



**Invitation for the Provision  
of  
Mechanical and Electrical Maintenance Services  
at  
Future Business Centre Peterborough  
ABAX Stadium  
London Road  
Peterborough PE2 8AL**



## **INTRODUCTION**

If you intend to submit a proposal for the provision of mechanical and electrical maintenance services to the Future Business Centre Peterborough please read the following instructions carefully and prepare your proposal accordingly.

Allia will not be responsible for any costs or expenses you incur in preparing, your proposal or for any costs or expenses incurred with the formation of a contract should you be successful.

Any request for clarification or further information should initially be addressed to:

Gareth Jones - Centre Manager  
Future Business Centre Peterborough  
ABAX Stadium  
London Road  
Peterborough PE2 8AL  
Tel: 01733 666600  
email: gareth.jones @allia.org.uk

or

Peter Webb - Facilities Manager  
Allia Ltd  
The Future Business Centre  
Cambridge CB4 2QT  
Tel: 01223 781204  
email: peter.webb@allia.org.uk

## **ABOUT ALLIA**

Allia is a charity that supports organisations dedicated to making a positive social impact. Social ventures are organisations that exist for the primary purpose of tackling particular social issues or creating specific social benefits.

Allia exists to support these social ventures so they can make maximum impact. We get alongside people with an idea and help them flesh it out and start up new enterprises. From our bases in Cambridge and Peterborough we offer incubation and hot-desking space for small, growing ventures, and affordable office space on flexible terms for ventures to come and co-locate with other like-minded people. We also develop finance solutions to connect individual and corporate investors to social ventures in need of funding.

“Future Business Centre” is an Allia Innovation.

## **ABOUT FUTURE BUSINESS CENTRES**

We support great ideas - and the people behind them to make an impact.

The aim of a Future Business Centre (FBC) is to grow a community of individuals and companies looking to promote sustainability and create a positive impact on the planet and people. Through our building and services, we support organisations with social and environmental impact at the heart of their work.

The Peterborough FBC forms part of the new Motorpoint Stand that was completed in December 2014 at Peterborough Football Club. It is a new venture of Allia Ltd and offers affordable, high quality workspace on flexible terms with specialist business support and an ethos of collaboration and innovation.

The Future Business Centre Peterborough:

- Totals internally approximately 3,050m<sup>2</sup> (32,800ft<sup>2</sup>) and provides affordable offices and workshops for around 25 businesses.
- Provides large conference and lecture rooms for around 300 people.
- In addition will provide a Bistro / Restaurant offering a flexible catering service to tenants and visitors.
- Has good access and community links with its close proximity to central Peterborough, the dual carriageway A1139 that links directly to the A1(M) and the central train station.
- Will host an incubation / co-working facility for new start up companies

## **MECHANICAL AND ELECTRICAL MAINTENANCE SERVICES TO THE FBC**

Allia is now seeking to appoint a company who will provide a range of mechanical and electrical maintenance services to largely commence in December 2015. It is recognised that companies may wish to sub-contract certain specialist activities.

Proposals are requested for the periodic maintenance, testing and where applicable certification of the following that are the responsibility of Allia as tenants –

Fire Detection and Alarm System	PAT Testing
Automatic Door Releases – to include Dorgard	Water Harvesting System
Automatic Smoke Vents	CCTV System
Fire Doors	BMS System
Fire Extinguishers	Dyson Hand Dryers
Access Control System	Electric Showers
Intruder Detection and Alarm System	Point of use Water heaters
HVAC & Air Conditioning & Heat Recovery	Electric Panel Heaters
Disabled WC Panic Alarms	
Disable Refuge Emergency Communication System	
LV Switchboard and MCB Distribution Boards	
General Lighting, Controls and Luminaries	
Emergency Lighting	

Peterborough City Council will remain responsible for a small number of M&E items located in the common areas of the complex such as the roof and car park.

Full copies of the centre's O&M manuals will be available for companies wishing to submit a proposal as will access to the centre for detailed inspections of the installed equipment and facilities. Arrangements to view the Centre can be made with Gareth Jones.

The following represents the indicative timescale for the key stages of this process.

<b>Closing Date for Submissions</b>	<b>12.00 noon Friday 25<sup>th</sup> September</b>
<b>Evaluation</b>	<b>Commencing 28<sup>th</sup> September</b>
<b>Award of Contract</b>	<b>Week Commencing 12<sup>th</sup> October</b>
<b>Commencement of Services</b>	<b>To be Agreed</b>

## **PROPOSAL RESPONSE**

Your Proposal must contain the below information and include 2 hard copies and an electronic version.

- A short statement covering the Company Background and experience of providing mechanical and electrical maintenance services to similarly serviced multi occupied buildings.
- The details of two references with whom you have worked, preferably for over 2 years, who Allia may contact.
- Costed proposals for each of the M&E items set out above including a brief description of the works to be carried out, the frequency of these works, an indication where a Test Certificate will be issued and a commentary on any items that have been missed from the above list together with your maintenance proposals. Costs must be on the basis of a 2 year fixed price.
- If sub-contractors are to be used in specialist areas then details of their experience and qualifications must be provided.

## **RESOURCING & MANAGING THE WORKS**

- Companies should demonstrate how they intend their management structure to support the successful performance of this work.
- Companies should detail the team they intend to assign to this work and to describe the roles to be undertaken by the team and briefly their experience.

## **HEALTH & SAFETY**

The successful company will be expected to carry out suitable risk assessments on all of the required work areas and submit them for comment and agreement to Allia before commencing on site.

## **IMPLEMENTATION PLAN**

Companies should briefly explain how they intend to manage the mobilisation period from award of the contract to the start on site.

## **PERFORMANCE MONITORING**

Companies should include a description of methods used to monitor its own performance throughout the duration of any contract and how quality will be assessed.

## **REPORTING CAPABILITIES**

Tenderers are required to provide an example of a standard report they would produce for quarterly meetings.

## **ENVIRONMENTAL ISSUES**

Companies should describe their methods for the safe disposal of any waste created during service delivery.

Companies should describe any proactive measures that the organisation takes in order to monitor and reduce their overall carbon footprint.

## **EFFICIENCY SAVINGS**

Efficiency saving initiatives are fundamental to the Future Business Centre. Companies are therefore asked to describe how their services can contribute towards this aim.

## **SUBMISSION OF PROPOSALS**

**Your Proposal must be returned in the form of 2 hard copies and an electronic version by no later 12.00 noon On Friday 26<sup>th</sup> September 2015. Proposals should be sent to:**

**Allia Ltd  
The Future Business Centre  
King's Hedges Road  
Cambridge CB4 2HY**

**The envelope must be marked "Proposal for Mechanical and Electrical Maintenance Services – The Future Business Centre Peterborough". Allia Ltd does not bind itself to accept the lowest or any offer / proposal.**