

**St Nicholas Hospital**

Supplies Department

Jubilee Road

Gosforth

Newcastle upon Tyne

NE3 3XT

23rd October 2020

Dear Sir/Madam

**Invitation to Tender for required Structural Works by NTW Solutions Limited at Monkwearmouth Hospital on behalf of Cumbria, Northumberland, Tyne & Wear NHS Trust.**

**Tender Reference: CON215RX4 - Monkwearmouth Structural Works**

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;

~ Appendix 1 - Monkwearmouth Hospital – Elevation Plan;  
~ Appendix 2 – Pricing Document;  
~ Appendix 3 – BRE Digest 401 Table 2;

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 Monday 23rd November**, 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 Structural Works at Monkwearmouth Hospital Newcastle Road Sunderland SR5 1NB.

**NAME OF PARTIES**

NTW Solutions

St Nicholas Hospital, Jubilee Road

Gosforth

Newcastle upon Tyne

NE3 3XT

#### SUPERVISING OFFICER Mr. Thomas Padgett – Senior Estates Officer - [Thomas.Padgett@ntw.nhs.uk](mailto:Thomas.Padgett@ntw.nhs.uk) / Tel. No. 01915667050

**PRINCIPAL CONTRACTOR**

Name: To be agreed

Address: To be agreed

Contact: To be agreed

Telephone: To be agreed

**OTHER CONSULTANTS** tbc

**DOCUMENT 3 - SPECIFICATION**

**1 Introduction**

1.1 NTW Solutions Limited are a wholly owned subsidiary of Cumbria Northumberland Tyne and Wear NHS Foundation Trust Group 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 Monkwearmouth Hospital was first opened in 1932 with additional buildings added to the original structure over time. Due to the age of these buildings NTW Solutions carry our regular structural reviews which have highlighted a number of failed wall ties within the aging structure. This document covers details of the affected elevations and the requirements that the CNTW group require.

2.3 Work to remove and replace structural wall ties is a specialist service and has historically been carried out under and a need to basis, however a number of repairs have been carried out to high risk elevations under a previous scheme and subsequent structural reports have identified the remaining elevations listed in section 4 of this document requiring wall tie replacement.

2.4 All elevations listed in this document have been given a rating as per BRE Digest 401 Table 2 (see Appendix 3). This identifies the current condition of the wall tie and its priority within the scope of this works. As well as wall tie replacement the CNTW Group is also including the removal and replacement of all rain water hopper heads and cast iron down pipes due to the weight and condition of the existing.

**3. SCOPE AND RESPONSIBILITIES**

3.1 This specification aims to highlight the required remedial work to each elevation stated in section 4 of this document.

3.2 Appointed contractor must be an approved contractor with the Wall Tie Installers Federation or equivalent governing body.

3.3 It is the responsibility of the appointed contractor to provide the CNTW Group with a project plan detailing timescales for work on each elevation before work commences onsite. These timescales may change due to service requirements and may need to include “Quite Times” where no loud or disrupting work can take place to reduce disruption to the clinical services onsite. The “Quite Times” will be agreed prior to work starting on each elevation.

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. The appointed contractor will also carry out a full clean of each elevation prior to handover back to the CNTW group which will also include window cleaning to remove all dust and debris.

3.5 It is the responsibility of the appointed contractor to supply all tools and materials required for the work. All tools and equipment are to be store in a secure site compound or designated work area which is secured at all time’s to prevent access from none authorised personnel. Location of welfare facilities will be agreed 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 Building Surveyor sign off is required of all wall tie installation in the form of a “Pull Test”. This is to be organised by the appointed contractor and results shared with the CNTW Group in a report format.

3.7 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 length of the works.

3.8 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.

3.9 Smoking will not be permitted on the site.

3.10 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. A copy of the Trust Safety Policy Statement and guide are available free of charge.

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**

**4.1 Wall Tie Requirements.**

4.1.1 The appointed contractor will select and propose a replacement wall tie which complies with the following.

* Building Research Establishment (BRE) Digest 329
* European Conformity (CE) Marked
* British Board of Agreement (BBA) Approved

4.1.2 Wall tie spacing is to comply with BRE Digest 401 Table 2 and cover at least the minimum tie per/m2 area.

4.1.3 Removal or isolation of old, failed wall ties is to be carried out by the appointed contractor to prevent further damage of brickwork due to corrosion and expansion of mortar joints.

4.1.4 Independent pull tests reports to be carried out on new wall ties by an approved building surveyor. This is to be arranged by the appointed contractor.

**4.2 Brickwork Requirements.**

4.2.1 All damaged brickwork is to be replaced by closely colour matched brick.

4.2.2 All damaged, cracked and general mortar damage is to be repaired by the appointed contractor and colour matched to suit existing mortar joints. All repaired mortar joints are match existing joints is size and colour.

4.2.3 Plug drilled holes to be colour match to the brickwork.

4.2.4 All Brickwork is to be completed to relevant standards.

**4.3 Scaffolding**

4.3.1 Scaffolding is to be erected or organised by the appointed contractor. It is the responsibility of the appointed contractor to make sure that the scaffolding is built to standard and inspected regularly. Design is to include SG4:15 and comply with TG20:13.

4.3.2 Scaffolding must be secure at all times to prevent unauthorised access. The CNTW group may request for anti-climb boards to be fitted to the bottom of the scaffolding if required. This will be agreed before work is started on site.

4.3.3 The CNTW Group may request access to the scaffold to carry out general maintenance task on the external elevations of the building, this will be planned in with the appointed contractor in advance and will not affect work program.

**4.4 Miscellaneous**

4.4.1 All cast iron hopper heads and down pipes to be removed by the appointed contractor and replace with a plastic alternative. Cast iron hopper heads will be retained by the CNTW group on removal.

4.4.2 All redundant metal work, pipe work and cabling will be removed and area surrounding will be repaired with matching brick work or mortar. This will be carried out by the appointed contractor alongside NTW Solutions Estates Staff.

4.4.3 Damaged external window cills are to be repaired by appropriate method by the appointed contractor. Window cill inspections will take place on erection of the scaffold and work will be agreed by the appointed contractor and the NTW Solutions Estates Management Team.

**4.5 Affected Elevations**

4.5.1 The Elevations listed below have been graded as per the BRE Digest 401 table 2 (see Appendix 3) due to the current corrosion of the wall ties following the latest structural survey. The information in the table has been included in pricing document “PD – Monkwearmouth Brickwork Tender” located within Appendix 2 of this document.

4.5.2 Elevations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Elevation | Description | Window Reveals | BRE Score | Area of Elevation  (Approx. m2) | Hopper Head Qty |
| 1 | Building 6 – Courtyard | 35 | 8 | 300m2 | 10 |
| 2 | Building 1 – South Elevation | 5 | 8 | 80m2 | 2 |
| 3 | Building 3 – North Elevation | 12 | 8 | 150m2 | 7 |
| 4 | Building 5 – North Elevation including link corridor. | 27 | 6-7 | 150m2 | 4 |
| 5 | Building 2 – South Elevation | 15 | 6-7 | 100m2 | 2 |
| 6 | Building 4 – North Elevation | 9 | 6-7 | 150m2 | 5 |
| 7 | Building 8 – North Elevation. | 19 | 6-7 | 135m2 | 4 |
|  | | | | | |
| **Total** | | | | 1015m2 | 34 |

The elevations listed above can be referenced to the site layout plan “SP – Monkwearmouth Brickwork Tender Elevations” in Appendix 1. All affected elevations are colour coded by the BRE score and identified by the number shown in column one in the above table.

**4.6 Site Visit.**

4.6.1 Site visits to assist in costing will be available from Monday 26th October until Friday 6th November. Such visits to be arranged via:

* Thomas Padgett – Senior Estates Officer - [Thomas.Padgett@ntw.nhs.uk](mailto:Thomas.Padgett@ntw.nhs.uk) / Tel. No. 01915667050.

**4.7 Working Hours**

4.6 Working hours shall be between 08.00 and 16.00 Hrs. Monday to Friday, unless permission is given by the Supervising Officer or his representation for the work to be done outside of these hours.

4.6.1 No physical drilling work can commence until 08.30 hrs and cease by 15.30 hrs each working day.

#### EVALUATION OF OFFERS

## Introduction

* 1. Tenders will be initially checked for compliance to ensure they are bona-fide offers that are capable of evaluation. Tenders that are found to be non-compliant may be rejected.
  2. The evaluation of offers for this Tender will be on both Quality and Price. The assessment of Quality and Price will be based on the Offer Schedule submitted by the Tenderer in response to the specification. The quality/ price ratio is as follow:

|  |  |
| --- | --- |
| **Quality / Technical / Operational Weighting** | **Price Weighting** |
| 40% | 60% |

1. **Quality / Technical Assessment**
   1. Evaluation Weightings and Scoring System
   2. Quality / Technical will be assessed on the basis of the sub-criteria detailed in the following table;

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Total overall marks** |
| Quality / Technical / Operational Weighting | Total Contract Value Price | 60% |
| Quality Operational compliance  (ability to complete works before end of March 2021) | 40% |
|  | Total | 100% |

* 1. The total Quality score achieved will be adjusted in accordance with the weighting detailed above. (i.e. a quality score of 100 will transpose to a weighed score of 40%).
  2. Quality Questions within this tender will be scored using the following points system:

| **Score** | **Classification** | **Criteria for awarding score** |
| --- | --- | --- |
| 0 | **Unacceptable** | Completely fails to meet required standard or does not provide a proposal at all |
| 1 | **Not Met** | Significantly fails to meet the standards required, contains significant shortcomings in many areas |
| 2 | **Partially Met** | Meets a number of required standards but falls short of achieving required standard in a number of identifiable areas |
| 3 | **Mostly Met** | Meets the required standard in most (but not all) material respects |
| 4 | **Met** | Meets the required standard in all respects and demonstrates a thorough understanding of the requirement. |

* 1. Pass/ fail questions will be evaluated on the following basis.

|  |  |
| --- | --- |
| **Pass** | Tenderer(s) response provides the Authority with an appropriate level of assurance. |
| **Fail** | Tenderer(s) response fails to provide the Authority with an appropriate level of assurance. |

* 1. If a Tenderer is assessed as a “Fail” on any of the pass/ fail questions they will be excluded from any further participation in this procurement process.

1. **Quality Evaluation Process**
   1. Each Tender will be scored in accordance with the evaluation process stated above.
   2. The weighted scores within each sub-criteria will be added together to arrive at the Quality score. The Quality weighting is applied to these scores to arrive at the Overall Quality Score for each Tender.
   3. Clarifications may be sought in writing from the Tenderers and scores adjusted accordingly.
   4. Please note: The Authority is not bound to accept any tender.
2. **Price Assessment** 
   1. The price will be evaluated in accordance with pricing criteria set in this document.
   2. Tenders that in the opinion of the Authority are unrealistically low (in terms of price) may be rejected.
   3. An average hourly rate will be calculated based on the estimated % of work undertaken at each grade.
   4. The lowest sustainable price will be given the maximum available price score. Other Tenders will then be expressed as an inverse proportion of the lowest price using the following formula.

*Weighting x Lowest Tendered Price*

*Tendered Price*

## Overall Assessment

* 1. The Quality Score and the Price Score for each Tender will be added to produce a total score which will be compared. The top scoring Tenderer will be recommended for acceptance for the Contract.

*Weighted Quality / Technical / Operational + Weighted Price Evaluation = Overall Score*

**Appendix 1 - Monkwearmouth Hospital – Elevation Plan.**

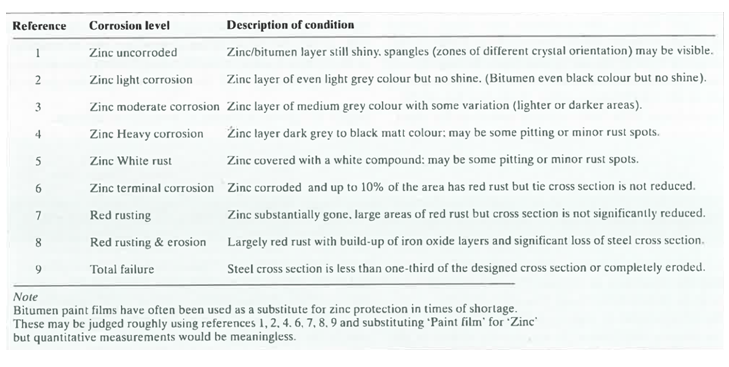
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**Appendix 2 – Pricing Document.**



**Note**: Bidders are required to populated both worksheets in ‘Pricing Document’

**Appendix 3 – BRE Digest 401 Table 2**



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



(CNTW Internal Intranet Link: <http://nww1.ntw.nhs.uk/services/?id=5545&p=5539>)

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



|  |
| --- |
| [**www.gov.uk**](http://www.gov.uk):- <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>  ~ **Weblink to template** “NHS terms and conditions for provision of services: purchase order version” attached above:- [NHS terms and conditions for provision of services: purchase order version](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/681016/NHS_TERMS_AND_CONDITIONS_FOR_THE_PROVISION_OF_SERVICES__PO_VERSION_.docx) |

**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 ……………………………………………………………………………………