

Birmingham Ormiston Academy

DATE: 30th March 2017

MINI TENDER DOCUMENTS: WASHROOM CONSUMABLES & FEMININE HYGIENE

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SECTION 1 – INTRODUCTION AND CONTRACTUAL AIMS

1.1 Introduction

Birmingham Ormiston Academy (BOA) is seeking a contractor to provide washroom consumables and feminine hygiene for its sites at Grosvenor Street and the Old Rep Theatre for the period of 1 September 2017 to August 2020.

1.2 Introduction to the Institution

BOA is an independent state-funded 14 to 19 academy specialising in Creative, Digital and Performing Arts. BOA is sponsored by Ormiston Trust and Birmingham City University. The academy aims to be at the forefront of the development of the arts and the creative industries.

The academy opened in September 2011. The brand new landmark building, located at the hub of the digital and creative industries in the West Midlands, opened at the end of October 2011. It has superb facilities for academic, vocational and extra-curricular activities.

BOA is one hundred percent selective based on aptitude within the specialisms (rather than academic ability) and, as a result, is unique in its admissions. Students attend BOA to primarily study BTEC Level 2 and Level 3 vocational courses. Students in Year 10 and Year 11 study an additional 8 GCSEs (including English, Maths and Science), whilst some of the students in both Years 12 and 13 opt to study one or two additional A level subjects.

Together with our founding partners, Maverick TV and the BRIT School, we have numerous creative and industry partners. They offer high levels of support, investment, expertise and opportunities for our students and the academy.

Although located in the heart of Birmingham, BOA is a regional academy admitting students from Birmingham and the local authorities of Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton. Ten percent of students are admitted from outside the West Midlands.

BOA is a popular, oversubscribed academy that continues to attract high numbers of applications for places in Year 10 and Year 12. With students in all four year groups, from Year 10 to Year 13, there are now over 1000 students on roll. In 2016 BOA welcomed its third set of KS4 results and their fourth set of KS5 results.

In the five years since opening, BOA has rapidly gained a reputation as a centre of excellence for the arts. It has an impressive number of creative industry partners who support the differing pathways by helping to design, develop and deliver the programmes of study. BOA is proud of its impressive industry links. These links continue to give BOA students unrivalled access into the industry. Some of the most notable partnerships are with Live Nation, PRG lighting and Free Radio. These companies not only support BOA by donating equipment and bursaries but also enable students to gain invaluable experience in events management, marketing, social media, production and technical theatre, sound, film, photography and radio. Performance students gain opportunities to showcase their talent on either the main stages, smaller stages or VIP events. For example, dance pathway students annually perform at the Birmingham Hippodrome on the Curtain Raiser for Matthew Bourne performances. Whilst Cameron Mackintosh personally gave the Academy an exclusive license to stage a production of 'Betty Blue Eyes'.

In September 2014, BOA won the tender to manage the Old Rep Theatre in Birmingham. We consider this to be our second campus. Through this venture, the Academy has taken a step closer to bridging the gap between education and the world of arts employment. The opportunities created through the Old Rep Theatre allow students to develop their skills in areas including performance, administration and technical theatre arts. The Old Rep Theatre provides students with invaluable spaces for lessons, workshops and rehearsals.

In October 2016 an application to the Department for Education was submitted to open a 11-18 Free School in Birmingham by September 2018. While there is no guarantee that this application will be successful, BOA would require a similar service for this school. The successful tenderer at the BOA site would be in a favourable position to contract for this service.

1.3 Aims and Objectives

The aim of this Invitation to Tender is to obtain competitive comparable proposals from suitably qualified and experienced firms for the provision of such services to BOA and the Old Rep Theatre from 1st September 2017. The tender will be awarded for a period of three years, however the Institution reserves the right to:

- Terminate the tender giving three months' notice, if the performance of the Contractor is not deemed satisfactory. The terms of any such termination will be included within the contract;
- Should the Institution terminate the contract at any point during the contract term any outstanding Capital Investment by the Contractors will be refunded.

The objectives of your Tender should be to:

- Demonstrate the suitability of your company in the provision of this service;
- Demonstrate the value for money which your company offers when providing these services;
- Identify the potential for further benefit to this Institution should it accept your proposal.

1.4 Specific Requirements

The Institution also specifically requires that Contractors commit to providing a continuity of service throughout the period of any contract with the Institution.

SECTION 2 – AWARD CRITERIA

2.1 Award Criteria

Although contractors must provide separate costing for the BOA and the Old Rep Theatre, the contract will be awarded on the assessment of the total cost of the contract.

SECTION 3 – NATURE AND EXTENT OF THE INSTITUTION'S REQUIREMENTS

3.1 Financial Details of Tender

Contractors must complete the Excel spreadsheet provided below, and include it as part of their tender submission.



Financials for tender.xlsx

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| SECTION 4 – TIMETABLE AND TENDER PROCEDURE |
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4.1 Tender Schedule

This may be subject to amendment: -

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|-----------------------------------------------------------------------|
| Invitation to tender issued 31st March 2017 |
| Site visit (if required) 19th April 2017 at 10:00am |
| Tenders returned 8th May 2017 at 1:00pm |
| Evaluation of tenders 15th May 2017 |
| Notification of award of contract 22nd May 2017 |
| Commencement of new service 1st September 2017 |

4.2 The Pre-Tender Meeting, Site Visit and Briefing

This meeting will have taken place on **19th April 2017 at 10:00am**

Contractors who require a further site visit should contact the Interim Facilities Manager, Juliette Bates to arrange with the Institution.

Any subsequent questions can be requested via email at finance@boa-academy.co.uk.

4.3 Contractors Comparable Facility

Contractors are expected to demonstrate their ability to meet the Institution’s requirements, where appropriate by having one or more relevant operations.

Where possible the Contractor should be able to identify at least one site with similar services.

4.4 References

Contractors are expected to provide details of two references that can be contacted by the institution, including telephone number. These references are expected to be from educational insitutions in the West Midlands region.

SECTION 5 – INVITATION TO TENDER PROCEDURES

5.1 Canvassing

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer concerning any either Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

5.2 General

All correspondence during the Tender should be in writing and is to be channelled via the email address finance@boa-academy.co.uk marked for the attention of Mr P Darwen.

5.3 Tender Procedure

Tenders must be returned via post to BOA, 1 Grosvenor Street, Birmingham B4 7QD, by no later than 1.00pm on 9th May 2017. **The envelope must be clearly marked tender in capital letters**

The Institution will not bear any responsibility for loss of any Tender documentation.

Tenders must not be qualified, except where permitted by the contract conditions, and must be submitted strictly in accordance with the Tender Documents. Tenders must not be accompanied by statements that could be construed as rendering the Tenders invalid.

The Institution will not consider requests for extension of the closing date and time specified in item 4.1.

The Institution may at its own absolute discretion extend the closing date and time specified in item 4.1.

5.4 Selection of Contractors

Tender submissions will be evaluated against the award criteria stated in the tender documents. The Institution is not bound to accept the lowest price or any other tender

The Institution reserves the right to seek further clarification on any Tender from any Contractor prior to selecting a preferred Contractor.

5.5 Response Format Required

Please adhere to the layout that has been indicated and maintain the order of the information requested. Should you wish, please identify any additional information that you wish to supply, either specifically relating to this contract, or general information, separately to the information requested.

Please number each of the Tender response pages.

Contractors failing to supply the information requested in this Tender document and any subsequent documentation relevant to the Tender exercise are liable to be disqualified from the entire Tender exercise.

Tenders should be in a typed format, Financial information **must** be returned using the supplier Excel spreadsheets to assist the Institution in comparing Contractors tenders. Contractors may also supply pictures or brochures.

Faxed and Emailed Tenders will not be accepted.

Late tenders will not be accepted.

5.6 Decline to Tender

Please let us know via the finance@boa-academy.co.uk email address if you do not wish to submit a tender after reviewing the tender documentation.

5.7 Executive Summary

Each Tender submission is to include at the front of the document an executive summary of the enclosed proposal. This summary is to include a description of your method of service delivery should your Tender be successful. It should also demonstrate a clear understanding of the Institution's requirements and demonstrate why your Tender should be selected.

5.8 Information Provided

All information is provided on the basis of Birmingham Ormiston Academy (BOA) records and understanding of the present situation. Patronage levels, numbers and other information have been provided for guidance purposes and cannot be guaranteed by the Institution or their agents.

No claims will be considered by the Institution or their agents in the event of any shortfalls or increases in usage actually affected in comparison to the guidance figures provided.

5.9 Managing the Contract

The Interim Facilities Manager will be the point of communication between the appointed Supplier and the Institution, for all aspects of the Contract.

The Tenderers are required to inform Mr P Darwen, Vice Principal: Finance and Resources, of the service manager who will be their point of communication and be authorised to speak on their behalf. Mr P Darwen must be informed in writing of any changes in the Contractors responsibilities.

The Interim Facilities Manager will hold formal minuted meetings to discuss the performance of the Contract (KPIs).

5.10 Restricted – Commercial in Confidence

You are at risk of being disqualified if there is mention of your Company or any indication from which the parcel is sent by being visible on the envelope.

Late Tenders will not be accepted.