



Leger Education Trust

Replacement of the heating boilers at SPA Academy

# Request for Proposal

July 2024

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## **1. INTRODUCTION**

### **1.1 About Leger Education Trust**

Leger Education Trust was formed in November 2018 from the development of Campsmount Academy into a sponsor Multi Academy Trust. The founding schools include Campsmount Academy and three primary schools: Askern Littlemoor Infant Academy, Askern Moss Road Infant Academy and Spa Academy Askern. Since its inception the Trust has grown to include Ridgewood Academy, Castlehills Academy, Barnburgh Academy and Vega College. All are based in Doncaster, South Yorkshire.

The development and growth of our Trust is based on collaborative working and setting high expectations of ourselves and others. This relates to creating a positive school culture where students achieve excellent outcomes whilst becoming well-rounded individuals through a distinct character development programme

### **1.2 About this Request for Proposal**

SPA Academy requires new heating boilers which will include removing the redundant boilers

RFP Issued	19 <sup>th</sup> July 2024
Deadline for Receipt of Proposal	9 <sup>th</sup> August 2024
Notification of Decision	16 <sup>th</sup> August 2024

### **1.3 Overview of Requirements**

In February 2024 the plant room at SPA academy was flooded after a flash flood storm. This resulted in the two boilers being damaged beyond repair. We require a solution to replace the existing boilers with new modern gas alternatives.

#### **Existing boilers**

The two existing boilers are Potterton NX3s. These need to be disconnected and removed from site.

#### **Replacement boilers**

New boilers are required to provide suitable heat to the school building. The number and type should be sized accordingly to meet the heating demands of the school. These should be raised off the ground by a minimum of 500mm to reduce the risk of damage from flooding. The boilers should be linked to the Trend BMS system and each contractor should make allowance for any modifications to this. The system design and type should be specified by the contractor to meet the heating requirements of the school heating system.

All pipework and radiators in the building were new in summer 2023 and no work is required to these.

#### **Access**

Access to the boiler room is through a single pedestrian door down a set of steps. Contractors should ensure they fully consider the access requirements as part of the bid

#### **Site Documents**

Site documents can be requested from the school. There is an asbestos survey present for the school and an R&D survey will be completed before the work commences. For the purpose of the tender, so everyone is quoting on a like for like basis, please quote assuming there is no asbestos present in the boiler. If the R&D report states otherwise then separate costs will be requested.

#### **Site visit**

Site visits should be made directly with the school through the site manager Adrian Meek on 01302 700332

The provider will agree and provide: Pricing as detailed in Appendix C – Specification of Services required and Appendix D Pricing Schedule.

#### 1.4 Objective of Process

Leger Education Trust wishes to achieve the following objectives following this process:

- Ensure that the supplier can provide boilers to power the heating system throughout the school
- Ensure we are achieving excellent value for money

#### 1.5 Instructions to Suppliers

It is essential that all suppliers submitting a proposal read all of the instructions in this section very carefully and comply with all of them. Failure to do so may result in suppliers being excluded from the process. Queries relating to this RFP can be submitted in writing to Aaron Lethem, Trust Estates Manager [alethem@legereducationtrust.com](mailto:alethem@legereducationtrust.com) prior to closure of the process. If the answer contains information of material significance, then those answers will be shared with all companies involved in the RFP process.

Proposals must be submitted in accordance with all instructions contained within this document. Please read the RFP document very carefully and answer all questions asked and provide all of the required information in sufficient details to allow the Leger Education Trust procurement team to make an informed decision. Failure to do so may result in suppliers being excluded from the process, or marked down in any scoring exercise.

Completed proposals must be returned electronically via email to: [alethem@legereducationtrust.com](mailto:alethem@legereducationtrust.com) All responses must be received by 9<sup>th</sup> August 2024 no later than 12 noon, and must be provided in an electronic format.

The Trust reserves the right to cancel the RFP process at any point. The Trust is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those participating. Late submissions will not be accepted.

#### 1.6 Award Criteria and Evaluation

Leger Education Trust will then select a supplier based on the most economically advantageous proposal, not necessarily the lowest price. The following criteria will be used to appoint a preferred supplier.

Overall Award Criteria	Sub Criteria	Weighting
Pricing (50%)	Project Price	55%
Qualitative (50%)	Specification of the works	10%
	Credentials of the organisation	10%
	Credentials of the personnel	10%
	Timescale of delivery	5%
	Experience of similar projects	5%
	Relevant References	5%

Qualitative questions will be scored based on the following criteria:

Score	Criteria
0	Question not answered
1	Response provided but is significantly below expectations and/or does not address significant parts of the question.
2	Response is below expectations with a number of notable shortcomings
3	Response is below expectations with some minor shortcomings
4	Response is slightly below expectations with very minor shortcomings
5	Response fully meets expectations

Responses will be weighted on the above scoring methodology. For example, a question with a 10% weighting that scores four out of five will result in an 8% weighting.

### **1.7 Freedom of Information and Data Protection**

The Freedom of Information Act (FOIA) 2000 applies to all information held by public bodies.

Leger Education Trust is a designated body under the FOIA, and subject to the disclosure requirements and therefore all of the information the Trust holds about a company is potentially covered by the FOIA. Examples of the types of information which are within the scope of the legislation include:

- Information which we might gather in the run up to a procurement exercise.
- Information provided by prospective suppliers as part of the process.
- Contracts and associated documents, such as the correspondence connected with negotiating a contract.
- Information supplied by the contractor during the delivery of a contract, and information relating to our monitoring of the contract.

Requests for this type of information have to be handled like any other FOIA request and therefore must be provided unless a valid exemption applies.

The Supplier shall process Personal Data in performing the Services as notified by Leger Education Trust only for as long as required and for no longer than the term of this Contract. In addition to this, we would expect a copy of the winning bidder's data sharing agreement, and what policies are in place, and what the process is for safeguarding student's data.

The Supplier warrants that it shall:

- (a) Process the Personal Data in compliance with Law; and
- (b) Take appropriate technical and organisational measures against Data Breach.

The Supplier agrees to indemnify and keep indemnified and defend at its own expense the Leger Education Trust against all costs, claims, damages or expenses incurred by the Trust or for which the Trust may become liable due to any failure by the supplier or its employees/agents to comply with any of its obligation under this clause.

### **1.8 Modern Slavery Act – Conditions of Supply**

By participating in this process Suppliers and Contractors are confirming compliance with the Modern Slavery Act 2015 as a supply condition of supply for goods/services provided in this proposal.

## **2. SPECIFICATION**

### **2.1 Contract Duration**

The contract for is for the specified works only

### **2.2 Invoicing & Payment Terms**

Leger Education Trust's payment terms are 30 days from date of invoice.

For the pricing section, please provide a price for the core requirements set out in Appendix C.

Set out key assumptions made about the work involved to inform your pricing. We are expecting a single price for the initial project that encompasses all the work required to deliver to the core requirements set out in Appendix C.

All prices quoted must exclude VAT

## **3. YOUR PROPOSAL**

It is essential that all bidders read in full the instructions provided to ensure they provide their submission in the required structure.

### **3.1 Templates**

One template has been provided by the Trust to include with the submission

- Appendix D –Pricing Schedule

**APPENDIX A – INFORMATION ABOUT LEGER EDUCATION TRUST**

<b>Address</b>	Leger Education Trust, Ryecroft Road, Norton, Doncaster, DN6 9AS
<b>Main Switchboard</b>	01302 700002
<b>Company Number</b>	07736364
<b>Date of Incorporation</b>	10/08/2011
<b>Chief Executive</b>	Mr Adam Dale
<b>Chair of Trustees</b>	Mrs Babs Lynds
<b>Executive Directors</b>	Mr Andrew Halliwell & Mrs Rebecca Grange

## **APPENDIX B – INFORMATION REQUIRED IN PROPOSAL**

### **1. About the Firm**

- Briefly outline your firm/companies credentials to provide heating design and install services
- Demonstrate your firm/companies competencies in relation to providing these services for example accreditations
- Provide public liability insurance certificate for the period of works

### **2. About the Personnel**

- Please specify the personnel who would be assigned to complete the work
- Please provide the qualifications and competencies of the personnel undertaking the work

### **3. Project Approach**

- Basic approach to the project and proposed timings
- What is expected of the Trust

### **4. Project and on-going Fees**

- Please complete the attached Pricing Schedule (Appendix D) and confirm that fees quoted are fixed

### **5. References**

- Please give names and addresses of two referees where you have undertaken similar work



## **APPENDIX C – SPECIFICATION OF SERVICES REQUIRED**

### **1. New heating boilers project**

- Disconnect and remove the two existing Potterton NX3 boilers
- Undertake a design to specify the size and quantity of new boilers required to provide suitable heating of the school. Boilers must be elevated of the floor to prevent the risk of flooding
- Install the new boilers
- Commission the new boilers and provide commissioning certificates
- Details of the warranty for the new equipment

## APPENDIX D – PRICING SCHEDULE

All Prices Ex VAT

Area	Description	Fee
Removal of existing boilers. Supply, design and install of new boilers	Fixed fee for services outlined in Appendix C part 1	
	Other costs	
	Total Fee	