

**Tender**

Astro Turf – Flood Lighting and Control System Upgrade

The University of Chichester

**Latest date for Return – 18th April 2025 at 12:00 (GMT)**

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1. Introduction

The University of Chichester is a forward-looking institution with a rich history that goes back to the 1839. There are around 110 buildings in total, some of which are interconnected or in clusters. Of these, some are modern, but there are also buildings whose construction pre-dates the University.

Most buildings are located on the University’s two campuses (College Lane Chichester and Upper Bognor Road, Bognor Regis). These buildings are variously used for teaching, student accommodation and administering the University, but also for public access and bookable facilities (sports halls etc) and hosts conferencing, sports, and other events.

* 1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

* 1. Background to this tender

This tender is to replace the existing halogen son lighting, along with standard switch controls installed on the external power supply distribution board for the Astroturf for Osram hub sense wireless controlled led lighting. The contractor should allow for the removal and disposal of all old light fittings, control gear within the lamp posts replaced with Lucy cut out fuse carriers. Additional IP rated boxes to be installed on the lighting columns for external aerials to be housed. Installation of the associated hub sense controls within the columns, receiver gateway upon the sports building adjacent to the Astroturf pitch. Installation of the controls at the front desk of Tudor hale building to allow staff to programme the pitches for the timetabling usage of the pitches. Also noted the existing installation supply cabling to the distribution board has missing cores from the supply cabling to allow termination into the main switch, therefore the installer shall allow for re-termination of this within the scope of works so the installation is conforming to electrical regulations.

Brand names are included to indicate the quality and output we require. We would be happy to consider alternatives if they meet our functionality requirements and work with existing equipment. Requirements, functionality, and limitations will be showcased during site visits.

* 1. High level requirements

**Flood lighting**

The contractor is to specify Kingfisher Amnis Flood IP66 53122/543683 (Or equivalent to be agreed with Chichester University). Fitted on existing lighting columns. The lights will be fused at the bottom of each column within the existing housing replacing the existing control gear with a Lucy cut out switches also this will be isolatable from the existing distribution board.

**Hub sense Wireless System**

The system will be controlled with a wireless control system which has been specified by prime lighting controls due to its reliability to send and receive signals at a distance which exceeds reliable Bluetooth signalling. This has been specified due to no accessible ductwork being installed from each column to the dist. board, this therefore only gave options of keeping the existing controls or modify wirelessly the switching of the lighting columns to allow segregation of the pitch from a whole pitch length to half the pitch, then into thirds allowing greater energy saving. It was also deemed necessary to allow remote switching from the front desk as this is staff manned and allows the staff to switch on/off inside rather than outside in adverse weather conditions.

**Distribution board**

The contractor shall allow for the current mcb’s supplying the columns to be upgraded as necessary to c curve RCBOs as per current regulation requirements outlined in BS7671:2018+A2:2022. The contractor shall also allow for removal of existing switching controls within the distribution board and re-termination of the current supply cable, so it is terminated correctly. The current manufacturer of the distribution board is Merlin Gerin which has been subsequently rebranded Schneider therefore all accessories within this distribution board must comply and fit with the current distribution board. Other manufacturers equipment must not be used as this will be non-compliance with the manufacturer's instructions.

**Existing wiring**

The existing wiring system will be tested and inspected prior to installation to ensure that the existing wiring is within acceptable condition to carry out this modification of use. If upon testing, there is significant discrepancies with existing wiring condition work must halt and any additional work must be quoted and agreed with the university.

**Commissioning**

Commissioning and setup must be carried out with our prime controls contact who has assisted previously on hub sense projects. This is to ensure the setup and control of the Astroturf is accessible through the university’s existing system.

**Controls & Data Wiring**

The new gateway must be installed and linked to the university’s academic I.T system, this will be done in co-operation and under instruction from the universities I.T department, the I.T department will need to be notified in due time to allow them to be available for assistance in commissioning the data controls and commissioning.

**Commissioning & Testing**

The contractor shall issue full commissioning certificates for the lighting and controls including any manufactures warranties. Full O&M manuals will be issued for the installation and labelled columns with relevant circuitry, dist. board labelled and a laminated circuit chart. One hard copy and one digital copy will be issued to Chichester University on completion of the project. The contractor shall allow for a ‘walk around’ with university maintenance and sport staff to explain all new lighting and controls.

**MEWP**

The contractor shall be responsible for supplying a MEWP to site and be trained to use the equipment safely, the unit will be driven responsibly on site and to accordance with the manufacturer’s instructions. At the end of each working day the equipment must be left in a responsible manner and isolated, barriers and signage must be temporarily installed around the column you are carrying out the replacement on. Safety harnesses and personal protective equipment used in accordance with manufacturer's instructions and be in date and in satisfactory condition. The contractor must provide prior to work commencing liability insurance, risk assessment, method statement and proof of training.

**WEEE Waste**

Any removed waste equipment must be disposed of by the contractor and be disposed of in accordance with the WEEE Waste regulations.

* 1. The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a quotation, we ask that you contact us only through the email account [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). This includes for your submission, and any questions you may have. We are obliged by the Procurement Act 2023 and by our own financial regulations to undertake a competitive process.

We have allowed 30 days for the return of submissions, and have set a closing date and time of 12.00 (Midday) on 18th April 2025. Submission is through [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

* 1. Seeking clarification – Questions and Answers

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be circulated to all suppliers who have expressed interest in this tender.

* 1. Site Visits

Site visits are mandatory and only those who have visited/ seen the locations will be considered. It is considered that without a site visit, bidders will not be able to accurately assess the requirements, access, or provide an accurate cost proposal.

Visits will be arranged for 4th April 2025 in two sessions. The first session will commence at 09:00 and the second session will commence at 13:00. Please contact Sorin Pasca directly to arrange a site visit [s.pasca@chi.ac.uk](mailto:s.pasca@chi.ac.uk). During the site visit you will have an opportunity to see the site, access facilities, and inspect the campus in general.

* 1. Procurement timetable

The procurement project is working to the following timescale:

|  |  |
| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 10th March 2025 |
| Site Visits | 4th April 2025 |
| Clarifications (Questions and Answers) | Please note we will close questions and Answers a week before submission date |
| Closing Date for submission | 18th April 2025 – 12:00 Midday GMT |
| Confirmation of Outcome | 2nd May 2025 |
| Pre-contracting due diligence and appointment notice | 5th May 2025 |
| Work Commencement Date | TBC |

* 1. Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please do send your completed submission (including a completed version of this document) to the University by the closing date (time and date), to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Submissions received after the closing time will be disqualified and not considered. A response to your submission will be sent upon successful receipt.

Please note, we **do not** accept submissions via file transfer sites. [Tenders@chi.ac.uk](mailto:Tenders@chi.ac.uk) accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender, (quote) assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Criteria | Sub Criteria | Maximum Marks Available | Maximum Weighting Available |
|  | Contact Details | All fields to be completed | - | Pass / Fail |
| A | Financials | Costs | 100 | 50% |
| B | Coherence and clarity to the University’s requirement | Ability to meet the specification |  | 25% |
| Proposed Equipment |  | 5% |
| C | Organisational experience and capability | Experience/ Qualifications |  | 5% |
| Methodology |  | 5% |
| D | Compliance with the Social Value Model\* | See Appendix 1 |  | 10% |
|  | Site Visit Attended | | - | Pass / Fail |
|  | Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | | - | Pass / Fail |
| Total | | |  | 100% |

\*Within your proposal, please draw attention to your environmental sustainability policies and the activities you take in minimising climate damage, including for example energy minimisation.

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000.

This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others. This anticipates question we / you may have.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

We have deliberately avoided overloading the quotations process with the rigors of (for example) the Crown Commercial Service’s ‘reason for exclusion’, but please note there are a number of requirements we have to ensure before finalising any subsequent contracts. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity.

* 1. How the University assesses a tender

All submissions are assessed independently by each of a range of stakeholders from the service areas concerned and from the commercial, IT and legal experts from within the University.

A shorthand of scoring method is used to summarise the confidence each assessor has in each submission’s explanations in relation to the criteria set out in section 0.9. This comprises of a marking and assessment check-sheet that is summarised to each of the criteria as being:

* Clear, relevant - adds value
* Clear, relevant
* Acceptable
* Limited
* Does not clearly identify
* Does not meet

These factors are calculated using the weightings shown in section 0.9. These are aggregated across assessors, and where there is deviation of 1 (+or-) between assessors, this is reviewed and quality assured.

All assessors are highly experienced and recognise that different or unfamiliar does not mean better or worse, however, it is important to recognise that assessors will only assess what is submitted, they can make no assumptions for information not present, or that is overly novel in its application. Assessors do not follow URLS in documents, do not search company websites and are instructed not to attempt to interpret generic brochure ware.

1. Contact Details

Please set out the names / contact details for the people you want to be included in any correspondence from the University. Please note as set out above, that no correspondence from your company in relation to this tender, should be sent elsewhere but to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

|  |  |
| --- | --- |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. Questions

There is no limit to word count for the questions, but please bear in mind the need for clarity etc.

5 marks are available for each question and are weighted accordingly as per the table in 0.9.

* 1. Coherence and clarity to the University’s requirement

|  |  |
| --- | --- |
| 1 | Please detail how you will meet the specification given above |
|  | |

|  |  |
| --- | --- |
| 2 | If deviating from the specified equipment, please describe how this will still meet the specification requirements |
|  | |

* 1. Organisational experience and capability

|  |  |
| --- | --- |
| 3 | **Not Scored** – Please list your most local office to us (PO19 6PE) and outline that office’s current workload. |
|  | |

|  |  |
| --- | --- |
| 4 | Please describe you experience with other projects similar to this. |
| *Please also complete the table at section 4 to showcase four contracts of similar size and nature to this opportunity in the last 5 years. Those contracts should have been won by the office listed above.* | |

|  |  |
| --- | --- |
| 5 | Please list your proposed team to install the system and their relevant qualifications |
| *Please include your criteria for selecting and appointing engineers/ sub-contractors and how engineers are managed for performance and workmanship.* | |

|  |  |
| --- | --- |
| 6 | Please provide a methodology of how you will approach this project |
|  | |

* 1. Compliance with the Social Value Model

|  |  |
| --- | --- |
| 7 | Please tell us something about you and your organisation, for example in relation to themes of the Social Value Act. (please also see the 17 UN Sustainable Development Goals) |
| See criteria in Appendix 1   * Tackling Economic Inequality * Fighting Climate Change * Equal Opportunities * Wellbeing | |

* 1. Exclusions Grounds

|  |  |
| --- | --- |
| 8 | Please confirm that you would be happy to supply the necessary information and that there would not any reasons why you would be excluded under the Standard Selection Questionnaire, (details of which can be found at the following link ([SSQ](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf))) |
| You do NOT need to complete the form at this stage. | |

1. Cost Proposal

Please either provide your costs proposal in the table below or as a separate document. You should include a total with VAT in your pricing.

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**Notes**

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| *Please include any notes in respect of pricing here.* |

1. Contract Examples

Please provide details of four contracts, as referred to in question 4 above. These should all have been won by your most local office to us.

This must include:

Outlining relevant experience working with either similar organisations or similar requirements.

What types of work you undertook

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Contract 1 | Contract 2 | Contract 3 | Contract 4 |
| Client/ referee name |  |  |  |  |
| E-mail address |  |  |  |  |
| Description of contract |  |  |  |  |
| Contract Start date |  |  |  |  |
| Contract completion date |  |  |  |  |
| Estimated contract value |  |  |  |  |

1. The technical requirements

To comply with the Procurement Act 2023 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets the standards set out in the Crown Commercial Services’ Standard Selection Questionnaire. In addition to ensuring suitability and value the University will only award, where it is assured that any partner or supplier fully supports the Modern Slavery Act and actively incorporates the various aspects of the Social Value Model into its ways of working.

Please note that during the contacting phase of this procurement, we will ask short-listed candidates questions from the Crown Commercial Services’ Standard Selection Questionnaire about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in **Appendix 1**

Appendix 1: Social Value Model: Model Award Criteria

|  |  |  |
| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)