



**Invitation for the Provision
of
Mechanical and Electrical Maintenance Services**

**At
Future Business Centre Cambridge,
King's Hedges Road,
Cambridge
CB4 2HY**



INTRODUCTION

If you intend to submit a proposal for the provision of mechanical and electrical maintenance services to the Future Business Centre Cambridge 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:

Nick Fane – Facilities Manger
Future Business Centre Peterborough,
ABAX Stadium, London Road,
Peterborough. PE2 8AL
Tel : 01733 666600
e-mail: nick.fane@allia.org.uk

or

Joanna Gabryel – Assistant Centre Manger,
Allia Ltd,
The Future Business Centre,
Cambridge. CB4 2HY
Tel : 01223 781204
e-mail : Joanna.Gabryel@allia.org.uk

ABOUT ALLIA

Allia is a charitable organisation that creates positive impact for people, planet or place through enterprise. It does this by providing practical support to impact ventures and impact entrepreneurs – those organisations and individuals that aim to make positive change and address the world’s most pressing social and environmental challenges.

The support on offer includes access to finance through Allia Impact Finance, access to affordable workspace for entrepreneurs, start-ups and SME’s at Allia Future Business Centres and free business support through the Serious Impact programme. The development team also seeks to find sustainable solutions to society’s challenges.

ABOUT ALLIA FUTURE BUSINESS CENTRES

Allia Future Business Centres provide affordable workspace, expertise, business support through its Serious Impact programme and entrepreneurial focus and networks to help people start and grow sustainable ventures that make an impact on people, planet or place.

The Cambridge Future Business Centre opened in 2013. There is also a Future Business Centre in Peterborough, one shortly to open in East London, with more planned for 2017/18.

MECHANICAL AND ELECTRICAL MAINTENANCE SERVICES TO THE FBC

Allia is seeking to appoint a company who will provide a range of mechanical and electrical maintenance services to commence in April 2017. It is recognised that companies may wish to sub-contract certain specialist activities and are expected to ensure Allia's equipment is functioning correctly and legislative compliance is achieved at all times. Companies will be expected to include a schedule of required planned preventative maintenance and also fixed hourly costs associated with reactive maintenance.

Proposals are requested for the periodic maintenance, testing and where applicable certification of the following:

- Trend 963 Building Management System

- Heating, Ventilation and Air Conditioning systems.

- Access Control

- Hot water systems

- Cold water systems

- Rain water harvesting system

- Solar thermal panels

- Gas safety management

- Disabled WC Panic Alarms

- Disable Refuge Emergency Communication System

- LV Switchboard and MCB Distribution Boards

- General Lighting, Controls and Luminaries

- Emergency Lighting

- Sewage Pump

- Extraction systems

- Legionella management

- Roller Shutter

- CCTV

- Automatic Door Servicing

- Induction Loop Systems

- PV Panels

- Leak detection

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 Joanna Gabryel

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

Closing Date for Submissions	24th March 2017
Evaluation	31st March 2017
Award of Contract	7th April 2017
Commencement of Services	15th April 2017

PROPOSAL RESPONSE

Your Proposal must contain the below information and include a hard copy 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.
- Proposals must contain itemised costings 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.
- Companies should provide information of how the flow of communication relating to PPM and reactive breakdowns will be managed.

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 MEASURING

Companies should include a description of methods used to measure its own performance throughout the duration of any contract and how quality will be assessed. In particular processes relating to report faults and resultant reactive maintenance.

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 24th March 2017

Proposals should be sent to :

**Allia Ltd,
The Future Business Centre,
Kings Hedges Road,
Cambridge.
CB4 2QT**

The envelope must be marked **“Proposal for Mechanical and Electrical Maintenance Services – The Future Business Centre Cambridge”**.

ALLIA LTD DOES NOT BIND ITSELF TO ACCEPT THE LOWEST OR ANY OFFER / PROPOSAL.