

**Tender**

Heating and Boiler Replacement

The University of Chichester

**Submissions can be made until**

**12:00 (GMT) 03/03/2025**

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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. The University’s estate

The University’s student accommodation comprises of around 1300 rooms in purpose built blocks of various sizes. Of these around 800 rooms are on campus and 500 off campus. The layout of our campus accommodation can be seen at <https://www.maps.chi.ac.uk>. Particularly the on-campus accommodation is used for bed-and-breakfast, and for conferencing during the summer, and then intensively for Students from September to June.

* 1. Background to this tender

Periodically we are required to market test and ensure the best value. To do this fairly, with the widest competitive approach all tenders are published through the tendering site (Contracts finder[[1]](#footnote-2)).

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. High level requirements

The university has a requirement for two jobs under this tender. It is envisaged that a “best contractor” will be appointed to undertake each requirement. This may or may not be the same contractor for both Jobs. Job 1 is a plant room upgrade in our Ashling Halls of Residence. Job 2 is re-piping of the heating system in our gym area.

* 1. Job 1 Specification

Replace the existing combined heating and hot water plant, along with pipework and controls within the main plantroom. The contractor should allow for the removal and disposal of all old boiler plant and pipework along with the upgrade of the existing BMS controls to allow the new plant to operate seamlessly with the new boiler plant and associated equipment.

**Boiler Plant**

The contractor is to specify two 85kw boilers (Or equivalent to be agreed with Chichester University). Fitted on a manufacturer rig assembly. The boilers and associated hydraulics will be isolated from the main existing heating system via a manufacturers plate heat exchanger. The rig assembly and plate heat exchanger will be insulated with the manufacturer’s insulation packs and jackets.

A filling loop and 20-litre pressure vessel will be installed on the boiler side of the plate heat exchanger with an easily identifiable gauge for pressure adjustment.

**Flue System**

The Boiler flue assembly will be of a combined vertical type, following the existing flue route, all builders work, and weatherproofing should be included in the tender costs. The contractor shall allow for suitable condense removal points from the boiler flue header and main flue stack to a local drain.

**Hot Water**

The contractor shall allow for a unvented hot water cylinder, with a 4kw immersion heater fitted for future emergency use. The hot water shall include all new hot water primary pipework from the calorifier in copper pipework. This shall include a new motorised valve and twin head Grundfos Magna1 Primary pump. The existing secondary hot water circuit will be cut back to point of entry to the plantroom and re-piped to include a new secondary hot water pump.

**Heating**

The existing heating system will be power flushed with suitable chemicals for the age of the system and dosed with Inhibitor for protection.

A new three port motorised heating valve will be installed for weather compensation. The existing heating pumps will be reused and stored safely during the upgrade.

**Pipework**

All pipework within in the plantroom will be replaced using copper press fit for all joints. An air dirt separator will be fitted on the return from the system t the plate heat exchanger. Automatic air vents will be installed on all high points and level ball valves on all circuits for future isolation. Drain points will be included to allow for easy draining of the hot water and heating.

**System Pressurisation**

The contractor shall allow for a new pressurisation unit, including all wiring and integration to the existing BMS and control panel.

**Controls & Wiring**

Where possible existing containment can be used for plantroom wiring, any additions should be in metal trunking and conduit to match the existing installation.

All new components including, pumps, motorised valves and boilers will be seamlessly integrated with the existing BMS system. The University of Chichester should be consulted for the preferred BMS contractor or gain approval for any required alterations.

**Thermal Insulation**

The contractor shall allow for suitable thickness thermal insulation to allow hot water and heating pipework within the plantroom. All insulation shall be foil faced mineral wall and sealed on all joints. Valve bags shall be included as required.

**Commissioning & Testing**

The contractor shall issue full commissioning certificates for the boilers and plantroom including any manufacture warranties. Full O&M manuals will be issued for the plantroom including new plantroom schematics and numbered valve charts. One hard copy and one digital copy will be issued to The University of Chichester on completion of the project. The contractor shall allow for a ‘walk around’ with university maintenance staff to explain all new plant and controls.

* 1. Job 2 Specification

Replace the existing heating pipework through the gym.

**Disconnection and Removal of Existing Pipework:**

Removing the old pipework that currently supplies heating to the classrooms and sports hall. This would involve isolating and safely disconnecting the pipes from the system.

**Supply and Installation of New Pipework and Radiators:**

The contractor will supply and install new surface-mounted stainless-steel pipework in all relevant areas.

The contractor will supply and install new radiators and overtop valves.

The contractor will:

run new 54mm stainless steel pipework from the existing flow and return in the corridor to room H137.

Run the pipework through room H137 including picking up on a radiator in room H136A.

The pipework will split in gym area to feed the mezzanine floor area including the radiators on the far side of the hall, and the radiators on the near side of the hall through to the changing rooms.

The radiators on the far side of the hall will be replaced with three larger radiators.

The radiators on the near side of the hall will be replaced to match the existing alongside all radiators on the mezzanine area.

The contractor will supply and install Isolation valves on all branches.

**Connection to the Heating System in Changing Rooms:**

The new pipework will be connected back into the existing heating system in the changing room, ensuring integration with the building's existing overall heating system.

**High-Level access:**

The contractor will provide high level equipment (tower) to allow access to higher areas where the new pipework needs to be installed.

**Thermal Insulation of New Pipework:**

The new pipework to be insulated: High level pipework to be in foil faced lagging, and the lower areas to be in Isogenopac.

**Filling and Testing of the New Pipework:**

Once the installation is complete, the system will be filled and tested for leaks or issues.

The contractor will clear site of any rubbish.

**Commissioning & Testing**

The contractor shall issue full commissioning certificates including any manufacture warranties. Full O&M manuals will be issued including new schematics and numbered valve charts. 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 staff to explain all new plant and controls.

* 1. Further guidance to bidders

Although primarily funded by student subscriptions, the University is classified as a Public Service. Consequently, all procurement must meet the conditions of the Public Contracts Act 2015, the Procurement Act 2023 (which comes into effect in February) and the corresponding guidance set out by the Crown Commercial Service[[2]](#footnote-3).

There is some flexibility in how the guidance is expected to be applied, and the University has chosen to defer the rigors of the ‘Standard Selection Questionnaire’[[3]](#footnote-4) (SSQ) to the later pre-contracting stage of the procurement process. This means we only apply the company checks etc to candidates who meet the criteria. We trust however that it is clear that if you cannot meet the criteria of the SSQ then it will ultimately lead to your tender being rejected. It is helpful if you therefore familiarise yourself with what this might entail.

We draw your attention to the expectation that you must demonstrate support for the Modern Slavery Act, the Social Values Act, and that you have robust policies and processes in relation to sustainability throughout your operation and its supply chain.

Please note, it is important in helping us understand fairly, your capabilities and service strengths alongside those of others. We have set out a questionnaire (section 1) and asked for costed proposals (Section 2) that we ask that you use to enable this. Ordinarily, we would be unlikely to sift through brochures, or follow links to web pages etc.

* 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 the week commencing 03/02/25. 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. 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 must not contact University staff directly and avoid any related discussion if you happen to be working with us in some other capacity, 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 through our tendering web page. For fairness to all candidates who may submit their tender earlier rather than later, we will close questions and answers a week before the closing date.

* 1. Procurement timetable

The procurement project is working to the following timescale:

|  |  |
| --- | --- |
| Stage | Key Dates |
| Publication of Tender Notice | 31/01/2025 |
| Site Visits | Commencing 03/02/2025 |
| Closing Date for submission | 03/03/2025 – 12:00 Mid-Day GMT |
| Clarifications (Questions and Answers) | Please note we will close questions and Answers a week before submission date |
| Confirmation of Outcome | 17/03/2025 |
| Pre-contracting due diligence and appointment notice | 27/03/2025 |
| Work commencement date | TBC |

* 1. Submission details

There is no need to notify the University with your ‘Expression of Interest’ as all tender documents, Questions and Answers are open to all bidders. But please do send your completed submission, including contact details in Section 3, to the University by the closing date (03/03/2025 @ 12:00 GMT mid-day), to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Please note you can submit a tender today, and that the above date is the firm closing date and time, your tender will be held securely until after the closing, and then assessed along with those from other candidates.

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. 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. Assessment criteria

The objective of the questionnaire attached is to identify suitable suppliers. All submitted tenders are assessed by a panel, whose evaluation will be quality assured. The University intends to award any contract based on the most advantageous offer.

|  |  |  |
| --- | --- | --- |
| **Section** | **Tender Evaluation Criteria** | **Weighting** |
|  | Satisfactory completion of the Questionnaire | **Pass/fail** |
| 2 | Cost Proposal | 40% |
| 1.1 | Organisational experience and capability | 40% |
| 1.2 | Proposed system | 10% |
| 1.3 | Environmental Sustainability | 5% |
| 1.4 | Compliance with the Social Value Model | 5% |
| Total | | 100% |

From the proposals submitted, if there is no clear organisation whose value needs the criteria better than others, then there is potential for the University to offer an interview process for clarifications. Subsequently the leading organisation will be asked to submit further details to support the contracting element of the procurement.

|  |  |  |
| --- | --- | --- |
| **Pre Contract Evaluation Criteria** | **Sub Criteria** | **Weighting** |
| Satisfactory compliance with the Crown Commercial Service’s (CCS) Standard Selection Questionnaire (SSQ) | The information must be accurate and relevant and must suitably set out how any of the criteria for exclusion does not apply. | **Pass/fail** |
| Submission of further evidence, for example, satisfactory statements relating to the Modern Slavery Act, and Supply Chain Sustainability. | The information must be accurate and relevant | **Pass/fail** |

* 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 0.12. 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 0.12. 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. Questions

There is no limit or word count for the questions, but please bear in mind the need for clarity etc. Please also pay attention to the assessment criteria set out in Section 0.12, and the notes set out in the appendices. We welcome you sharing your company’s strengths, in our context, but please do recognise our specific aims, and be prepared to explain why a particular technology, or services that you might propose is advantageous for the University.

* 1. Experience and Capability

|  |  |
| --- | --- |
| 1 | Previous experience  Previous work carried out with us or similar organisations |
|  | |

|  |  |
| --- | --- |
| 2 | Staff qualifications  For the proposed team, what qualifications and training do they have? |
|  | |

* 1. Proposed System

|  |  |
| --- | --- |
| 3 | System requirements and justification  Please explain why you have chosen the system you are proposing and its benefit to the University? |
|  | |

* 1. Environmental Sustainability

|  |  |
| --- | --- |
| 4 | The University is committed to sustainability – please tell us what your company / solution is doing to identify and minimise environmental impact. |
|  | |

* 1. Compliance with the Social Value Model

|  |  |
| --- | --- |
| 4 | 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. Costed Proposal

Please provide quotes for the 2 jobs specified above in section (0.3 - 0.5). Please state if these are being provided in separate documents.

* 1. Job 1 cost proposal
  2. Job 2 cost proposal

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 det 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 |  |

Appendix 1: Social Value Model:

|  |  |  |
| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[4]](#footnote-5) | 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. * Demonstrate how you meet and maintain the Minimum Security Standard * Commitments to informing the University where there are changes in the supply chain, or changes that might affect maintaining security. * Commitments to liaising with the University in the event of a cyber attack |
| 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. <https://www.contractsfinder.service.gov.uk/Search> [↑](#footnote-ref-2)
2. <https://www.crowncommercial.gov.uk/> [↑](#footnote-ref-3)
3. <https://www.gov.uk/government/publications/ppn-0323-standard-selection-questionnaire-sq> [↑](#footnote-ref-4)
4. 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-5)