti Collusive Bidding Certificate as per Schedule E
   6. Confidentiality Undertaking as per Schedule F
   7. Most recent audited financial statements of the contracting entity
2. The preferred timetable for the contract is:

|  |  |
| --- | --- |
| Task | Date |
| Issue of Tender Documentation. | 14th August 2023 |
| Contractor tender review, clarification and tender review period. | 14th August to 11th September 2023 |
| IGMT tender review, clarification and decision (phone interview may be organised). | 11th September to 17th September 2023 |
| Notification of appointment | w/c 17th September 2023 |
| Preparation period | 18th September 2023 – 1 October 2023 |
| Start-up meeting | w/c 2nd October 2023 |
| Implementation | w/c 9 October |
| Work completion | January 2024 |

1. If you have any doubt as to what is required, have general enquiries, questions or clarifications about the requirement please contact: **Rory Hunter**

Tel: 01952 435900 Email: [rory.hunter@ironbridge.org.uk](mailto:rory.hunter@ironbridge.org.uk)

1. In the first instance, tenders should be returned by email. If paper copies are to be delivered then Bidders are required to submit an original and one copy of their tender in a sealed envelope. The tender should be completed legibly either clearly typed, in black ink or black ballpoint. Note that there will be no extension to the tender period except in the circumstances set out in section 13.

**Incomplete Tender**

1. Tenders may be rejected if the complete information called for is not given at the time of tendering.

**Receipt of Tenders**

1. Tenders will be received up to the time and date stated. It is the Bidders’ responsibility to ensure that their tender is received on time. **The** **Museum does not undertake to consider tenders received after that time.** Those received before the date will be retained unopened until then.
2. Tenders will **not** be considered if sent by facsimile or telephone.Hand delivery of envelopes will be accepted, these should be delivered to the reception desk at Ironbridge Gorge Museum Trust, Coach Road, Coalbrookdale, Telford, TF8 7DQ. Bidders should ensure that a member of the Museum’s reception staff notes the time and date of receipt.
3. The Museum does not issue acknowledgement of receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.

**Acceptance of Tenders**

1. By issuing this invitation the Museum is not bound in any way and does not have to accept the lowest bid or any tender.

**Period for which Tender shall Remain Valid**

1. Unless otherwise stated by the Bidder, tenders shall remain valid for 90 days from the closing date for receipt of tenders.

**Amendments to Tender Documents**

1. The Museum reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated, and issued by Rory Hunter to all Bidders in accordance with paragraph 24 below. Where amendments are significant, the Museum may at its discretion extend the deadline for receipt of tenders.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other contract with the Museum will disqualify your tender from being considered and may constitute a criminal offence.

**Collusion and Confidentiality**

1. The Bidder must not try to obtain any information about any other parties tender or proposed tender before the contract is awarded.
2. The Bidder must not inform anyone else of their tendered price. If required strictly for the preparation of the Bid, the only exceptions are: a quotation for insurance, surety or a performance bond; or the taking of professional advice.
3. Under the Government Code of Practice on Access to Government Information, the Museum must reserve the general right to disclose either information about your tender or the tender itself, including your range of prices, once a contract is awarded. However, you may request that certain information is not disclosed if to do so would prejudice your legitimate commercial interests. Requests for non- disclosure must accompany your tender and include a clear and substantive justification together with a suggested time limit when any confidential information could be disclosed. It would be helpful if you could keep the areas that you consider should not be disclosed separate from the other areas of your tender. The Museum will then consider your request.

**Costs and Expenses**

1. The Museum does not offer guidance on costs and budgets in relation to tenders. Bidders are expected to assess the costs based on their understanding of the scope and scale of the specification. You will not be entitled to claim from the Museum any costs or expenses which you may incur in preparing your tender whether or not your bid is successful.
2. Trading names/invoicing: Where invoices will be rendered by, or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful Bidders who fail to provide this may experience delays in payment of their invoices.

**Debriefing**

1. Following the award of contract, debriefing will be offered to unsuccessful Bidders.

**Enquiries**

1. All enquiries in connection with the ITT should be addressed to the following:

Rory Hunter - Estates, Facilities & Projects Director

[rory.hunter@ironbridge.org.uk](mailto:rory.hunter@ironbridge.org.uk), 01952 435900.

Details as to how requests for further information and access during this stage will be managed are explained below.

No approach of any kind should be made to any other person in connection with this project or this document unless directed by the above.

**Further Information**

1. Requests for further information may be made in writing or by e-mail. To ensure that fairness is maintained in the process, responses to points raised by Bidders will be circulated to all Bidders, albeit in a non-attributable form. If Bidders do not want responses for individual requests for clarification or further information to be notified to all Bidders, the request should be clearly marked as commercially confidential.

The Museum will decide whether any response to the query would, for reasons of equal availability of information, need to be notified to all Bidders. If this is the case, the Museum will ask the Bidder whether or not they want to retract the query. If the Bidder wishes to retract the query, then the Museum will not disclose the information to any Bidders unless it receives a subsequent request for the same information from a different Bidder and that Bidder is content for the information to be made available to all Bidders.

The Museum will endeavour to answer all requests for further information as quickly as possible but cannot guarantee to provide a response within a given time period. The Museum will not guarantee that any requests for information made within seven days prior to the deadline for receipt of Bids will be answered.

**Addenda to the ITT**

1. If, as a result of bi-lateral discussions and clarifications, the Museum wishes to amend or update the contents of this ITT, an addendum will be issued. Addenda issued in advance of Bid submission will supersede the contents of this ITT for Bid submission purposes.

**Evaluation Process**

1. The procurement of this project will follow standard public procurement routes. Proposals received in response to this brief will be evaluated against the Museum’s specified objectives. Procurement authority will remain with IGMT; The Museum’s Estates, Facilities & Projects Director will be the Project Manager with overall responsibility for the project.
2. The overall Bid evaluation process will be conducted in a fair and equitable manner, so that the Museum is able to consider the value for money of each Bid. This means that different information may be sought from different Bidders. The Museum will take up references and reserves the right to pay due heed to the Bidder’s performance elsewhere. Bidders may be required to make presentations on elements of their submission to a wide range of Officers and any such presentations will form part of the evaluation process.
3. Discussions may be held with each short-listed prospective supplier to clarify their proposals and to verify that all the requirements can be met. It should be noted that, at this stage, the Museum will wish to assess the proposed solutions as specified in the Supplier’s proposal. The Supplier must provide at least two reference sites where they have provided similar services and solutions.

**Award Criteria**

1. The Museum’s evaluation is designed to determine the Bid with the most economically advantageous basis and will be assessed against the evaluation criteria.

**Evaluation Criteria**

1. The list below sets out, in order of importance, the criteria the Museum will use for Bid evaluation:
   1. Cost & Value
   2. Overall Scheme Proposal
   3. Project delivery date and delivery period
   4. Professional Experience
   5. Professional Approach

**Section Two**

**Background Information and Museum Requirements**

1. **Introduction to the Project**

**Project Overview**

Ironbridge Gorge Museum Trust (IGMT or Trust) is an Industrial Heritage organisation. The Trust are seeking to appoint a supplier to provide services to install Local Exhaust Ventilation (LEV) equipment to our traditional Foundry and the associated function buildings which are the painting and fettling shops at Blists Hill Victorian Town, Madeley, Telford.

**Confidentiality Agreement**

Please note, the materials supplied in this ITT and appendices, along with any subsequently supplied information, should be held in the strictest confidence. Tendering companies will have a licence to use the documents and information for the purposes of preparing a tender but will acquire no other right in respect of the documents or information. Tendering companies should ensure that they review the full contents of the documents, and fully comply with the ITT. If interviews are required, they will be held at Blists Hill Victorian Town, Legges Way, Madeley, Telford, TF7 5DU, date to be confirmed.

* 1. **Our history**

In the 18th century, the Ironbridge Gorge, together with Coalbrookdale, became the epicentre of world industrialisation. The area was rich in the fuel and materials needed to improve the processing and quality of cast iron, while the River Severn provided transport to the coast and on to global markets.

Because of this richness, many industries, industrialists, entrepreneurs and workers settled in the Gorge. It was the Silicon Valley of its day.

As the Industrial Revolution spread and processes and mechanisation developed

elsewhere, many of the original buildings, structures and machinery in the Gorge

slowly declined.

The historic importance of this unique collection of buildings, structures,

monuments, machinery and landscape was recognised in 1967, when the

Ironbridge Gorge Museum Trust was founded. It became the guardian of these many treasures, interpreting them to explain how and why this small area ushered in the age of industry. Its international significance was confirmed in 1986 when the Gorge with the Iron Bridge at its centre was designated a UNESCO World Heritage Site, one of the first such designations in the UK.

* 1. **Ironbridge Gorge Museum Trust**

The Trust is a charitable body that depends largely on its own trading and its

fundraising ability to provide the resources to fulfil its aims. The Charity acts as custodian of the museums, buildings, machinery and monuments within the Gorge. Its work is of paramount importance. As one of the members of the World Heritage Steering Committee, it is incumbent upon the Trust and its partner organisations to deliver on the site plan’s objectives.

The Trust owns ten museums. This presents a unique set of complications

stemming from the sheer quantity of sites and buildings in its care. Overall

presenting a greater burden of overheads when compared with similar museums. Its greatest challenge is to find funding for the conservation, repair backlog and ongoing maintenance of its multitude of properties.

Visit our website for further details [ironbridge.org.uk](https://www.ironbridge.org.uk/)

1. **Museum Estate Development Fund (MEND) Project**
   1. **What is MEND?**

MEND is an open-access capital fund targeted at non-national Accredited museums and local authorities based in England to apply for funding to undertake vital infrastructure and urgent maintenance backlogs which are beyond the scope of day-to-day maintenance budgets.

The criteria for the Museum Estate and Development Fund have been set by the Department for Digital, Culture, Media and Sport (DCMS), Arts Council England (ACE), Historic England (HE) and The National Lottery Heritage Fund (NLHF). The grants are administered, awarded and monitored by Arts Council England. Funding has been provided by DCMS.

The expected impacts that ACE expect this fund to achieve are that:

* Museums across England improve their core infrastructure by tackling their maintenance backlogs.
* Museums across England reduce the immediate risks to buildings, visitors, staff and collections due to improved core infrastructure.

* 1. **MEND Funding**

The Trust applied to this fund and was successful in receiving £1,064,348 to fund a total of five projects at Blists Hill Victorian Town. For IGMT, the funding we have received will implement vital infrastructure and maintenance backlog work at Blists Hill Victorian Town. At 56 acres, Blists Hill is the largest museum we operate, and the remains of past industries can be seen in the three scheduled monuments and one grade ll listed building contained within the site.

The projects funded by MEND at Blists Hill include a new perimeter fence, voltage optimisation, restoration of the Inclined Plane (a scheduled monument), a new fire alarm and the work of this tender which is LEV installation to the foundry operation and associated functions of the paint and fettling shops.

* 1. **The Project**

Blists Hill welcomes around 150,000 visitors per year who experience the way of life around the year 1900. Costumed demonstrators explain the various exhibits, work machinery, and carry out trades of the time. This museum is key to IGMT’s financial resilience, driving c. 80% of total annual admissions income annually from ticket admissions and secondary spend in catering and retail outlets.

The foundry is a major attraction at Blists Hill and keeping it running is vital to ensure that our revenue is not impacted by the loss of a key exhibit. The foundry also produces products for sale in our retail outlets. It is a hugely popular part of the site and if forced to close due to compliance issues this would greatly impact on the visitor experience.

This work on LEV will protect the Foundry’s long-term future by ensuring the operation is compliant with regulations, enabling staff to work in a safe and healthy environment and improving the situation for visitors.

Ventilation and extraction systems will be required to comply with modern day standards whilst remaining sympathetic to the exhibit and visitor demonstrations.

1. **Schedule of services**

IGMT is seeking to recruit a contractor that has the necessary expertise to help us deliver this project. HSG258 requires that everyone in the LEV supply chain is competent and therefore, the contractor must be able to demonstrate industry recognised qualifications and accreditation. Experience of working within a heritage setting with an understanding of the requirements regarding Listed Buildings and working within a conservation area would be advantageous. The contractor must have the resources to manage this project to an agreed programme as funding is time bound.

The success of the project is dependent on managing costs carefully and ensuring best value is achieved when undertaking the works.

The award of this contract is subject to approval of our funding partner although the successful contractor will be appointed directly by IGMT.

* 1. **Summary of services required**
     1. **Foundry**

The Foundry is situated in the visitor area of the site. Although it is used to complete the full casting process, it is also an area which can be accessed and viewed by the public. Both the safety of the public and the aesthetic of a traditional working foundry, set in the year 1900 must be considered.

The three processes under review are:

1. the manual application of chalk (Calcium Carbonate) into the moulds, both on the floor and the work benches
2. the breaking down of the casts (Silica sand) once the casting process has completed
3. the iron oxide dust/fume created when molten iron is poured into the moulds.

The chalking process requires chalk powder to be applied to the moulds to stop the sand from sticking to the cast items. When applying the chalk, a portion of powdered chalk becomes airborne and passes through the operator’s breathing zone. The chalking process is completed in two separate areas within the room:

* the first area is on two small workbenches next to the viewing platform (fig 8 & 9)
* the second area is on the main floor of the casting building (fig 10).

At present the operators wear Respiratory Protective Equipment to reduce their exposure, however the masks cause discomfort and would need to be fit tested.

The mould breaking process is currently completed within the middle of the room. The used moulds are loaded into a crushing machine (fig 11) which breaks down the moulds back into silica sand. The process is likely to cause airborne silica within the workplace.

 

*Fig 8 Fig 9*

 

*Fig 10 Fig 11*

Casting also takes place in the middle of the room and during this process, a large amount of fume/dust is given off and currently there is no form of capture. Iron is poured into the moulds on the floor and this dust and fume (fig 11) needs to be captured and pulled away from the employees and viewing visitors.



*Fig 11*

* The Foundry requires:
  + two down-draft benches for the chalking process at the front bench.
  + a multibranch extraction system for the control of the ground level chalking process and iron oxide dust/fume with face velocities sufficient to capture the chalk from the entire working zone, minimum duct velocities need to be recommended.
    - If this cannot be achieved with one system, bidders should consider the use of a downdraft bench to control the chalking process with a dust collection bin alongside high velocity slot hoods to draw iron oxide fumes away from the operator.
  + the cast breaking machine to be moved so that the contaminant is not directed towards a working or viewing area.
  + a capturing enclosure for the cast breaking contaminant to be captured and stored.
    1. **Painting Room**

The painting room is away from the visitor area and therefore less consideration is required for the Victorian aesthetic and modern appearance of equipment internally is not a concern.

The area requires a partial enclosure in which the painting is to be completed and a second enclosure, either another partial or a full enclosure where the painted items can be stored while drying.

HSG258 provides specifications regarding partial enclosures and face velocity, these should at least be met and preferably a slightly larger face velocity should be aimed for to ensure adequate control.

For the partial enclosures, the bidder can recommend either standalone units, with a built-in fan and filter which re-circulates the extracted and filtered air back into the workplace, or a system which contains an external fan unit and exhausts the extracted air out into atmosphere. The most cost effective system should be chosen by the bidder as the solution as long as it does not downgrade the efficiency of the operation.

If the system is to be exhausting the extracted air out into the atmosphere, the ducting should vent vertically and above the highest part of the building to ensure that the exhausted air is not re-entrained in the workplace.

Consideration should be made for transport velocity and where extraction systems are used that vent the extracted air into the atmosphere, make up air should be planned to ensure that an even flow of air is returned into the workplace at the same rate as the extracted air, this ensure that the pressure within the room is maintained.

Any full enclosure recommended in the bidders return should be designed to ensure that the static pressure within the booth is sufficient to contain the contaminant cloud. As the contaminant cloud will differ depending on the volume of items being painted and drying, a static pressure figure is difficult to recommend in this ITT.

As with the partial enclosure, there are options for standalone units which contain both the fan and filter and allow for the extracted air to re-circulate into the workplace, as well as options where the fan extracts the contaminated air and exhausts into the atmosphere. IGMT will consider either system as recommended by the bidder but must achieve best value. If contaminated air is to be exhausted into the atmosphere, the extraction should be vertical and above the highest part of the building, and replacement make up air should be considered when installing the system.

If the system is to re-circulate the extracted air back into the workplace, an activated carbon filter should be used to clean the volatile organic compounds (VOC’s) being extracted.

The painting process is currently completed with a brush, the operator must be able to place the entire item being painted within the enclosure and must be able to paint without bringing their breathing zone within the enclosure.

Thorough Examination and Test (TExT) will be required before being put to use to obtain technical details on the systems performance. It is expected that the contractor can supply that information with their recommendations.

* The Painting Room requires:
  + a partial enclosure painting or spray booth, with a minimum face velocity of at least 0.4m/s.
  + an enclosure for the drying of painted items.
    1. **The fettling room**

The fettling room is also away from the visitor viewing area and therefore equipment does not need to consider the Victorian appearance of the foundry building internally. The fettling room requires a new installation to control the grinding dust created on the two double wheel grinding machines.

Due to the size of the room any new fan and filtration units will require to be installed outdoors and have all ducting run back through to the fettling room.

Although the existing downdraft bench has been rewarded with a pass during the last TExT, the system is not currently being used in a way that would provide adequate control. The bidder should make recommendations regarding the existing bench either to replace or introduce a satisfactory safe system of work using existing equipment.

**Grinding Wheels**

The two current grinding systems, although already attached to separate LEV systems should be connected to a single extraction system and have a dedicated fan and filter dust control unit or similar. This should be placed outside the main building which will allow for the system to vent the extracted air into the atmosphere. The system should link up to the hoods on the grinding machines using solid ducting as flexible ducting has a higher chance of fall-out within each of the corrugated grooves.

The transport velocity within all the ducts should be around 20m/s which is recommended in HSG258 although a higher duct velocity would be preferential to reduce the changes of contaminant fall out occurring if this can be achieved without significant increase in cost. Where any section of ducting is branched, for example: to access hoods, the branches should come from the side of the main duct not from above or below, and the ducting should have several ducting access points to allow for duct checks and cleaning.

Given the type of contaminant which will be controlled, the ducts should be made from ‘heavy duty’ ducting to be able to cope with highly abrasive materials. When recommending any ducting, the bidder should consider adding ‘sacrificial’ sections which can be easily replaced if they become damaged through contaminant movement.

The type of hoods required for linishing, and grinding are receiving hoods, however aspects of a capture hood should also be considered. The process takes place outside the hood and the hood receives the contaminant in a contaminant cloud jet, which has a speed and direction that is usually process generated, in this instance from the grinding / linishing wheels (please see fig 14). As receiving hoods do not have specific face velocities, a capture hood face velocity should be considered by the bidder as a good benchmark, with the recommended capture velocity for grinding being 2.5m/s – 10m/s. Given that the hood is not a capture hood, the higher end of the range should be used. The hood shape should be large enough to ensure that all the contaminants being moved within the cloud jet are received into the hood.



*Fig 14*

For the extracted air to be adequately filtered, a series of fabric filters or cartridge filters will be sufficient, however it is important to ensure that the system has an adequate filter cleaning process – either mechanical shaking, reverse airflow, or pulsejet.

The bidder should also recommend a system or monitoring device which can be used by the operators as a visual guide to the system’s performance.

**Downdraft Bench**

As per the information provided earlier in this document, the down-draft bench recently passed the TExT, however on a review of the operation, the vice being used at the bench was positioned over the side meaning that a portion of the dust created during the fettling work will not be drawn into the system.

IGMT requires that the bidder provide either:

1. A safe system of work to ensure that the process takes place directly above the bench top and as close to the bench top as possible. This safe system will ensure that the contaminant will fall towards the extraction point, but tests to ensure that the capture velocity of the hood is great enough to capture and draw down all the contaminants should be provided.

or

1. A replacement partial enclosure style down-draft bench. As with the partial enclosures for the painting room, the system could be a standalone unit or can be attached to the recommended fan and filter unit for the grinding wheels.

* The fettling room requires:
  + a multibranch extraction system installed to control the grinding dust from the double grinding wheel machines, with minimum face velocities of 10m/s and duct velocities of around 20m/s.
  + general improvements to the down-draft bench currently in use, or a replacement down-draft bench which can be attached to the multibranch extraction system for grinding dust if this can be achieved within the confines of our budget.

**Additional items**

IGMT requires a turnkey solution from one supplier to interpret our requirements above, design the systems that will be required, supply and install. All requirements of HSG258 should be met by designers, suppliers and installers.

Following installation, IGMT expects the bidder to provide training in how to use, check and maintain the LEV system. We will require an operations and maintenance manual (O&M) that describes and explains the LEV system, and how to use, check, maintain and test it, along with performance benchmarks and schedules for replacement of parts.

This O&M manual should contain a logbook for the system to record the results of checks and maintenance.

The bidder should provide information to explain how IGMT will meet its obligation to undertake routine checks on new LEV systems once installed.

The bidder should also consider if any works to the buildings will require planning permission or listed building consent and include information about how this will be met in their return.

* + 1. **Other matters**

**Works by others**

Some electrical enabling works are required which will be completed by a third party. These works are being completed separately but information on the requirements of the contractor for equipment being installed for this ITT would be helpful in ensuring that there are no delays or inadequate supply provided to the areas where new equipment is to be connected.

When submitting your fee proposal, it is recommended that it is broken down to cover the three elements set out above; 1. For works to the Foundry, 2. Works to the Paint Room, 3. Works to the fettling room. Any prelims should be listed separately.

Please contact [rory.hunter@ironbridge.org.uk](mailto:rory.hunter@ironbridge.org.uk) regarding any queries relating to your fee proposal for this tender.

**Section Three**

**Tender Documentation Requirements**

Your tender should consist of the following documents:

* 1. Tender document including the information requested in Schedule A
  2. Pricing proposal as per Schedule B
  3. Quality standards as per Schedule C
  4. Declaration by the Bidder as per Schedule D
  5. Anti Collusive Bidding Certificate as per Schedule E
  6. Confidentiality Undertaking as per Schedule F
  7. Most recent audited financial statements of the contracting entity

**RESTRICTED – COMMERCIAL**

**SCHEDULE A - TENDER DOCUMENT**

Your tender document should include the following sections.

**Information About Your Organisation**

Provide background statement on:

* your organisation
* your experience of working for similar organisations.
* your experience of working on this type of project

**Compliance with Specification**

Set out your plans for meeting the requirements as set out in Section 2 of the ITT.

**Implementation Plan**

Set out your plans for the implementation phase of the project detailing how you will work with the Trust to ensure the that the project meets its objectives.

**Risk and Contingencies**

Set out your plans for managing risks and contingencies that may arise during the project. The Trust would be particularly interested to understand what would happen in the event of a delay to the proposed timescales of the project.

**Quality Plan**

Give details of how you will ensure that a high quality of service is maintained and that all criteria set out in the Specification will be met.

**On Going Support**

Give details of your on-going support during the project including timescales.

**Reference Sites**

Give details of two reference sites where you have provided similar services and solutions.

**Additional Information**

Set out any additional information you think would be helpful in support of your tender, including any additional items not included in the Specification you could or will offer that will add value to the Service you will provide.

**Insurance Cover**

Provide details of your insurance for all risks.

**RESTRICTED – COMMERCIAL**

**SCHEDULE B - PRICES AND RATES**

|  |
| --- |
| **Tender For: Design, procurement and installation of Local Exhaust Ventilation (LEV)** |

**Costs**

Please set out costs for meeting the requirements as set out in Section 3 of the ITT under the headings below.

1. Foundry
2. Painting Room
3. Fettling Room

Signed (as on Form of Tender):

Name (BLOCK CAPITALS:

For and on behalf of:

Postal Address :

Date:

**RESTRICTED – COMMERCIAL**

**SCHEDULE C - QUALITY STANDARDS**

|  |
| --- |
| **Tender For: Design, procurement and installation of Local Exhaust Ventilation (LEV)** |

Please provide details of any quality assurance accreditation that your company holds or has applied for in the table below. If no accreditation is held please attach an outline of your quality assurance policy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quality System** | **Part** | **Activities** | **Certifying Body** | **Certificate Number** | **Date** |
| **In Place** | | | | | |
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Signed (as on Form of Tender):

Name (BLOCK CAPITALS:

For and on behalf of:

Date:

**SCHEDULE D – DECLARATION BY BIDDER**

|  |
| --- |
| **Tender For: Design, procurement and installation of Local Exhaust Ventilation (LEV)** |

To :       Date:

I/We have examined the tender documents enclosed under cover of your Invitation to Tender letter dated      . I/We offer to enter into a contract with the Ironbridge Gorge Museum Trust Limited (“the Museum”) on the basis of: the services submitted in Schedule A; and the rates and prices as set out in the enclosed Schedule B.

I/We agree that this Tender and any contract which may result from it shall be based on the documents listed below:

* Museum Trust Requirements as per Section 3 of the ITT
* Schedule A – Tender Document
* Schedule B – Prices and Rates
* Schedule C – Quality Standards
* Schedule D – Declaration by the Bidder
* Schedule E – Anti-Collusive Bidding Certificate

I/We agree that any unauthorised alterations of Tender Documents; other terms and conditions of contract; and any general reservations which may be printed on any correspondence issued by me/us in connection with this Tender or with any contract resulting from this Tender shall not be applicable to any contract entered into as a result of this Tender. I/We further undertake to execute a contract for the proper fulfilment of the Tender, and unless and until a formal agreement is executed, this Tender and its acceptance shall constitute a binding contract between us.

I/We understand that the Museum is not bound to accept the lowest or any Tender. I/We also understand that the Museum has the right to only accept part of a Tender unless I/We have expressly stipulated otherwise.

This Tender shall remain open for acceptance by the Museum for a period of       days after the due date of return of tenders specified in your Invitation to Tender.

Signed: ……………………………………………………

Name:       In the capacity of:       Date:

Duly authorised to sign Tenders for and on behalf of:       (Company/Organisation name)

**SCHEDULE E – ANTI COLLUSIVE BIDDING CERTIFICATE**

|  |
| --- |
| **Tender For: Design, procurement and installation of Local Exhaust Ventilation (LEV)** |

I/We hereby certify that this is a bona fide Bid Submission and (except as authorised by the Ironbridge Gorge Museum Trust Limited (“the Museum”) in the Invitation to Tender, I/ we have not:

1. entered into any agreement with any other person with the aim of preventing any bid being made or as to the amount of any bid or the conditions on which any bid is made; or
2. informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain insurance premium quotations, or the surety for any performance bonds or professional advice required for the preparation of the bid; or
3. caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
4. committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Paragraph 8 of Schedule 2 of the Regional Development Agencies Act 1998.

I/We also undertake that I/we shall not do or procure the doing of any of the acts mentioned in paragraphs 1, 2, 3 and 4 above before the hour and the date specified for the return of the bid nor (in the event of my/our Bid being accepted) shall we do so before the hour and date of the completion of the Contract.

In this certificate:

“person” includes any persons and any body of persons corporate or unincorporated;

“agreement” includes any arrangement whether formal or informal and whether legally binding or not.

**IN WITNESS** whereof:

Signed: Signed:

For and on behalf of: For and on behalf of:

Dated: Dated

**Section Four**

**Award Criteria**

**AWARD CRITERIA**

**Selection Criteria - Pass/Fail Questions:**

The information in the table below will be provided for proof of compliance with the tender and will be judged on a pass or fail basis. Tenderers must comply with these matters to demonstrate their proven competence, financial stability, resources and other arrangements.

|  |  |
| --- | --- |
| **Section/Schedule** | **Selection Criteria** |
| Schedule A | Adequate information provided regarding:   * Tendering Organisation * Requirement compliance * Risk Management * Quality * Project support * Experience * Insurances |
| Schedule B | Adequate understanding and setting out of total cost of project |
| Schedule C | Adequate qualifications and industry expertise |
| Schedule D | Adequate protection for all parties to enter into a contract based on the tender proposal |
| Schedule E | Guarantee bona fide competitive tendering process |
| Response to G – Financial Statements of contracting entity | Adequate financial stability |

**Tender Award weight marking**

Tenders will be evaluated on the answers provided in the ‘pass/fail’ questions and judged against the criteria shown in the table below. The following award criteria is made up of ‘Quality’ and ‘Price’ and shows how each criteria is to be weighted. Proposals will be assessed on best value, 70% quality/30% price ratio.

Quality submission criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | **Criteria** | **Details** | **% Weighting** |
| 1 | Professional experience | Provides IGMT with understanding of the bidder that has the greatest level of experience to deliver the project. | 15 |
| 2 | Professional approach | IGMT will assess quality of documentation, interaction with bidder during tender process, clarity of information in submission, certainty that all information has been responded to. | 15 |
| 4 | Overall Scheme Proposal | IGMT will assess the scheme presented by the bidder, whether it meets the brief and if all necessary equipment has been proposed. We will be keen to understand how all legislation has been met so that the foundry operation is brought into compliance and our workforce have greater protection. We will consider how the bidder has responded to the issue of the foundry staying as faithful as possible to the Victorian aesthetic the museum portrays and positively contemplated the issues of our heritage estate, perhaps taking note of how canopy hoods and ducting has been shrouded in other areas of the site to be in keeping and preserve the historic architecture. Information regarding on-site support during the project and regarding what paperwork and warranty would be provided post installation would support a higher score in this area. | 25 |
| 5 | Project cost and value | Please set out your proposal for fees and resources to cover the services in Section three, together with a proposed cashflow. Please ensure that your fee includes for all reasonable expenses, disbursements, materials and the like, that IGMT may require.  IGMT is not bound to take the lowest tender, marking is weighted across several elements as can be seen in this award criteria but budget is an important factor in taking a decision on the tender. | 30 |
| 6 | Project delivery date and period of installation | IGMT has a narrow window to complete this work. Project funding is limited and we need to complete the construction elements of the project outside of the main spring/summer visitor season. Scoring in this section reflects how a bidder responds to this issue. In addition, the length of time the overall project will take to complete will be contemplated as any down time in our operation will reduce revenue and affect visitor experience. | 15 |

**Essential:**

* Proven track record of planning and delivering LEV projects.
* Revelant and recognised industry qualifications BOHS, CIBSE, ILEVE or similar. Bidders should also hold accreditation through UKAS for commissioning of LEV or similar level recognised accreditation.
* Understanding of current Health and Safety regulations including CRM and Equality Act requirements
* Familiar with current building regulations and planning requirements
* Good IT skills

**Desirable:**

* Knowledge of public sector procurement procedures
* Experience of working with external funding agencies such as National Lottery Heritage Fund or Historic England.
* Experience of working in a heritage setting with historic/listed buildings.

**Personal approach:**

* Confidential in all matters
* Professional approach, coupled with strong interpersonal skills
* Excellent planning, organisational and time management skills
* Excellent verbal, written communication and presentation skills
* Ability to work on own initiative
* Ability to work in and adapt to a rapidly changing environment
* Ability to work co-operatively with others to complete tasks and implement process improvements.

At IGMT our commitment to diversity and equality is a long-standing one. We believe that heritage, culture, and arts organisations should ensure that their work draws on and reflects the full range of backgrounds and perspectives to be found in our society. Disabled, D/deaf and/or neurodivergent people, those from Black, Asian, and Ethnically Diverse backgrounds are under-represented in our workforce so we particularly encourage people from those backgrounds, identities, and experiences to apply.

**IGMT reserves the right to:**

* Make no appointment
* Negotiate the scope and fee for the works with a preferred supplier
* Extend the commission to further stages of work by negotiation and within the terms of our procurement policy.

*Document End*