Quotation Title **Disconnection, Transportation and Reinstallation of Commercial Laundry Equipment**

**Ref Number** **REF: 003IM**

Iron Maidens commercial laundry service will be moving premises in Jan/Feb 2017 and is seeking tenders for a company to provide the full disconnection, transportation and reinstallation of the machinery from the old site to the new site (approximately 6 miles distance). We also require additional work (detailed below) related to the fit out of the new premises.

All work needs to be compliant to industry standards not limited to but including BS7671 electrical standards and Gas Safety regulations and installed by qualified tradesmen.

It is anticipated that interested parties will wish to visit both locations prior to submitting bids and site viewings can be arranged through:

Miss Sharon Bridgett Tel 01782 325256

Email Sharon@ironmaidensltd.co.uk

**Supplementary information:**

The new site has 3 phase electrics.

**Statement of Requirements**

1. Disconnection of existing equipment and machinery (itemised below) from old site, transportation to the new site (including crane hire) and reinstallation, commissioning and testing of the machinery.

Old Site Address

Unit 7 Adderley Works, Sutherland Road, Longton, Staffs ST3 1HZ

New Site Address

Seagrave Street, Newcastle under Lyme, Staffs ST5 1LB

Equipment to be moved will include:

* One ironer min 5 metres long x 2 metres wide
* Two washing machines 60kg capacity each
* Three Dryers 50lb capacity each
* One bagging machine 2 metre by 3 metre
1. To supply and fit electric cable to within 1 metre of machinery plus additional wiring in preparation for the following machines to be purchased and installed at a later date (and not part of this brief):

01 Commercial Flatwork Ironer

02 Commercial Dryers

1. To supply and install an electrical distribution board with individual machine isolators
2. To supply and fit gas pipes to within 1 metre of machinery including the provision of gas services in preparation for the following additional equipment to be purchased and installed at a later date (and not part of this brief):
* 01 Commercial Flatwork Ironer
* 02 Commercial Dryers
1. To supply and fit water pipes and fittings to within 1 metre of machinery
2. To supply and fit a water tank with capacity of up to 10,000 Litres and gas boiler to provide adequate daily supply to the washers.
3. To supply and install extraction fans and ducting for the dryers with consideration for:
* Terminating to the outside atmosphere in a safe position
* To provide minimal airflow resistance
* Minimal bends
* Capable of temperature range between 40 degrees C and 83 degrees C
1. To supply and install a Screw Compressor compatible with a commercial ironer
2. To commission and test the equipment in accordance with manufacturer’s instructions.
3. To disconnect and make safe any (non-required) existing electrics such as plug sockets.

Please also supply your availability to begin the works including estimated time from commencement to completion.

We will require proof of insurance to remove and install all Machinery

**Evaluation Criteria**

Tenders will be assessed and scored based on a Price and Quality Mix (Most Economically Advantageous Tender). 1000 marks are available in total:

The score of 1000 marks is broken down into 600 marks for the Technical (Quality) evaluation and 400 marks for the Commercial (Price) evaluation.

**Tenderers are required to respond thus:**

1. Tenderers are required to provide a single lump sum fee for the commission and to give a detailed breakdown of costings in the price table below.
2. Please provide information on any relevant insurance levels and qualifications relevant to the commission.
3. To provide quality criteria by answering questions A, B, C in the Quality table below.

*Quality (30%)*

The 600 marks for the Technical (Quality) evaluation is further broken down into a number of sub-criteria as follows:

**Quality Table**

|  |  |  |
| --- | --- | --- |
|  A | Technical merit of proposal – Demonstrate an understanding of the project requirements and how the deliverables will be achieved.  Set out how the commission is to be undertaken, including a schedule of key stages of work and any assumptions. | 200 |
|  B | Experience-Provide at least 2 case studies of previous similar work undertaken | 250 |
|  C | Timescale – Approx. mid-February- end Feb 2017Confirmation that you can meet the target installation date above. Please provide a schedule setting out key stages and milestones and anticipated total time. | 150 |
|  | Total available score: | 600 |

The score for each of the above Technical (Quality) sub-criteria will be arrived at by applying the scoring mechanism detailed below:

Score 5 marks – where the evidence demonstrates that all of the tender requirements have been met.  Response provided is excellent

Score 4 marks – where the evidence demonstrates that most of the tender requirements have been met.  Response provided is good.

Score 3 marks – where the evidence demonstrates that some of the tender requirements have been met.  Response provided is satisfactory.

Score 2 marks – where the evidence demonstrates clear gaps in meeting the tender requirements and is not comprehensive.  Response provided is below average.

Score 1 mark – where the evidence demonstrates a significant flaw in meeting the tender requirements.  Response provided is poor.

Score 0 marks – where no information is provided for the relevant criteria.

*Price (70%)*

Please provide a lump sum fee for the completion of the commission Ex VAT

|  |
| --- |
| £ |

**Price Table**

Please breakdown your price per task in the table below:

|  |  |  |
| --- | --- | --- |
| Item | Service | Enter your Price Here |
| 1 | Disconnection of itemised machinery, transportation (including any specialized vehicles/equipment) and reinstallation into the new unit. | £ |
| 2 | Provision of electric/gas/water to within 1m of machinery and provision of services for additional equipment cited in the Statement of Requirements | £ |
| 3 | Supply and fit of an electrical distribution board | £ |
| 4 | Supply and fit a water tank and gas boiler | £ |
| 5 | Supply and install ducting and extraction fans | £ |
| 6 | Supply and install a Screw Compressor | £ |
| 7 | To commission and test the equipment | £ |
| 8 | To disconnect and make safe any non-required electrics | £ |
|  | Total Price | £ |

Closing Date/ Time

**03/02/2017 Midday**

Quotes received after the deadline will not be considered for selection.

Please state on the subject of your email response

**“Quotation for Relocation and Installation of Commercial Laundry Machinery”**

|  |  |
| --- | --- |
| Contact Details | Name Sharon BridgettPhone Number 01782 325256Email Sharon@ironmaidens.co.uk |
| Logo | The purchase of the relocation and installation is subject to securing funding from the European Regional Development Fund. |
| Supplier Response  | Please submit completed quotations toSharon@ironmaidens.co.uk |
| Deadline date | **No Quotation will be opened after the deadline and will therefore not be accepted** |