

# **WELSH FIRE & RESCUE PROCUREMENT SERVICE**

**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

## **Provision of General Building Maintenance Services**

**Tender Reference: SWEU008**

### **INVITATION TO TENDER**

#### **PART ONE**

## **SECTION 1 – INSTRUCTIONS TO BIDDERS**

### **Provision of General Building Maintenance Services**

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**This section provides instructions regarding the process and preparation of Tenders, the particular requirements of Fire and Rescue Service (hereinafter referred to as “F&RS”) details of the evaluation criteria, which will be applied when Tenders are evaluated.**

#### **1. GENERAL**

- 1.1 Tenders must be submitted in accordance with the following instructions. Any Tender not complying with any particular statement may be rejected by the F&RS whose decision in the matter shall be final.
- 1.2 This Invitation to Tender (ITT) is issued as part of the procurement process which the F&RS is managing under the restricted procedure in accordance with the Public Contract Regulation 2006 (as amended). This procurement is conducted so that the F&RS is able to appoint a nominated supplier to supply goods, services and/or materials at an agreed price. Any procurement will not be for any fixed quantity but only for such quantities as F&RS may order from time to time.
- 1.3 The fact that Tender Providers have been invited to submit a Tender, does not necessarily mean that each has satisfied the Service, regarding all matters raised in any pre-Tender information previously submitted. The Service makes no representations regarding the financial stability, technical competence or ability of Tender Providers in any way, to carry out the required services, works or provide the goods which are the subject matter of this ITT.
- 1.4 Tender Providers should be aware that although the contracting service for the purposes of this procurement is SWFRS one or more other public bodies and/or local authorities may choose to access the concluded contract, without creating any obligation on behalf of any of them to do so. In that event, the contractual relationship would be between the individual public body or local service accessing the contract and the contractor
- 1.5 Any attempt by any Tender Provider, or their advisors, to influence the procurement award process in any way may result in such Tender Provider being disqualified. Tender Providers will be required to confirm that no relevant offence has been committed (including under the Bribery Act 2010) when submitting their Tender and any misrepresentation by any Tender Provider may result in that Tender Provider being disqualified and the Tender not being evaluated by the F&RS.
- 1.6 The F&RS, in its absolute discretion, may additionally disqualify a Tender Provider at any time, if the Tender Provider:

- fails to comply with any instructions in this ITT; or
- is guilty of material misrepresentation in supplying any information requested in or by virtue of this procurement process.

- 1.7 The Tender Provider shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from offering or between you agree, as to the amount of any other offer to be submitted.
- 1.8 The Tender Providers standard “Terms of Business or Trade” will not be accepted in place of the Conditions of Contract forming part of this Tender.
- 1.9 It is the Service’s policy to maintain the highest standards of safety throughout its offices and land, and to fulfill its legal health and safety obligations. Tender Providers visiting the Service will be required to comply with the Service’s Health and Safety and Drug and Alcohol policies.

## **2. EVALUATION OF TENDERS**

- 2.1 The F&RS contract award and acceptance shall be subject to and compliant with the Public Contract Regulations 2006 (as amended)
- 2.2 The F&RS is seeking a high quality service to be performed at a cost effective price. The Tender evaluation exercise will seek to balance the issues of quality and price to ensure that the Tender Provider chosen offers the best value for money to the F&RS.
- 2.3 Upon receipt of Tenders, the F&RS will be concerned to ensure that there has been full compliance with the ITT, and all necessary information has been supplied.
- 2.4 The contract will be awarded on the basis of the most economically advantageous offer, taking account of the main criteria below. Full sub-criteria will be listed in the Specification.

<b>Description</b>	<b>Weighting</b>
Pricing Considerations	70%
Technical Consideration	30%

- 2.5 The F&RS is not obliged to accept the lowest or any Tender and also reserves the right to divide the whole or part thereof between different contractors if it thinks fit.
- 2.6 Any samples requested must be supplied free of charge.
- 2.7 The successful Tenderer shall receive a letter from the F&RS indicating their success in the Tender activity. However, this indication shall not constitute any binding commitment on the F&RS’s part, unless this is confirmed in writing following the expiry of the mandatory standstill period, required by the Public Regulations 2006 (as amended). Subject to this, a formal contract shall be subsequently sent to the successful supplier for signature or execution as a deed.

- 2.8 The F&RS will not enter into any form of binding commitment until the mandatory standstill period under Regulation 32A of the Public Contracts Regulations 2006 (as amended) has expired and its original decision on which tender shall be accepted remains unchanged, following and representations made during the standstill period.

### **3. TIMETABLE OF PROCUREMENT**

- 3.1 This procurement will follow a structured and transparent procurement process to ensure that equality of treatment, non-discrimination and transparency are maintained at all times, and that all Tender Providers are treated in a proportionate way. The key dates for this procurement are currently anticipated to be as follows:

<b>Event</b>	<b>Date</b>
Issue ITT Document	26 <sup>th</sup> January 2017
Final Date for Clarifications	13 <sup>th</sup> February 2017
ITT Return Date	2 <sup>nd</sup> March 2017
ITT Response Evaluation	2 <sup>nd</sup> – 10 <sup>th</sup> March 2017
Notify Tender Providers of award decision	13 <sup>th</sup> March 2017
Contract Award	24 <sup>th</sup> March 2017
Contract Start Date	01 <sup>st</sup> April 2017

- 3.2 This is intended as a guide and, whilst the F&RS does not intend to depart from the timetable, it reserves the right to do so at any stage with no liability on its part. Tender Providers will be notified accordingly where there is a change in the timetable.

### **4. CONFIDENTIALITY**

- 4.1 The Tender Provider shall treat the Documentation as private and confidential.

- 4.2 The Tender Provider shall not disclose either:-

4.2.1 the fact that they have been invited to Tender or release details of the Contract; or

4.2.2 details of their Tender in whole or in part prior to the award of the Contract by the Service or on receipt of notification that the Tender has not been accepted as the case may be,

other than on an “in confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

### **5. QUALIFIED TENDERS**

- 5.1 Tenders must not be qualified and must be submitted strictly in accordance with the Tender Documentation. The Tender must comprise the documents specified in the attached Invitation To Tender, Part 2.

- 5.2 Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other

Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender Documentation as issued (or subsequently amended by the Service) will be accepted for consideration. The Service's decision on whether or not a Tender is acceptable will be final and the Contractor concerned will not be consulted. **Qualified Tenders will be excluded from further consideration and the Tenderer notified unless otherwise provided by law.**

## **6. VARIANTS**

- 6.1 Notwithstanding the provisions of paragraph 5 above, Tender Providers may submit (on a separate sheet with their Tender submission) any variants on the Specification or Scope, Terms and Conditions of Contract or any alternative proposals.
- 6.2 Any Tender Provider proposing variants of the kind that are noted in paragraph 6.1 must, as a minimum, complete the Tender template provided on the basis requested in the Tender Documentation.

## **7. TENDER QUERIES**

- 7.1 All queries regarding the Tender Documentation which may have a bearing on the offer to be made should be raised in writing by the Tender Provider through the Sell2Wales portal by the date specified in 3.1.
- 7.2 For matters that do not infringe upon competitive advantage written responses will be circulated through the Sell2Wales portal to all other Tender Providers although anonymity will be preserved.

## **8. TENDER SUBMISSIONS**

- 8.1 Submission of Tenders or any other documents which are to be sent to the Service must be made electronically through the Sell2Wales or eTenderWales web portals.
- 8.2 These Tender Documents must be returned electronically via the Sell2Wales web portal: -

**by 12:00 Noon on 2<sup>nd</sup> March 2017.**

- 8.3 Any Tender received after this date and time shall not be considered but shall remain unopened by the Purchasing Officer or an Officer designated to them until after the result of the ITT has been published to Tender Providers.

## **9. AMENDMENTS TO TENDERS PRIOR TO THE DUE DATE**

- 9.1 Although it is intended that the remainder of this procurement will take place in accordance with this ITT, F&RS reserves the right (with no liability on its part), to:
- cancel, terminate, amend or vary the procurement process by notice in writing at any stage;
  - waive some or all of the requirements of this ITT;

- withdraw this ITT at any time, or to re-invite responses or submissions on the same or any alternative basis;
- choose not to award a contract or contracts to any one or more of the Tender Providers or at all as a result of the current procurement process;
- make whatever changes it sees fit to the timetable, structure or content of the procurement process;
- subject to relevant legislation, at any time to reject any submission or response with any one or more Tender Providers; and
- to disqualify any Tender Provider in respect of which (a) a conflict of interest arises which cannot be remedied to F&RS satisfaction or (b) whose standing changes in a material way from their Tender.

9.2 Any such amendment to the process will be notified to all Tender Providers by the fastest means practicable. Tender Providers must take these amendments into account in the preparation of their tender submission.

9.3 Tender Providers must not make any unauthorised alteration or addition to any Tender Documentation.

9.4 In the event that discrepancies are discovered within the Tender Documentation, the Tender Provider should notify the Contact Officer in writing or by email using the contact details in the Invitation to Tender Letter.

## **10. ACCEPTANCE PERIOD**

10.1 The Tender will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the Tender submission. The Service may accept the Tender at any time within this prescribed period. The Service shall, however, not be bound to accept the lowest or any Tender.

10.2 If the Service has not accepted the Tender within the specified period then the Tender shall remain in force without variation, but the Tender Provider may at any time thereafter give notice in writing ("a Notice") to the Service to accept the same.

10.3 Delivery of a Notice must be made by hand or by registered post or post with recorded delivery.

10.4 Upon service of a Notice the Service shall have 7 days within which to accept the Tender (not including the day of service) or the Tender will be deemed to have been withdrawn. In any event, the Tender Provider shall not withdraw the Tender except in the manner provided under this paragraph.

## **11. SUFFICIENCY & ACCURACY OF TENDER**

11.1 The Tender Provider shall be deemed to have satisfied itself as to the nature, extent and the content of the goods, services or works to be provided, the

extent of staff required, and all other matters, which may effect or affect the Tender.

- 11.2 It is the Tender Providers responsibility to ensure that all calculations forming the Tender are correct at the time of submission. No amendments to the Tender Documents will be allowed after the due date and time, except where the total is found to be incorrect due to mathematical error. In such instances, the Tender Provider will be invited to agree to the correction of such mathematical errors. The method of correction will be by written addendum to the Schedule of Pricing giving the revised sum. This addendum will then be incorporated into the Tender.
- 11.3 If the Service suspects that there has been an error in the pricing of the Form of Tender and/or Schedule of Prices, the Service reserves the right to seek such clarification as it considers necessary from the Tender Provider only.
- 11.4 The Service reserves the right to disqualify incomplete Tender Provider.
- 11.5 Tender Provider shall familiarise themselves with all regulations, bylaws, and all other factors that may affect their Tender.

## **12. INCURRED EXPENSES**

- 12.1 The Service shall not be responsible for, or pay any losses or expenses which may be incurred by the Tender Provider in the preparation and submission of their Tender, including (but not limited to) the attendance at any pre or post Tender meetings, the delivery of any presentations by the Tender Provider to the Service in relation to their proposal, site visits or other negotiations.
- 12.2 The Service will not accept claims for additional charges relating to the work made by the Tender Provider or the Contractor after acceptance of the Tender if, in the reasonable opinion of the Service, such additional charges should have been established by proper inspection of the Tender Documentation prior to quoting.

## **13. THIRD PARTY ISSUES**

- 13.1 The Tender Provider should provide any potential third parties it appoints to assist with the Contract with all necessary technical and commercial information to enable such third parties to accurately Tender to the Tender Provider.
- 13.2 It is the policy of the Service not to respond to any direct approach from such potential third parties seeking details on a particular Invitation to Tender.
- 13.3 Tender Providers must declare the share of any contract they intend to sub-contract and list any proposed third parties in their Tender submission.

## **14. PRICING & PAYMENT**

### **14.1 Pricing**

- 14.1.1 The Tender Provider should complete the enclosed Form of Tender and/or Schedule of Prices noting the following:-

- a) At its discretion, the Tender Provider may submit a cost for any or all the items detailed on the Schedule of Prices.
- b) The currency in which all prices, costs or rates stated on the Form of Tender and/or Schedule of Prices must be Tendered is Pounds Sterling and whole new pence (i.e. to two decimal places), exclusive of Value Added Tax and be fixed for the period of the contract.
- c) If, following the introduction of the Euro, Pounds Sterling is substituted as the currency of the United Kingdom then all references in the Form of Tender and/or Schedule of Prices to "Sterling" or "£" shall be construed as references to "Euro" or "€" (as the case may be) at the agreed Sterling-Euro conversion rate on the date of that substitution PROVIDED that the provisions of this paragraph shall not apply during any transitional period when Sterling is a sub-unit of the Euro.

## 14.2 Payment

14.2.1 The Service's standard payment terms are 30 days from invoice receipt. If the Tender Provider is able to offer the Service a discount on different payment terms such arrangements should be detailed on the enclosed appropriate Schedule.

14.2.2 The Service will make no payment or allowance in respect of any Tender.

## 15. PUBLICITY

15.1 No publicity or other information relating to this project is to be released by any Tender Provider without the prior written approval of the Service.

## 16. DISCLOSURE OF INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

16.1 The Freedom of Information Act 2000 (FOIA) gives a right of access by any person (including companies) to information held by the Service, which could include information relating to or submitted as part of a procurement process. Certain information may be exempt on the grounds of confidentiality or commercial sensitivity.

16.2 The Service encourages all Tender Providers to visit the Information Commissioners website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) for further information on the FOIA and its effect on public authorities, suppliers and service providers in relation to the disclosure of information in respect of public sector procurement and contracts.

16.3 Tender Providers should indicate, by way of completing the Freedom of Information Schedule in the attached Section 7, with supporting reasons, the parts of their Tender submission and contract which the Tender Provider considers is commercially sensitive under Section 43 of the FOIA and/or



confidential under Section 41 of the FOIA should a Freedom of Information (FOI) request be received by the Service. Tender Providers are required to complete all sections of the Freedom of Information Schedule and return it with your Tender.

- 16.4 The Service, in order to preserve the integrity of the procurement process and to respect the commercial and competitive positions of Tender Providers, will endeavour to treat details of Tenders marked as confidential and commercially sensitive at least until the contract has been awarded to the successful service provider / supplier. In the event that the Service receives an FOI request following the contract award stage of a procurement process and the Service considers that on the merits and in the light of relevant circumstances that any of the information is not covered by an exemption, then the Service, following consultation with the Tender Provider, shall be entitled to refer the matter for determination by the Information Commissioner prior to any disclosure.
- 16.5 The Service, apart from complying with its legal obligations in relation to disclosure of information as part of the Tender debriefing process, will where contracts are awarded on the basis of the most economically advantageous offer provide an objective assessment of the comparative strengths and weaknesses having due regard to commercial sensitivity without compromising the rights and competitive position of Tender Providers.

## **17. WHISTLEBLOWING**

- 17.1 The Supplier shall comply with the Service's whistle blowing procedure which ensures that employees of the Supplier are able to bring to the attention of a Relevant Service malpractice, fraud and breach of Laws on the part of the Supplier or any Sub-contractor without fear of disciplinary and other retribution or discriminatory action.
- 17.2 Suppliers and their employees may wish to acquaint themselves with the implications of the Code for them. Suppliers' employees may wish, for example, to report any breaches in the way in which the contract is being performed or any unacceptable behaviour by either a fellow employee or a Service employee.

## **18. DATA PROTECTION ACT**

- 18.1 The F&RS treats its obligations under the Data Protection Act 1998 ("DPA") very seriously. Accordingly, should any personal data (as defined in the DPA) be made available in the procurement process, Tender Providers shall ensure that they comply with the provisions of the DPA, including without limitation:
- ensuring that they have in place an appropriate notification on the register maintained by the Information Commissioner;
  - only processing any such personal data in accordance with the instructions of the F&RS (which includes not transferring personal data outside of the European Economic Area without the F&RS' prior written consent);

- ensuring they destroy all such personal data when it is no longer required for the purposes for which the information was made available to the Tender Providers;
- complying with the F&RS' policies in connection with such personal data (including methods of handling of personal data and security); and,
- implementing and maintaining appropriate technical and organisational security measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data in accordance with the DPA.

18.2 If required by the F&RS, a Tender Provider shall provide such assistance and/or comply with such requests as the F&RS deems reasonable in connection with personal data being held by the Tender Provider (including, without limitation, assisting with any notice, request or subject access request in respect of any personal data being held by the Tender Provider) at no cost to the F&RS.

18.3 Tender Providers shall at all time during this procurement:

- observe and comply with the policies of the FRS with respect to the security of any personal data;
- observe and comply with any other relevant policies about personal data which the FRS makes known to the Tender Provider; and,
- immediately notify the FRS of any unauthorised use or disclosure of personal data.

## SECTION 2 – ENCLOSURES CHECKLIST

### Provision of General Building Maintenance Services

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The Fire and Rescue Service require a complete response in order to evaluate your submission correctly.

You are required to submit all the pages contained in the sections of this Tender Documentation specified below, duly completed where required, as your bid.

Please note that your response may be deemed non-compliant if it is not completed in full.

PLEASE ENSURE THAT YOU HAVE COMPLETED	
Non-collusive Declaration	Part Two Section 5
Form of Tender	Part Two Section 6
Freedom of Information Schedule	Part Two Section 7
Schedule of Prices and Quality Assessment	Part Two Section 8
SQuID Declaration	Part Two Section 9
Company Information	Part Two Section 10

## SECTION 3 – TENDER BRIEF

### Provision of General Building Maintenance Services

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#### 1. Background to South Wales Fire and Rescue Service

In line with the Pre Qualification process, South Wales Fire and Rescue Service is seeking to appoint suitably qualified and experienced contractors to provide **General Maintenance Services** which will comprise of **Minor Projects, Painting and Decorating, Plumbing Services and General and Reactive Maintenance** on premises throughout South Wales Fire and Rescue Services.

The contract will be split into 4 lots, and only suppliers who were successful under each lot at PQQ stage will have the opportunity to bid.

##### South Wales Fire and Rescue Service (SWFRS)

South Wales Fire and Rescue Service help to protect a population of approximately 1,400,000 people over an area of approximately 1,200 square miles.

The Service covers the ten unitary authority areas of Bridgend, Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau Gwent, Torfaen, Monmouthshire, Newport, Cardiff and the Vale of Glamorgan.

The Service is made up of 49 Fire Stations which are crewed by a mixture of whole-time, and retained personnel. The service has approximately 1800 uniformed and non-uniformed staff. The Service Headquarters is located in Llantrisant.

#### 2. SCOPE

South Wales Fire and Rescue Service are seeking tenders for General Building Maintenance Services. A contract will be put in place for two years with an option to extend for up to a 2 years.

#### 3. STATEMENT OF REQUIREMENTS

##### Description of the Service

The Service shall be provided under the NEC Term Service Contract June 2005 (with amendments 2006).

The contract will be direct to South Wales Fire & Rescue Service. The contract will cover 47 Fire Stations plus Headquarters.

##### Overview of Service Requirements

## **Lot 1 – Minor Projects**

The requirement is to provide an all trade's service to carry out minor projects up to the value of £75k, ranging from but not limited to:

- Kitchen replacements
- Locker Room refurbishments
- Door and window replacements
- Remodelling of communal areas
- Dealing with structural issues
- Replacing Appliance Bay Floors
- Refurbishing toilets and shower areas

Through this stage of the tender we will appoint the 3 highest scoring contractors on to our framework.

For each project we will run a mini competition between the 3 successful contractors based on cost and appoint on best value. Please ensure that hourly rates provided at this stage are applied to the example project given. These rates must also form the basis of future mini-competitions.

Each project is different and will cater for the needs of each individual site.

The trades required are:

- Carpenters
- Joiners
- Electricians
- Plumbers
- Painter – Decorators
- Plasterers
- Floor layers
- Tilers
- Foremen
- Site Managers
- Site Supervisors

The Service will require the successful company to be able to supply each of the above trades on an ad hoc basis. When carrying out a project it is essential that all trades are readily available to complete the project to our tight timescales.

The Service will require a fixed quote for hourly rates for all mentioned services to include normal working hours (8.00am – 5.00pm). Please note that all hourly rates shall be exclusive of Material costs and material on cost will be capped at 10%.

For the purpose of the evaluation we have included a project that has already been carried out, see Appendix A, B & C. This involves the removal of the existing kitchen and the installation of a new one. We have provided a schedule of works that will need to be completed and returned with the ITT. There are also some basic drawings and diagrams so a site visit shouldn't be necessary. For the fairness of the tender process we have provided the supply only cost of the kitchen and worktops in the documents.

## **Lot 2 – Painting and Decorating**

The service is to comprise of the painting and decorating Fire Services Premises across South Wales as and when required.

The successful contractor will be provided with a maintenance schedule by the Property Services Team with a bill of quantities for each site that requires decoration. The successful contractor will be expected to provide a detailed breakdown of costs before commencing works on each project. Please note that the rates provided within this tender will be fixed for the duration of the contract and will be monitored closely when costs are given.

The service is to include but not restricted to:

- Filling
- Sanding
- Painting
- Glossing
- Patching
- Stain blocking
- Varnishing
- Staining
- Spraying

The Service will require a fixed quote for hourly rates for all mentioned services to include normal working hours (8.00am – 5.00pm). Please note that all hourly rates shall be exclusive of Material costs and the materials on cost will be capped at 10%. We will also require rates per m2 or per lineal m for skirting, architrave etc.

The FRS is seeking to appoint 1 contractor to this lot.

## **Lot 3 – Plumbing Services**

South Wales Fire & Rescue Service require a contractor to carry out plumbing services across the Brigade. The services required will range from but not limited to:

- Replacing damaged sanitary items
- Clearing blockages
- Repairing/replacing combi-boilers
- Replacing/repairing showers
- Repairing & installing dehumidifiers
- Repairing/replacing radiators and associated plant
- Repairing water heaters

The Service will require a fixed quote for hourly rates for all mentioned trades to include normal working hours (8.00am – 5.00pm), weekends and bank holidays. Please note that all hourly rates shall be exclusive of Material costs and material on cost will be capped at 10%.

The contractor shall provide as part of the service a call out facility to respond to emergency call outs as and when requested by a member of the Property Services Department. Contractors must be able to respond within a 2 hour call out, 24/7.

In an emergency call out situation the contractor must submit a rate to include the first 2 hours on site, including any travel to any of sites.

The FRS is seeking to appoint 1 contractor to this lot.

#### **Lot 4 Reactive and General Maintenance**

South Wales Fire & Rescue Service wants to appoint a contractor to carry out reactive and general maintenance repairs. The service is to comprise of but not limited to the repair to all internal and external building fabric and associated external ground repairs up to £5K.

The service is to include:

- All carpentry and joinery
- Roofing
- Cleaning of gutters and down pipes
- Repairs and replacement to yard drains
- Flooring
- Minor window/glass repairs
- Door repairs or replacements
- Repairs to out buildings
- Minor repairs or rebuilding of brick work
- Tiling
- Fencing
- Boundary walls
- Repairs to drill towers
- Repairs to drill yard and associated areas
- Plastering

The Service will require a fixed quote for hourly rates for all mentioned trades to include normal working hours (8.00am – 5.00pm), weekends and bank holidays. Please note that all hourly rates shall be exclusive of Material costs and material on cost will be capped at 10%.

The contractor shall provide as part of the service a call out facility to respond to emergency call outs as and when requested by a member of the Property Services Department. Contractors must be able to respond within a 2 hour call out, 24/7.

In an emergency call out situation the contractor must submit a rate to include the first 2 hours on site, including any travel to any of sites.

The FRS is seeking to appoint 1 contractor to this lot.

### **Plant, Materials and Workmanship**

All workmanship shall conform to the highest standard of current building regulations and best practice. The Service Manager reserves the right to reject any work which in his opinion does not meet such a standard.

All materials shall be of their best particular type and the Contractor may be called upon to submit for approval samples of the various materials intended for use in the execution of the work. All materials are to comply with the appropriate British Standard Specification where such is available and guaranteed for 12 months.

The Contractor shall ensure that any materials which are installed or stored on site are properly protected. The Service Manager reserves the right to reject any materials which are damaged or corroded due to poor storage, installation, or lack of protection, or materials do not comply with the specification. Rejected materials, whether installed or stored shall be removed by the Contractor at their own cost from the site within two days and replaced as soon as is practically possible.

It is the Contractor's responsibility to ensure that all materials are ordered and delivered to site in sufficient time so as to enable him to complete his work within the period of the timescales agreed with the Service Manager. No additional claims will be allowed for non-compliance.

### **Access/Services**

A full list of access details will be provided to the successful Contractor.

Surrounding buildings, public highway and footpaths remain in use during the execution of the Service. The Service will be carried out with the stations and buildings active/occupied at all times. The Service shall be carried out without undue inconvenience and without danger to occupants and visitors. All existing services, E.G water services, gas services, electricity, telephone, I.T cables and servers, fuel storage tanks and fuel lines, drains on site and adjacent to the site.

The Contractor shall report to the Station Manager or Officer in charge on each whole time and day crewed station.

The Contractor will be provided with a master key for access to South Wales Fire and Rescue Service Stations that are not manned on a whole time basis. A log book will be required to be signed on each visit to all stations.

### **Use of the Site**

The site shall not be used for any purpose other than carrying out of the contract.

The Contractor shall not display or permit advertisements to be displayed on site without the consent of the Service Manager.



## **Design**

The Contractor shall submit to the Service Manager for approval any design change for repair work across the estate. Any recommendations should be put in writing to the Service Manager for approval.

## **Facilities**

The Contractor will be required to co-operate with the Station and Property Services personnel in order to achieve the targets and objectives of the contract. Use of sanitary facilities is to be agreed with the Station/Property Services Personnel.

Electricity will be provided by South Wales Fire and Rescue Service. All equipment for the lighting and power works and temporary arrangements for distributing about the site. For all electrical hand tools & lighting etc shall be 110v only.

## **Security**

The Contractor shall adequately safeguard the site, the service/works, products, materials plant and any existing buildings affected by the service/works from damage and theft. They shall also take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining property.

All personnel are required to wear an identity card/badge prominently displayed on their person. The card/badge will show a passport style and size photograph together with the name and trade of the individual person and the name of the company that employs him/her. The only exception to the aforementioned is for delivery personnel.

The Contractor and their sub contractors must provide a list of names of all staff and operatives, including any information of criminal convictions, who are working or being employed on the site.

## **Waste Disposal**

The Contractor and all subcontractors are reminded that they have a Statutory Duty of Care with regard to the disposal of waste under the Environmental Protection Act.

The Statutory Duty of Care imposes four main constraints:

- a. To prevent other persons committing an offence through unlicensed disposal, breach of disposal conditions or to cause pollution or harm.
- b. To prevent escape of waste material.
- c. To ensure that waste is only transferred to an authorised person.
- d. To ensure that when waste is transferred to an authorised person an adequate description of the material involved is maintained for a period of two years to prevent an offence under (a) or (b) above.

### **Noise**

The Contractor shall fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

The Contractor shall not use pneumatic drills and other noisy appliances during out of work hours without the consent of the Service Manager. The Supplier shall not use or permit employees to use radios or other audio equipment at any time.

### **Pollution**

The Contractor shall take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

### **Nuisance**

The Contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes.

### **Parking**

There is parking on the sites, the number of spaces and location to be agreed with the Station personnel.

### **Fire**

The Contractor shall take all necessary precautions to prevent personal injury, death and damage to the Service/Works or other property from fire.

Smoking will not be permitted on the sites. Remove rubbish and debris from time to time and keep the site and Works clean and tidy.

Burning of materials on site will not be permitted.

### **Work in all Sections**

The Contractor shall adequately protect all types of work and all parts of the Service/Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

### **Existing Services**

The Contractor shall:-

- Check positions of existing services prior to starting work
- Observe the service authority's recommendations for work adjacent to existing services
- Adequately protect, and prevent damage to all services and not interfere with their operation with out consent of the service authorities or private owners.
- Notify without delay the Service Manager and the appropriate service authority if any damage to services results from the execution of the Works

- Make arrangements for the work to be made good without delay to the satisfaction of the service authority or private owner as appropriate
- Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

### **Existing Works**

The Contractor shall:-

- Prevent damage to existing property and make good to match existing any defects so caused
- Cut away and strip out the minimum necessary and with care to reduce the amount of making good to a minimum

### **Building Interiors**

The Contractor shall protect building interiors during the course of the Service/Works.

### **Health, Safety and Welfare**

The Contractor shall allow for complying with enactments, regulations and working rules relating to safety, health and welfare of workpeople. The Contractor's Policy Statement with respect to health and safety at work of these employees must be made available on site for the inspection of the Service Manager. The Policy Statement must contain the name and telephone number of the Contractor's Safety Manager and the name of his representative on site.

### **Site Safety Measures and Precautions**

The Contractor shall provide all safety and the like as may be necessary for protecting the public and others during the execution of the service/works. This shall include all necessary measures by the Contractor to meet their obligations under the Health and Safety Regulations and requirements by Local or other Authorities the foregoing is/are to be regarded as minimum to afford protection around the building site/area.

Should the Contractor consider that additional measures are required to meet their obligations for site safety or those imposed by the Health and Safety Regulations then they shall include here for such additional requirements, and to include the following:

- Health and Safety at work act 1974.
- Control Of Substances Hazardous to Health Regulations 2002 (COSHH)
- Confined spaces regulations 1997.with particular reference to Management of Health & Safety at work Regulation 1999 (regulation 3)
- Electricity at work Act 1989
- Working at Height regulations 2005
- Provision and use of work equipment regulations (PUWER)

## **Asbestos Survey**

Type 2 asbestos surveys have been carried out on all Mid and West Wales Fire and Rescue Service and South Wales Fire and Rescue Service properties and are available upon request from the relevant Estates Department.

All investigations that may have been carried out have been done in such a manner as to minimise any damage to the fabric and decorations of the premises. It is therefore possible that asbestos materials not detected in any survey that may have been carried out may be present in concealed areas and/or voids.

It is thought that there is no asbestos present in any of the Contractor's proposed service/work areas. However, this is not a guarantee, and if asbestos is found, or if the presence of asbestos is suspected, the Contractor is to carry out the following procedure:

- a. Stop work immediately
- b. Stop any access to the area
- c. Notify the personnel manning the Main Reception Desk/Office
- d. Contact the Service Manager for further instructions. The Contractor must not attempt to remove asbestos themselves.

All contractors working on our sites as part of this contract must have received asbestos awareness training to ensure compliance with the Control of Asbestos Regulations 2012. Please note that it is the contractor's responsibility to ensure that this training is provided at no cost to us.

## **4. EVALUATION**

### **4.1 Evaluation Method**

The tender will be evaluated on the basis of a price/quality assessment. The ratio applied will be 70% Price and 30% Quality.

### **4.2 Quality Criteria**

Of the 30% weighting of the quality assessment each quotation will be evaluated on a number of criteria. Each criteria will be weighted as below:

<b>Number</b>	<b>Award Criteria</b>	<b>Weighting</b>
Q1	Health and Safety	40%
Q2	Contract Management	40%
Q3	Defects	20%

### **4.3 Cost Evaluation**

The costing assessment accounts for 70% of the evaluation which will be evaluated on a number of criteria. Please refer to pricing schedule in Part 2 of the ITT.

The costing score will be based on the information requested in the pricing schedule and any additional costs. The cost and quality scores will be added together to produce a total score. The bidder offering the most economically advantageous bid (i.e. the highest score) will be recommended for acceptance.

Bidders must submit prices for all requirements; failure to do so may result in the Tender being eliminated. The higher the cost the lower the score.

#### 6.4 Scoring

Tenders will be marked using the following marking scheme:

10 marks	<b>Excellent response</b> An excellent response which exceeds our requirements
8 marks	<b>Very Good response</b> A very good response which meets all of our requirements
6 marks	<b>Good response</b> Good standard which meets most of our requirements
4 marks	<b>Average response</b> Acceptable response provided with limited evidence provided of meeting our requirements
2 marks	<b>Poor response</b> The response provided is of a poor standard and gives cause for concern over the ability to fulfil the requirements
0 marks	<b>Very Poor response</b> An unanswered response or a response that does not fulfil the requirement in any way

#### 7. WELSH LANGUAGE

There are no specific Welsh Language specifications relevant to this Tender

#### 8. CLOSING DATE AND AWARD OF CONTRACT

The closing date for Tenders is 12 noon 2<sup>nd</sup> March 2017

The award of the contract will be based on the most economically advantageous Tender principles.

The award of the contract will be subject to final approval by South Wales Fire and Rescue Service.

#### 9. ENQUIRIES

Any queries should be asked via the Sell2Wales message board. In receiving and responding to queries the SWFRS will balance the need to treat all bidders equally in supplying information with any specific confidentiality requirements bidders may have.

Where a question is raised a response will be provided to all other bidders in the process unless that bidder has indicated that the questions or response relates to commercially confidential information. Bidders should therefore clearly indicate any questions that they may consider to be confidential.

## **SECTION 4 - CONDITIONS OF CONTRACT**

### **Provision of General Building Maintenance Services**

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The Service shall be provided under the NEC Term Service Contract June 2005 (with amendments 2006).

# **WELSH FIRE & RESCUE PROCUREMENT SERVICE**

**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

## **Provision of General Building Maintenance Services**

**Tender Reference: SWEU008**

**INVITATION TO TENDER**

**PART TWO**



# FORMS TO BE RETURNED

**THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND RETURNED.  
FAILURE TO DO SO WILL INVALIDATE YOUR TENDER**

**SECTION 5 – NON-COLLUSIVE AND NON-CANVASSING DECLARATION .....**

**SECTION 6 – FORM OF TENDER.....**

**SECTION 7 – FREEDOM OF INFORMATION SCHEDULE.....**

**SECTION 8 – SCHEDULE OF PRICES AND QUALITY ASSESSMENT.....**

## SECTION 5 - NON-COLLUSIVE AND NON-CANVASSING DECLARATION

### Provision of General Building Maintenance Services

I/We certify that the Tender submitted is a bona fide Tender, intended to be competitive and the information supplied is accurate to the best of our knowledge.

I/We understand that the Fire and Rescue Service (F&RS) shall be entitled to cancel any contract and to recover from our organisation the amount of any loss or damage resulting from such cancellation if false information is provided in relation to the undertaking below. I accept that false information will result in rejection of our application to participate further in this procurement process.

I/we have not done, and undertake that we will not do at any time before the return of our Tender, any of the following acts:

- a. committed any offence under the Bribery Act 2010 or have given any fee or reward, the receipt of which is an offence under Section 117(2) Local Government Act 1972, nor committed any offence under the Prevention of Corruption Acts 1889 to 1916;
- b. canvassed any member, employee, agent or contractor of the F&RS in connection with the award of the contract for the project or any other proposed contract for similar services and that no person employed by me/us or acting on my/our behalf has done any such act;
- c. entered into any agreement or arrangement with any other party that they shall not bid or as to the amount of any bid to be submitted;
- d. entered into any agreement with any other person with the intention to prevent bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made or the elements or contents of any bid;
- e. caused or induced any person to enter into such an agreement as mentioned above;
- f. offered or agreed to pay, give or accept any sum of money, inducement 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 proposed bid any act or omission;
- g. offered or agreed to pay, give or accept any sum of money, inducement or valuable consideration directly or indirectly to any person bidding for this opportunity for services from any person in relation to this opportunity;
- h. informed any other person, other than the F&RS, of any confidential information in relation to the procurement, except where the disclosure, in confidence, was authorised by the F&RS and necessary for the obtaining of Tenders from bidding contractors;
- i. agreed to undertake work or services for any other person in connection with the services; and/or,

Signed (Bidders signature): \_\_\_\_\_

Name (Print Bidders Name): \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 6 – FORM OF TENDER

### **Provision of General Building Maintenance Services**

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We.....(Tender Provider's name to be entered) hereby Tender and undertake to supply and deliver the services required for the Fire and Rescue Service (F&RS) as requested in the Tender Documentation at the costs specified in the Schedule of Prices, exclusive of value added tax (VAT).

We undertake in the event of acceptance of our Tender, to execute the formal contract within 14 calendar days of being called to do so, embodying the following documents upon which the contract is based:

- Service Specification/Tender Brief
- Conditions of Contract
- Form of Tender
- Signed Non Collusive and Non-Canvassing Certificate
- Our response to the Invitation to Tender (ITT)
- Bid Clarifications raised as part of the Invitation to Tender (ITT)
- Schedules of Prices
- Certificates

Failure by the successful bidder to execute a formal contract within the time specified will render the contract voidable at the option of the F&RS at any time by notice in writing.

We understand that we are Bidding at our own expense and that the F&RS is not bound to accept the lowest, or any Tender they may receive.

We confirm that the information supplied to you and forming part of this Tender or any Qualification questionnaire was true when made and remains true and accurate in all respects. If any of such information becomes untrue or misleading we shall notify you immediately and update such information as required.

We hereby certify and declare that we will have in place Policies of Insurance as we are required to do so by the terms of the Contract relating to the above mentioned work prior to the commencement of this contract.

We confirm rates Tendered in the Schedule of Prices which forms part of the ITT will be held for the duration of the provision of services unless agreed with the written consent of the F&RS.

We undertake in respect of all persons employed by us or with whom we sub-contract to comply with the Equality Act 2010 aimed at eliminating discrimination and promoting equality of opportunity.

We undertake not to transfer, assign, or sub-let any portion of the contract nor create any lien or charge on premises, goods or equipment connected with or forming part of the contract, without the written consent of the SWFRS or its duly authorised officer.

We agree that this Tender will remain open for acceptance by the F&RS and will not be withdrawn or modified for a period of three calendar months from the last date fixed for the receipt of Tenders or any notified extension thereof.

We confirm that in preparation and submission of this Tender and any qualification questionnaire we have observed and accepted the above conditions and complied with the Instructions and Conditions contained and referred to in the Tender Documentation.

For and on Behalf of .....

Registered Address .....

.....

.....

Telephone .....

Email address .....

Signature\* .....

Name .....

Date .....

Witness  
Signature\* .....

Name .....

Date .....

Where the Tender Provider is an incorporated association the Company Secretary or a duly authorised Director should sign. In the case of a partnership a Partner should sign. In the case of an individual the Proprietor should sign.

## SECTION 7 - FREEDOM OF INFORMATION SCHEDULE

### Provision of General Building Maintenance Services

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	INFORMATION SUBMITTED AND CONSIDERED BY THE BIDDER AS CONFIDENTIAL / COMMERCIALY SENSITIVE UNDER FOI ACT 2000
1. Document submitted	
2. Section/paragraph of document	
3. Specify the Information/wording considered to be confidential/ commercially sensitive	
4. Reasons/ justifications for Information being confidential/ commercially sensitive	
5. Timescale which information under (3) shall be confidential	
6. Specify Exemption Confidential or Commercially Sensitive	

**Bidders should copy this schedule and submit additional sheets if necessary.**

## SECTION 8 - SCHEDULE OF PRICES AND QUALITY ASSESSMENT

### Provision of General Building Maintenance Services

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I/We the undersigned hereby offer to provide the services described or referred to in the Tender Documentation for the following costs, exclusive of value added tax:  
(all costs to be Tendered in pounds sterling)

#### **Lot 1 – Minor Projects - 70%**

Below is a table for rates for various trades that needs to be completed. Please note that the rates that are provided in the table will need to correspond to the attached past project that will also need to be priced:

The hourly rates are required be based on works carried out during normal working hours i.e., Monday to Friday 8:00 to 17:00

<b>DESCRIPTION OF TRADE –</b> (35% of cost will be based on the average rate of all the trades below)	<b>Hourly Rate (excl V.A.T)</b> £
Carpenter	
Bricklayer	
Electrician	
Plumber	
Plasterer	
Tiler	
Labourer	
Site Manager	
Material on cost (capped 10%)	%

<b>SAMPLE PROJECT</b> (35% will be allocated for the sample project)	<b>TOTAL COST</b>
Pontycymmer Kitchen and Redecoration Project Please complete and return – Appendix A schedule of works	

## Lot 2 – Painting and Decorating – 70%

The hourly rates are required be based on works carried out during normal working hours i.e. Monday to Friday 8:00 to 17:00

Trade	Cost per hour	Cost per M2 Painting (Painter)	Cost per Lineal M Glossing (based on 4 inch skirting)(Painter)
	£	£	£
Painter (40% weighting)			
Plasterer/filler - (10% weighting )			
Labourer (10% weighting )			
Site Supervisor (10% weighting )			
Material on cost (capped 10%)	%		

## Lot 3 – Plumbing Services – 70%

The hourly rates required will be based on works carried out during normal working hours and outside normal working hours. An emergency call out rate is also required during normal and outside of working hours as per the table below.

Working Hours – Monday to Friday 8:00 to 17:00

Outside Working Hours – Monday to Friday 17:00 to 8:00 and all day Saturday & Sunday

In an event of an emergency call out, the supplier should include for a 2 hr response time and the first 2 hrs on site, to include travel.

	Plumber / Heating Engineer £ : p	Labourer £ : p
<b>EMERGENCY CALL OUT – OUTSIDE NORMAL HOURS - RATE FOR INITIAL CALL OUT</b> (First 2 hours - Outside Normal Hours) (5% weighting)	£	£
<b>RATE FOR EACH SUBSEQUENT HOUR - (Outside Normal Hours)</b> (5% weighting)	£	£
<b>EMERGENCY CALL OUT – NORMAL HOURS - RATE FOR INITIAL CALL OUT</b>	£	£

(First 2 hours - Normal Hours) (40% weighting)		
<b>RATE FOR EACH SUBSEQUENT HOUR</b> (Normal Hours) (10% weighting)	£	£
<b>Planned Works</b> - hourly Rate (10% weighting)	£	£
<b>Materials on Cost</b> (capped at 10%)	%	



#### Lot 4 – General and Reactive Maintenance – 70%

The hourly rates required will be based on works carried out during normal working hours and outside normal working hours. An emergency call out rate is also required during normal and outside of working hours as per the table below.

Working Hours – Monday to Friday 8:00 to 17:00

Outside Working Hours – Monday to Friday 17:00 to 8:00 and all day Saturday & Sunday

In an event of an emergency call out, the supplier should include for a 2 hr response time and the first 2 hrs on site, to include travel.

	Labourer £ : p	Carpenter £ : p	Bricklayer £ : p	Plasterer £ : p	Window Fitter £ : p	Floor Layer £ : p	Roofer £ : p	Tiler £ : p	Foreman £ : p	Supervisor £ : p
<b>EMERGENCY CALL OUT – OUTSIDE NORMAL HOURS - RATE FOR INITIAL CALL OUT</b> (First 2 hours - Outside Normal Hours) (3% weighting)	£	£	£	N/A	N/A	N/A	£	N/A	N/A	N/A
<b>RATE FOR EACH SUBSEQUENT HOUR -</b> (Outside Normal Hours) (2% weighting)	£	£	£	N/A	N/A	N/A	£	N/A	N/A	N/A
<b>EMERGENCY CALL OUT – NORMAL HOURS - RATE FOR INITIAL CALL OUT</b> (First 2 hours - Normal Hours) (10% weighting)	£	£	£	N/A	N/A	N/A	£	N/A	N/A	N/A
	£	£	£	N/A	N/A	N/A	£	N/A	N/A	N/A

<b>RATE FOR EACH SUBSEQUENT HOUR</b> (Normal Hours) (5% weighting)										
<b>Planned Works - hourly Rate</b> (50% weighting)	£	£	£	£	£	£	£	£	£	£
<b>Materials on Cost</b> (capped at 10%)	%									

- i) Settlement Terms \_\_\_\_\_
- ii) Period price will remain firm from commencement of Contract \_\_\_\_\_
- iii) Delivery period from receipt of order \_\_\_\_\_ days
- iv) Additional Turnover discount \_\_\_\_\_
- v) V.A.T. \_\_\_\_\_ %

## **QUALITY ASSESSMENT – 30%**

In the event that suppliers are applying for more than one lot, only one submission of the quality below is required.

### **Quality Evaluation**

#### **Q1 HEALTH AND SAFETY – 40%**

South Wales Fire and Rescue Service regard Health and Safety to be of the utmost importance, please explain how you plan to implement plans to ensure the safety of SWFRS Personnel, Contractors (yours and others) and members of the public covering the following points:

- Risk Assessments
- Method Statements
- Health and Safety Policies
- Working in a live environment

*Supplier response:*

#### **Q2 CONTRACT MANAGEMENT – 40%**

Throughout the duration of the contract we require the Contract Management to be of the highest standard, please explain your processes for managing your Contracts successfully covering the following points:

- Systems that you have in place
- Contingencies
- Staff that will be involved

*Supplier response:*

### **Q3 DEFECTS – 20 %**

Confirm how your company intends to deal with urgent reported defects on this project/ service contract for South Wales Fire & Rescue Service, including:

- Typical reactive timescales
- Process for reporting
- Length of defect periods

*Supplier response:*

I/We hereby offer to supply goods and/or services as specified in the Schedule of Prices and Quality Assessment in accordance with the Service's Conditions of Contract and/or Special Conditions contained in this enquiry.

Please refer to the attached Tender Brief for further details of the services required under this contract.

Signed .....

Name (Block Capitals) .....

Designation .....

For and on behalf of .....

# **Pontycymmer Kitchen & Redecoration - Schedule of Work**

*24 May 2013*

**Table of Contents**

Title		Page
0	Site Preparation	3
1	Finishes	6
2	Kitchen Fittings	8

## 0 Site Preparation

£

### 0.1 Stripping Out

#### 10 Remove Domestic Kitchen Appliances

Drawing Reference : *SK01 Existing Layout*

- **Removing Electric Cooker (N11)**

Disposal : *Set aside for reuse.*

Existing Services : *Disconnect electricity supply.*

Making Good To Exposed Substrate : *Not required.*

- **Removing Fridge (N11)**

Disposal : *Set aside for reuse.*

Existing Services : *Disconnect electricity supply.*

Making Good To Exposed Substrate : *Not required.*

- **Removing Microwave (N11)**

Disposal : *Set aside for reuse.*

Existing Services : *Disconnect electricity supply.*

Making Good To Exposed Substrate : *Not required.*

#### 20 Remove Domestic Kitchen Units

Drawing Reference : *SK01 Existing Layout*

- **Removing Kitchen Unit Fittings**

Type : *Plinths to base units.*

Disposal : *Remove from site.*

- **Remove and Refix UPVC Window Board**

Type : *UPVC Board.*

Disposal : *Set aside for reuse.*

Making Good To Exposed Substrate : *Make good to wall surface.*

- **Removing Kitchen Furniture**

Type : *Base units and worktops.*

Disposal : *Remove from site.*

Making Good To Exposed Substrate : *Make good to wall surface.*

- **Removing Kitchen Furniture**

Type : *Wall units.*

Disposal : *Remove from site.*

Making Good To Exposed Substrate : *Make good to wall surface.*

- **Removing Kitchen Sink**

Type : *Inset.*

Disposal : *Remove from site.*

Existing Fittings And Fasteners : *Set aside samples in good condition as pattern for new fittings/ fasteners. Remove remainder from site.*

Making Good To Exposed Substrate : *Not required.*

- **Removing Kitchen Sink Taps Traps And Wastes**

Taps : *Mixer tap.*

Traps : *Plastics P trap.*

Wastes : *Plug and chain.*

Disposal : *Remove from site.*

Existing Fittings And Fasteners : *Set aside samples in good condition as pattern for new fittings/ fasteners. Remove remainder from site.*

Existing Services : *Cap off waste pipes and water supplies.*

Making Good To Adjacent Surfaces : *Not required.*

- **Removing Internal Waste Pipework**

Type : *Plastics waste pipes.*

Extent : *Entire waste pipe between fitting and stack.*

Disposal : *Remove from site.*

#### 30 Remove Tiling To Internal Wall

- **Removing Internal Wall Tiling**

Type : *Ceramic tiles.*

Disposal : *Remove from site.*

Making Good : *Clean residual adhesive from substrate.*

**Total for page £**

To be carried forward to Section 0 collection (page 5)

- **Preparing Wall For Tiling (M40)**

Initial Preparation : *Fill and level to surface using water resistant filler.*  
 Final Preparation : *Apply bonding agent.*

£

#### **40 Electric Cables and Trunking**

- **Chase Existing Electric Cables Into Walls (V90)**

Extent : *White plastic trunking and/ or conduit. Electric cable to remain in position and chased into wall.*

Location : *Individual circuits.*

Making Good : *Make good to wall surface for decorations*

**Total for page £**

To be carried forward to Section 0 collection (page 5)



Collection for Section 0 Site Preparation	£
Page 3	
Page 4	
<b>Total for Section 0 £</b> To be carried forward to Tender Summary (page 11)	

## 1 Finishes

£

### 50 Redecorate Emulsion Painted Plaster Ceilings

- **Preparation For Redecorating Previously Painted Plaster (M60)**

Method : *Contractor's choice.*

Finishing : *Contractor's choice. Provide sound surface for good quality coated finish.*

- **Emulsion Paint (M60)**

Manufacturer : *Contractor's choice.*

Product Reference : *Contractor's choice.*

Type : *Vinyl silk.*

Application : *As manufacturer's recommendations.*

Number Of Coats : *One full coat.*

Colour : *White.*

### 60 Redecorate Painted Wood Skirtings And Architraves

- **Preparation For Redecorating Previously Painted Wood (M60)**

Method : *Contractor's choice. Make good to provide sound substrate.*

Finishing : *Fill all surface defects and abrade to a smooth even surface. Apply two coats of knotting to exposed resinous areas and knots.*

- **Interior Undercoat (M60)**

Manufacturer : *Contractor's choice.*

Product Reference : *Contractor's choice.*

Type : *Water based.*

Application : *As manufacturer's recommendations.*

Number Of Coats : *Contractor's choice.*

Colour : *As manufacturer's recommendations for finish coat colour.*

- **Gloss Paint (M60)**

Manufacturer : *Contractor's choice.*

Product Reference : *Contractor's choice.*

Type : *Water based acrylic gloss.*

Application : *Contractor's choice.*

Number Of Coats : *Two.*

Colour : *White.*

## 1.1 Internal Wall Finishes

### 70 Redecorate Emulsion Painted Plaster Walls

- **Preparation For Redecorating Previously Painted Plaster (M60)**

Method : *Contractor's choice.*

Finishing : *Contractor's choice. Provide sound surface for good quality coated finish.*

- **Emulsion Paint (M60)**

Type : *Vinyl silk.*

Application : *Contractor's choice.*

Number Of Coats : *Sealing coat and two full coats*

Colour : *Colour to match existing.*

- **Ceramic Tiling On Adhesive Bed To Internal Wall (M40)**

Manufacturer : *Pilkinton.*

Product Reference : *White Satin Oblong (PRS12)*

Type : *Manufacturer's standard.*

Size : *150 x 150 mm.*

Thickness : *6.5-7 mm.*

Courses : *Four courses high*

Finish : *Glazed.*

Colour : *White.*

Bedding : *3 mm adhesive bed - notched trowel method.*

Joint Width : *2 mm.*

- **Grouting To Wall Tiling (M40)**

Manufacturer : *Contractor's choice.*

Type : *Flexible polymer modified water and frost resistant cement base grout.*

Colour : *White.*

Joint Profile : *Flush.*

Total for page £

To be carried forward to Section 1 collection (page 7)

<b>Collection for Section 1 Finishes</b>	£
Page 6	
<b>Total for Section 1 £</b>	
To be carried forward to Tender Summary (page 11)	

## 2 Kitchen Fittings

£

### 80 Install Domestic Kitchen Units

Drawing Reference : 134511-1-1A

- **Fitted Kitchen Unit Carcasses (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Type : *Wall unit.*

Layout : *As drawing*

Material And Finish : *Manufacturer's standard.*

Accessories : *As schedule.*

- **Kitchen Unit Doors And Drawer Fronts (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Unit : *Base unit.*

Material And Finish : *Manufacturer's standard.*

Door Hinges : *Concealed.*

Catches : *As drawing.*

- **Kitchen Unit Side Panels (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Dimensions : *As drawing*

Material And Finish : *Manufacturer's standard.*

- **Kitchen Unit Worktops (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Dimension : *As drawing.*

Material And Finish : *Manufacturer's standard.*

Supports : *Manufacturer's standard end panels.*

Supports To Units Above Worktop : *Manufacturer's standard.*

- **Domestic Sinks (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Type : *Manufacturer's standard.*

Material : *Stainless steel.*

Configuration : *Manufacturer's standard.*

Overall Size : *As drawing*

Tap Chainstay And Overflow Holes : *Manufacturer's standard.*

Accessories : *Manufacturer's standard.*

- **Domestic Sink Taps (N11)**

Manufacturer : *Steelplan Kitchens*

Product Reference : 134511-1-1A

Type : *Manufacturer's standard.*

Material : *Stainless steel.*

- **Domestic Sink Wastes (N11)**

Manufacturer : *Contractor's choice.*

Type : *Plug and chain.*

Material : *Manufacturer's standard.*

Size : *To fit sink*

- **Contractor Designed PVCC Waste Pipework System (R11)**

Design : *Complete the design of the waste drainage system including selection of appropriate preformed joints, junctions, fittings and fixings throughout.*

- **PVCC Waste Pipework (R11)**

Manufacturer : *Contractor's choice.*

Nominal Sizes : *Contractor's choice.*

Colour : *White where exposed to view.*

Brackets : *Plastics pipe clips, colour to match pipes.*

Fasteners : *As manufacturer's recommendations.*

Accessories : *Access fittings.*

Testing : *Test on completion.*

- **Reinstalling Kitchen Appliances (N11)**

Location : *Original location.*

Fasteners : *Reuse existing undamaged fasteners. Otherwise, new to match existing.*

Services : *Reconnect to existing mains services.*

Making Good To Adjacent Surfaces : *Not required.*

**Total for page £**

To be carried forward to Section 2 collection (page 10)

<ul style="list-style-type: none"> <li>• <b>Refixing Hot And Cold Water System Pipework</b>  Type : <i>Copper hot and cold water pipework.</i>  Preparation : <i>Refix to new taps.</i></li> </ul>	£
<b>90 Retain Vinyl Sheet Safety Floor Finish On Existing Concrete Substrate</b> Location : <i>Kitchen Floor</i>	
<b>100 Mandatory Health And Safety Signs</b> <ul style="list-style-type: none"> <li>• <b>Fire Equipment Safety Signs Internal (N15)</b>  Product Reference : <i>Remove Existing and Reuse</i>  Sign Type : <i>ISO 7010-F001 'Fire extinguisher'.</i>  Supplementary Text : <i>See drawings.</i>  Material : <i>Rigid plastics.</i>  Overall Rectangular Sign Size : <i>450 x 150 mm.</i>  Mounting Height To Base Of Sign : <i>1.5 m.</i>  Fixing : <i>As manufacturer's recommendations.</i></li> <li>• <b>Mandatory Safety Signs Internal (N15)</b>  Manufacturer : <i>Contractor's choice.</i>  Product Reference : <i>Contractor's choice.</i>  Sign Type : <i>ISO 7010-M011 'Wash your hands'.</i>  Supplementary Text : <i>See drawings.</i>  Material : <i>Rigid plastics.</i>  Overall Rectangular Sign Size : <i>450 x 150 mm.</i>  Mounting Height To Base Of Sign : <i>1.5 m.</i>  Fixing : <i>As manufacturer's recommendations.</i></li> </ul>	
<b>110 Contingency Sum</b> Unforeseen Works : <i>£1000</i>	
<p style="text-align: right;"><b>Total for page £</b></p> <p style="text-align: center;">To be carried forward to Section 2 collection (page 10)</p>	

Collection for Section 2 Kitchen Fittings	£
Page 8	
Page 9	
Total for Section 2 £	
To be carried forward to Tender Summary (page 11)	

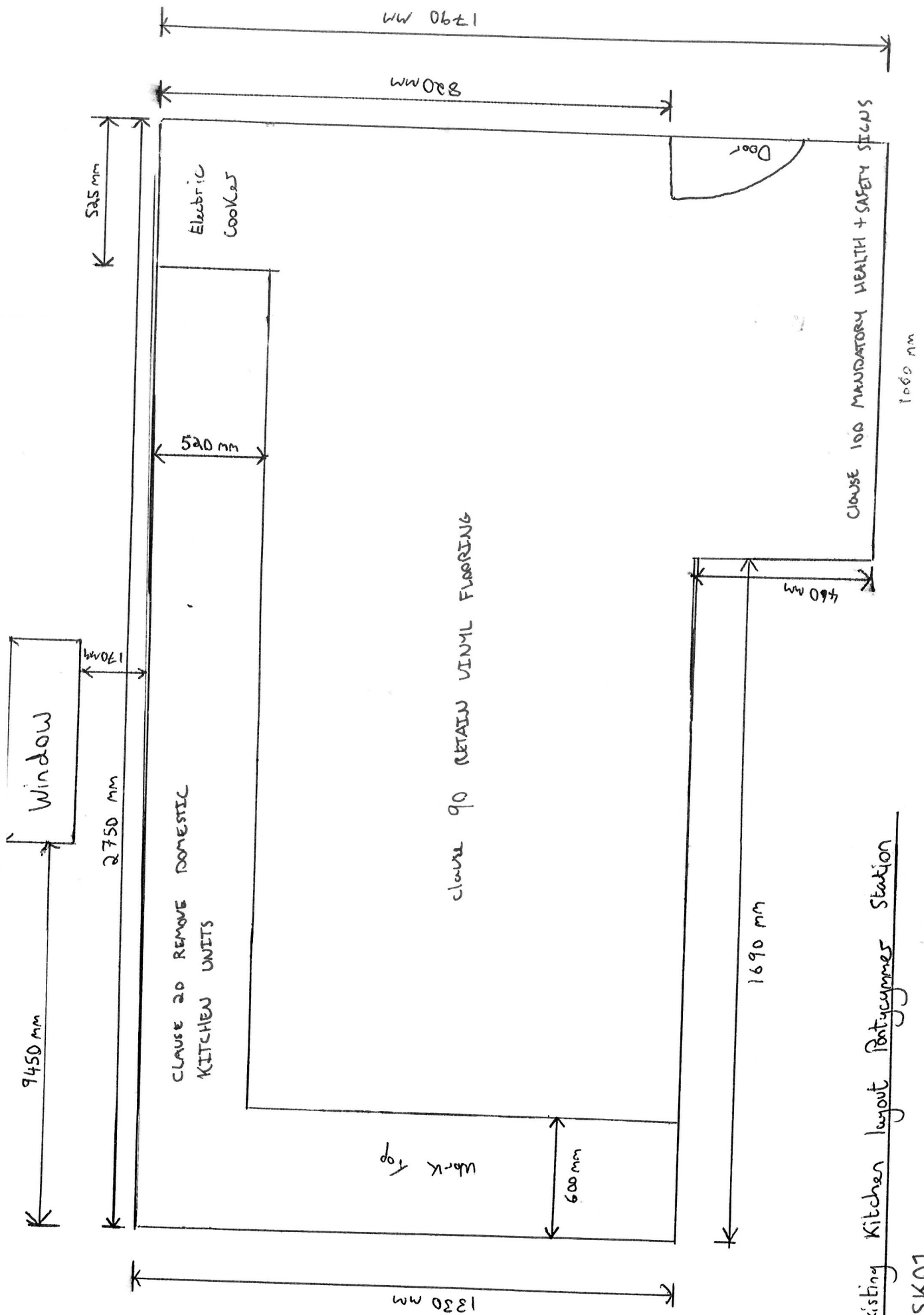
Pontycymmer Kitchen & Redecoration - Schedule of Work

Tender Summary	£
Preliminaries	
0 Site Preparation (page 3)	
1 Finishes (page 6)	
2 Kitchen Fittings (page 8)	
Total £	

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_



Existing Kitchen layout Potycymmer Station

SK01





## STEELPLAN KITCHENS

WEALDSTONE ROAD • KIMPTON INDUSTRIAL ESTATE  
SUTTON • SURREY • SM3 9RW  
Tel: 020 8254 2018 • Fax: 020 8641 5026  
Email: sales@steelplan.com  
[www.steelplan.com](http://www.steelplan.com)

Jan-25-2013

### QUOTATION

PROJECT	QUOTE REF
PONTYCYMMER FIRE STATION	134511-1-1
ROOM NAME	
Kitchen Area	

FAO:	Matthew Jones	FAX:	
COMPANY:	South Wales Fire & Rescue Service	TEL:	01443 232 109

Thank you for your recent request for a quotation for the above project which we have pleasure in attaching.

If you have any further queries concerning this quotation then please don't hesitate to contact us.

Regards,

Martin

cc:

IMPORTANT!
The anticipated despatch time on this quotation is 7 Weeks.

This quotation is valid to: 31/07/2013

# QUOTATION

Quote Ref: 134511-1-1

To: **Matthew Jones**  
**South Wales Fire & Rescue Service**  
**Forest View Business Park**  
**Llantrisant**

**CF72 8LX**

Phone: **01443 232 109**

Fax:

## VERSION/OPTION

Not Applicable

Area Sales Manager

Phil Churchill

Lead Time

7 Weeks

Date

25/01/2013



## STEELPLAN KITCHENS

WEALDSTONE ROAD - KIMPTON INDUSTRIAL ESTATE  
SUTTON - SURREY - SM3 9RW

Tel: 020 8254 2018 - Fax: 020 8641 5026

Email: [sales@steelplan.com](mailto:sales@steelplan.com)

[www.steelplan.com](http://www.steelplan.com)

## PROJECT

### PONTYCYMMER FIRE STATION

## ROOM NAME

**Kitchen Area**

Qty	Part Code	Description
<b>SECTION 1: CABINETS</b>		
1	NSB10D	1000MM DUMMY D/L SINK BASE UNIT. 600MM DEEP. PLEASE NOTE THAT THIS UNIT IS OPEN BACKED AND AS SUCH THE REAR WALL IS VISIBLE WHEN THE DOORS ARE OPENED.
1	NCF5XBL	1000MM DRAWER LINE CORNER UNIT (500MM L/H DOOR). 500MM DEEP.
1	NWC6XML	600MM MEDIUM WALL CORNER UNIT. L/H DOOR.
1	NWU10M	1000MM MEDIUM WALL UNIT.
1	FI300/\$\$	NEW BASE / WALL PAINTED FILLER SECTION <i>300mm wide with fixings to one side and can be cut on site to fit.</i>
1	EPBUPX	600MM DEEP BASE END PANEL. REVERSIBLE.
1	NEPMWPX	MEDIUM WALL END PANEL. REVERSIBLE.
1	PL24PE/XXXXXXX	ALUMINIUM EXTRUDED PLINTH. 2400MM X 150MM.
1	PLECPX/XXXXXXX	EXTERNAL PLINTH CORNER. 150MM.
1	SKCARRIAGE	KITCHEN DELIVERY
<b>SECTION 2: WORKTOPS</b>		
1	KWT-STEELTOPS	STEELTOPS WORKTOPS/PRODUCTS. ALL WORKTOPS IN 304 GRADE, MOUNTED ON WBP PLY. ALL MANUFACTURED TO SITE DIMENSIONS SUPPLIED BY OTHERS. INCLUDES FOR WELDED IN SINK BOWLS IF REQUIRED. IMPORTANT! IF THIS KITCHEN IS PURCHASED ON A SUPPLY ONLY BASIS THEN WE WILL REQUIRE

Qty	Part Code	Description
		DIMENSIONS/TEMPLATES TO BE SUPPLIED TO US BY OTHERS IN ORDER TO ENSURE ACCURATE MANUFACTURE. PRICE FOR TEMPLATE/MEASURING SERVICE BY US AVAILABLE UPON REQUEST.
		<b>SECTION 3: TAPS</b>
1	K/8136	SISSONS 13MM DECK MIXER TAP Spout projection: 155 mm 180mm HOLE CENTRES

<b>Total Supply Only</b>	<b>£3,706.22</b>
--------------------------	------------------

Quotation valid to: **31/07/2013**

Please note that the above price does not include for a 2.5% Main Contractors Discount.  
If this is required then please add: **£ 95.03**

### Quote Notes:

#### Revision Log:

#### Please note:

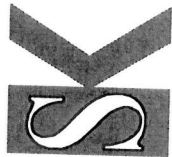
- 1] Prices are supply only (excluding VAT).
- 2] Our standard terms & conditions of sale apply, a copy of which is available upon request.
- 3] All cabinet carcasses are finished in Pearl, and doors & drawer fronts painted in any colour from our standard range.
- 4] Please note that any domestic rated appliance used within a semi-commercial environment is not covered under the manufacturers 1 year parts & labour warranty. If you are unsure whether or not this effects any of the appliances quoted in this quotation then please contact us for clarification.
- 5] All our deliveries are by a single operative and are to ground floor locations only. If you require multi-operative or other than ground floor deliveries then please request a quotation for these services.
- 6] It is assumed that the correct services are supplied (by others) for the appliances quoted.
- 7] All goods are subject to manufacturing tolerances of +/- 4mm.
- 8] On supply only contracts, all worktop dimensions are to be supplied to us.
- 9] Please ensure that all appliances are registered with their manufacturers within 30 days of receipt.
- 10] All goods will be delivered by a third party courier. Signature of receipt of the goods on their docket denotes acceptance and receipt of all goods listed on the delivery note that accompanies the goods. Any discrepancies must be advised within 24 hours of signing for the goods. No claims for damage or incomplete delivery will be accepted after this time.

For further assistance on this quotation please contact your area sales manager:

Name: **Phil Churchill**  
Mobile: **07801 297624**  
Email: **phil.churchill@steelplan.com**

#### Company Details:

Steelplan Kitchens Limited.  
Company Reg: 2683105  
VAT No: GB 756 9779 52



## STEELPLAN KITCHENS

4 WEALDSTONE ROAD KIMPTON INDUSTRIAL ESTATE  
SUTTON SURREY SM3 9DA  
TEL: 01883 825410 FAX: 01883 825411  
EMAIL: SALES@STEELPLAN.COM

WWW.STEELPLAN.COM

NOTES

XXX

PROJECT:

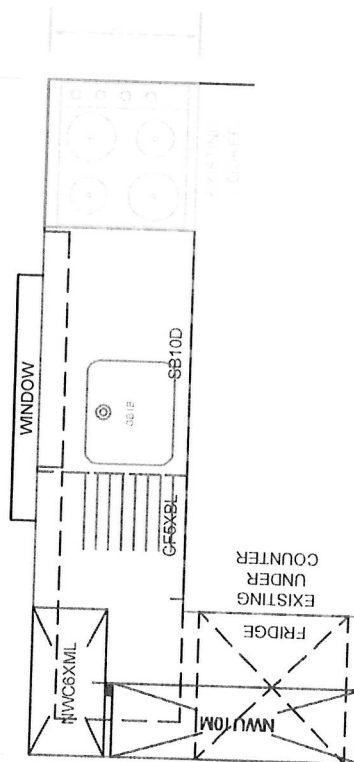
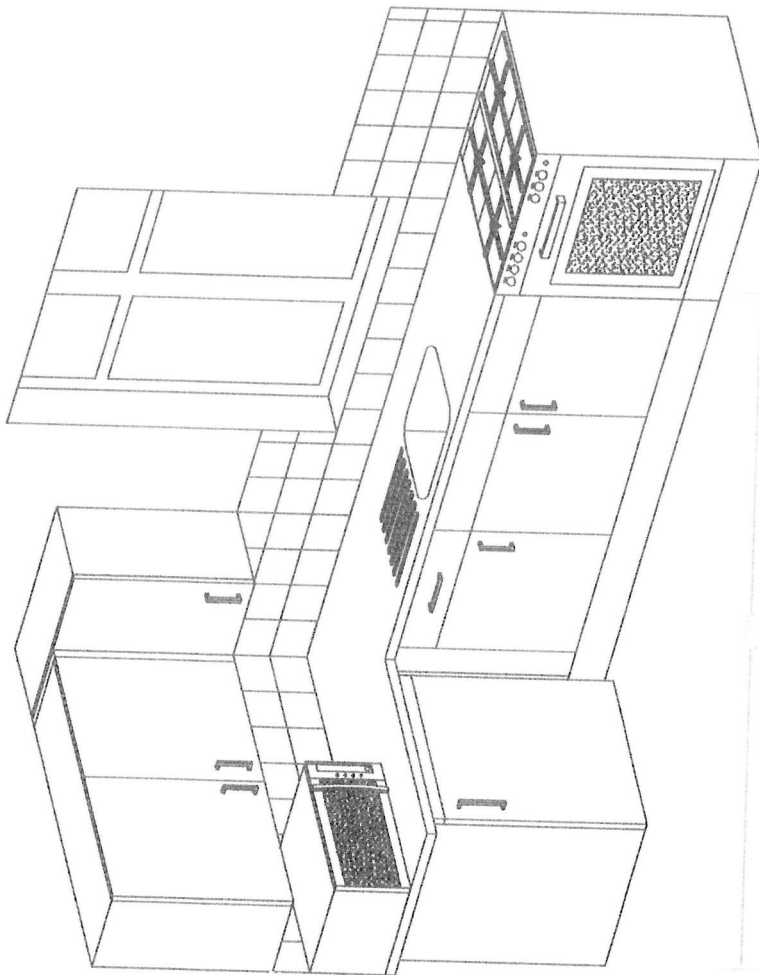
CONTINUED  
FIRE STATION

SECTION:

KITCHEN AREA

DRAWING No:

134571.1-1A





## STEELPLAN KITCHENS

4 WEALDSTONE ROAD  
SURREY  
TEL 020 8254 2010  
EMAIL SALES@STEELPLAN.COM

WWW.STEELPLAN.COM

### NOTES

XXX

### PROJECT:

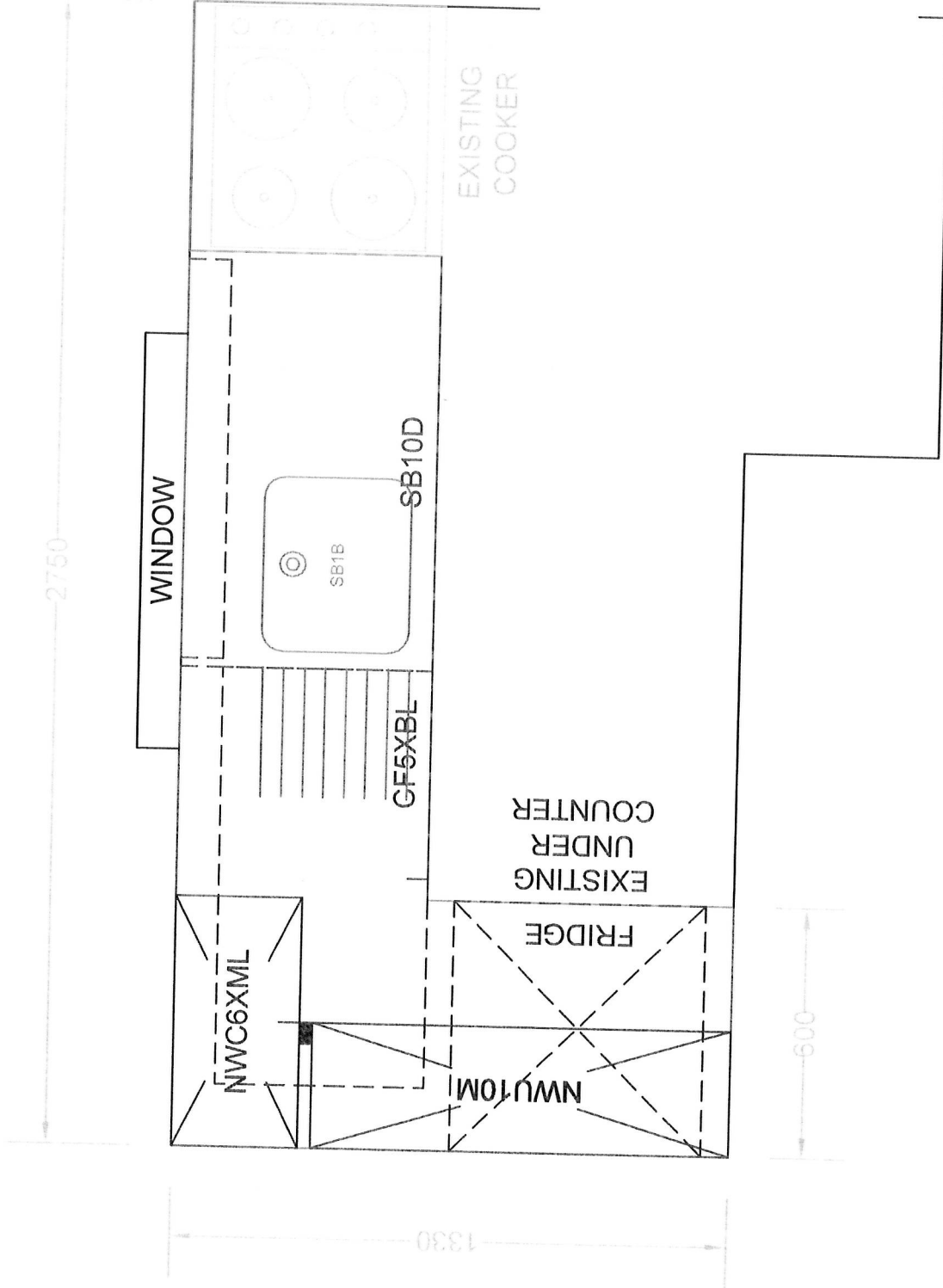
RIGHTY HANDED  
KITCHEN

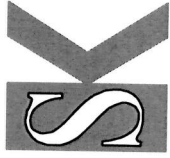
### SECTION:

KITCHEN AREA

### DRAWING No:

SK/2010/001





## STEELPLAN KITCHENS

4 WEALDSTONE ROAD KIMPTON INDUSTRIAL ESTATE  
SUTTON SURREY SM3 9ZN  
TEL 01883 525555 FAX 0208 841 506  
EMAIL SALES@STEELPLAN.COM

WWW.STEELPLAN.COM

NOTES

XXX

**PROJECT:**  
PONTYCYMMER  
FIRE STATION

**SECTION:**  
KITCHEN AREA

**DRAWING No:**  
134511-1-1A

