

**St Nicholas Hospital**

Supplies Department

Jubilee Road

Gosforth

Newcastle upon Tyne

NE3 3XT

6th December 2022

Dear Sir/Madam

**Invitation to Tender for Repair of Guttering by NTW Solutions Limited at Walkergate Park Hospital on behalf of Cumbria, Northumberland, Tyne & Wear NHS Trust.**

**Tender Reference: CON/241/RX4**

You are being invited to participate in a procurement exercise, which is being undertaken by Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (the Authority).

You are asked to submit offers, subject to the terms of this letter and listed documents.

The Authority do not bind themselves to accept the lowest or any Offer and reserves the right to accept an Offer either in whole or in part, each item being for this purpose treated as offered separately.

This Invitation comprises the following documents:

Document No 1 This covering letter;

Document No 2 Preliminaries;

Document No 3 Specification;

Document No 4 Safety Guidance & Site Rules for Contractors, Trust Staff & Visitors;

Document No 5 NHS T&C’s for Provision of Services;

Document No 6 Form of Offer

Document No 7 Conflicts of Interest;

Should any of the above documents be missing please contact the undersigned.

Your offer should be submitted electronically via the [**https://procontract.due-north.com**](https://procontract.due-north.com)post-box facility by the **tender deadline of 12 noon on** **Tuesday 20th December** as detailed within the portal. Supplier assistance is available at:[**https://supplierhelp.due-north.com/**](https://supplierhelp.due-north.com/)**.**

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems.

We look forward to receipt of your timely tender submission.

Yours sincerely,

Leigh Tidyman

Leigh Tidyman

NTW Solutions Limited

Contracts & Business Development Manager

Email: [leigh.tidyman@ntw.nhs.uk](mailto:leigh.tidyman@ntw.nhs.uk)

Tel No: 0191 246-7214

Mobile: 07827 954 004

**DOCUMENT 2 – PRELIMINARIES**

**SECTION 1: PROJECT, PARTIES AND CONSULTANTS**

**DESCRIPTION OF WORKS**

The works comprise of the clearance and repair to guttering at

Walkergate Park Hospital

Benfield House

Newcastle upon Tyne

NE6 5UD

**NAME OF PARTIES**

NTW Solutions

St Nicholas Hospital, Jubilee Road

Gosforth

Newcastle upon Tyne

NE3 3XT

#### SUPERVISING OFFICER

#### Mrs Sharon Ginnelly - Estates Office [sharon.ginnelly@ntw.nhs.uk](mailto:sharon.ginnelly@ntw.nhs.uk) / Tel. No. 0191 2875038

**PRINCIPAL CONTRACTOR**

Name: To be agreed

Address: To be agreed

Contact: To be agreed

Telephone: To be agreed

**OTHER CONSULTANTS**

N/A

**DOCUMENT 3 - SPECIFICATION**

**1 Introduction**

1.1 NTW Solutions Limited (<https://ntwsolutions.co.uk/> are a wholly owned subsidiary of Cumbria Northumberland Tyne and Wear NHS Foundation Trust Group (<https://www.cntw.nhs.uk/>) who are one of the largest NHS Foundation Trusts in the country and employ over 6000 people with an annual budget of over £300m per annum. We work from more than 60 sites across Cumbria, Northumberland, Newcastle, North Tyneside, Gateshead, South Tyneside and Sunderland and our properties range from main hospitals sites to smaller community-based settings.

We structure our services geographically known as ‘Locality Care Groups’. Which allows the organisation to focus on local populations and their specific needs, our main sites include:

• St. Nicholas Hospital, Newcastle upon Tyne

• St. George’s Park, Morpeth, Northumberland

• Northgate Hospital, Morpeth, Northumberland

• Ferndene, Prudhoe, Northumberland

• Walkergate Park, Newcastle upon Tyne

• Hopewood Park, Sunderland

• Monkwearmouth Hospital, Sunderland

1.2 Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust was created back in 2006. This was through the merger of three different NHS trusts: Newcastle, North Tyneside and Northumberland Mental Health NHS Trust; South of Tyne and Wearside Mental Health NHS Trust; and Northgate and Prudhoe NHS Trust.

1.3 Since then, there have been some dramatic changes that have helped shape how we care and support the people we serve. For instance, we have been able to provide some state-of-the-art facilities, which have dramatically improved inpatient services.

1.4 Between 2006 and 2016, we opened eight new buildings, ranging from a specialist dementia centre to a large 122-bed hospital.

1.5 In August 2016 we were rated ‘outstanding’ by the Care Quality Commission, one of the first mental health Trusts in the country to achieve this.

1.6 In 2015, the Health Service Journal named us as one of the top 100 NHS Trusts to work for.

1.7 More recently, the Trust was chosen by NHS Improvement to lead the way in mental health care, picking us as its strategic partner in developing its mental health improvement programme.

1.7 In 2016 / 2017 the Trust established its own subsidiary company NTW Solutions Limited to provide a range of support services to the organisation to include estates, facilities, HR, procurement and transactional services.

**2 Background**

2.1 This specification has been developed to ensure the CNTW Group takes the steps necessary to uphold its dedication to providing a safe environment for staff, visitors and service users.

2.2 Walkergate Park Hospital is a 2-story centre for Neurorehabilitation and Neuropsychiatry of both inpatients and outpatients in Newcastle upon Tyne.

2.3 Approximate gutter length 790 metres. See Appendix 1 for building layout.  
  
This includes the whole outer perimeter of the building, and the inner perimeters of the illustrated Therapy Gardens.

**3. SCOPE AND RESPONSIBILITIES**

3.1 This specification aims to highlight the required work needed to remove and renew.

3.2 Appointed contractor must be an approved contractor on Construction Line.

3.3 It is the responsibility of the appointed contractor to provide the CNTW Group with a project plan detailing timescales for work before work commences onsite.

3.3.1 Prior to undertaking work on Trust premises, the contractor must undertake a risk assessment and produce a method statement with tender submission of the proposed work activity.  
~ See Para 4.3 – Sites Visits.

3.4 It is the responsibility of the appointed contractor to manage the removal of their own waste and also provide the CNTW Group with their waste management plan, which will also include removal of any debris generated by the repairs.

3.5 It is the responsibility of the appointed contractor to supply all tools and materials required for the work. *All tools and associated equipment and chemicals can be store in a secure site compound using the Contractor own temporary storage container (maximum 6” x 10”, equivalent to a parking bay) that is secured at all times to prevent access from none authorised personnel.*   
  
Welfare facilities will be provided by the appointed contractor in an agreed location prior to work starting onsite with a member of the NTW Solutions Estates Management Team. It will be the responsibility of the appointed contractor that this area is kept clean and tidy at all times.

3.6 It is the responsibility of the appointed contractor to appoint a site manager/main contact who will be responsible for all work carried out onsite. The site manager/main contact will be available for site meetings throughout the works.

3.7 The CNTW group may request a site visit or a minimum of 2 references from previous work carried out by the successful contractor to the same scale of the work detailed in this document.

3.8 Smoking will not be permitted on the site.

3.9 Health, Safety and Welfare for Works Person

The contractor shall ensure that all health, safety and welfare measures required under or by virtue of the provisions of any enactment or regulation or the working rules of any industry are strictly complied with.

In particular, the contractor must make themselves and their employees aware of the parts of Trust Safety Policy and guide to contractors relevant to the work which they are performing and also must make the trust and its employees aware of any hazards which might be created by the contractor and or their employees performance of the required work and measures which must be undertaken to minimize such hazards.

Please refer to Appendix 2 for full details.

The contractor shall advise the employer of his health and safety procedures which will apply to the employers representatives and equipment on site.

The contractor’s attention is drawn in particular, but not exclusively to the following:

• The management of health and Safety at Work Regulations 1992.

• The Personnel Protective equipment at Work Equipment Regulations.

• The Provision and use of Work Equipment Regulations 1992.

• The Manual Handling Operations Regulations 1994.

• The Factories Act 1961 and all amendments thereto

• The Electricity at Work Regulations 1989

• The Control of Substances Hazardous to Health Regulations 1989 (COSHH).

• Any relevant regulations made under the Health and Safety at Work, etc. act 1974, e.g. Health and Safety (First Aid) Regulations in respect of all their employees and sub-contract employees is to include employees of the trust, consultants and persons having access to the site.

• Control of Pollution Act 1974.

• Environmental Protection Act 1990.

• The Construction (Head Protection) Regulations 1989.

**4 SPECIFICATION/REQUIREMENTS**

Below is the original specification

**4.1 Guttering**

**Rainwater drainage systems**

Approximate gutter length 790 metres. See Appendix 1 for building layout.

The majority of the guttering requirement is on two storey buildings. Both Mobile Elevated Working Platform (MEWP) and Spider lifting equipment will need assessment during the visits. See 4.3 below.

**SYSTEM PERFORMANCE COLLECTION AND DISTRIBUTION OF RAINWATER**

• General: Complete gutter clearance and repair, without leakage or noise nuisance.

**PRODUCTS**

* Water resistant sealant.

**INSTALLATION GENERALLY**

* Clear all debris from guttering to ground level and remove from site.
* Apply waterproof sealant to all gutter joints.
* Provide access all access equipment to enable works.

**COMPLETION**

GUTTER TEST

• Preparation: Temporarily block all outlets.

• Testing: Fill gutters to overflow level and after 5 minutes closely inspect for leakage.

**4.2 Lead times**

Materials

4.2.1 Contractors are to advise of the current material lead times.

4.2.2 Contractors are to advise of the current material lead times and cost variances for any suggested alternative products in the tender response.

Labour

Contractors are invited to provide an informed estimate on:

1. Number of days post contact award to commence works.  
   *~ Please assume a contract award notice will be announced within 10 working days of the tender deadline date in the covering letter.*
2. Duration of Working Days to complete the works including the removal of all debris.

All works to be completed before the end of the 31st March 2023

**4.3 Site Visit.**

4.3.1 Site visit is essential to assist in costing and will be available up to 5 working days before the tender deadline detailed in covering letter above. Such visits to be arranged via:

* Sharon Ginnelly – Estates Officer – sharon.ginnelly@ntw.nhs.uk / Tel. No. 0191 2875038.

**4.4 Working Hours**

4.4.1 Working Hours (Working Day) shall be between 08.00 and 16.00 Hrs. Monday to Friday, unless permission is given by the Supervising Officer or their representation for the work to be done outside of these hours.

**4.5 Costings**

4.5.1 Contractors are required to present full disclosure of all known costs in the delivery of these specified requirements, inclusive of the following non-exhaustive list.

* + Labour rates per hour (qualified and apprentice rates separated) during Working Hours  
    ~ provide weekend rates 08.00 and 16.00 Hrs. Saturday to Sunday.
  + Specified material costs in Para 4.1 – Guttering and Para 4.2.2.
  + Hire costs (i.e. any applicable machinery or movable scaffolding)
  + Any other applicable costs.

**4.6 Evaluation**

Evaluation of tender submissions will be scored on the following criteria:

|  |  |  |
| --- | --- | --- |
| No. | Criteria | % Weighting |
| 1 | Price | 40% |
| 2 | Methodology Sub-criteria’s:   * Waste Management * Cleanliness * Health & Safety (*i.e., working at height*) | 30% |
| 3 | Capacity / Capability  Sub-criteria’s:   * All works must be completed before end of March 2023 * Evidence of previous work carried of similar magnitude. | 30% |

**4.7 Quality Questions**

Contractors are required to provide clear and concise responses to the following quality questions:  
*~ 2,000 max wordcount per question*.

1. Please provide clear and concise “**Price**” breakdown of all costs (labour, materials, hiring of lifting machinery, including a declaration of any other associated costs with an all in Total Contract Value) (40%)

|  |
| --- |
|  |

1. Please provide clear and concise breakdown of how the “**Methodology**” and associated sub-criteria will be met, including the relevant aspects of both “3. Scope of Responsibilities” and ” 4 Specification / Requirements” (30%)

|  |
| --- |
|  |

1. Please provide clear and concise breakdown of how the “**Capacity / Capability**” and associated sub-criteria will be met, including the relevant aspects of both “3. Scope of Responsibilities” and ” 4 Specification / Requirements” (30%)

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| --- |
|  |

**Appendix 1 – Site Plan**



**DOCUMENT 4 – Estates Department - Safety Guidance & Site Rules**



**Document No 5 NHS T&C’s for Provision of Services**



**Document No 6 Form of Offer** (For completion and signing by the bidder)

**I**…………………………………………………………………….. **(the Offeror)**

**of** …………………………………………………………………………………

## AGREES

1. That this Offer and any contract(s) arising from it shall be subject to the NHS Terms and Conditions and all other items or instructions as may be issued in the Tender documentation. Failure to complete or comply with these instructions may lead to offers being declared null and void.

2 If the offer is accepted, to enter into the contract/framework agreement with Northumberland Tyne and Wear NHS Trust and thereafter to supply the service(s) in respect of which their offer is accepted to the exact quantity, sort and price specified in the Offer Price Schedule in such quantities to such extent and at such times and locations as ordered.

3. That this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by or in accordance with any agreement or arrangement with any other person. The offeror certifies that it has not, and undertakes that it will not

a) Communicate to any person other than the person inviting these offers

the amount or approximate amount of the offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the Offer, for insurance purposes or for a contract guarantee bond;

b) Enter into any arrangement or agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted.

Dated this ……………………………………day of …………………..20…………

Name (print) ………………………………………………………………………….

Signature ……………………………………………………………………………..

Title ……………………………………………………………………………………

Offer Reference Number: …………………………………………………………….

**The form of offer must be signed by an authorised signatory; in the case of a partnership, by a partner for and on behalf of the firm; in the case of a limited company, by an officer duly authorised, the designation of the officer being stated.**

**DOCUMENT 7 – CONFLICT OF INTEREST** (For completion and signing by the bidder)

In order to ensure a fair and competitive procurement process, the Authority requires that all actual or potential conflicts of interest that a Potential Provider may have are identified and resolved to the satisfaction of the Authority. When responding to the Tender, the Contractor must confirm whether or not they believe there is a conflict of interest which may apply and detail this below.

Without limitation, such conflicts of interest may be perceived by the Authority to arise in circumstances where:

• a Relevant Contractor or any person employed or engaged by or otherwise connected with a Relevant Contractor has carried or is carrying out any work for the Authority or the Department of Health in the last six months;

• a Relevant Contractor or any person employed or engaged by or otherwise connected with a Relevant Contractor is providing services for more than one Potential Provider in respect of this project or procurement process.

**Conflict of Interest Raised**

|  |
| --- |
|  |

Please STATE either yes or no:

If Yes, please detail what you believe the conflict to be, who is involved and any plans you may have to mitigate the conflict:

|  |
| --- |
| **Response:** |
|  |

If, following consultation with the Potential Contractor, such actual or potential conflict(s) are not resolved to the satisfaction of the Authority then they reserve the right to exclude at any time any Potential Contractor from the process should the actual or potential conflicts of interest be found to confer an unfair competitive advantage on one or more Potential Contractors, or otherwise to undermine a fair and competitive procurement process.

If the Potential Contractor becomes aware of an actual or potential conflict of interest following submission of the Tender it must immediately notify the NTW Solutions Limited - Contracts & Business Development Manager.

Dated this ……………………………………day of …………………..20…………

Name (print) ………………………………………………………………………….

Signature ……………………………………………………………………………..

Title ……………………………………………………………………………………