



DAVIS LANGDON
Project Management



ARENA & CONVENTION CENTRE LIVERPOOL

CHANGING ROOM LOCKERS AND BENCHES

TENDER DOCUMENT

27 June 2007

Submitted by

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Arena & Convention Centre Liverpool

Arena & Convention Centre Changing Room Lockers and Benches Contract Between Liverpool City Council and Equipment Supplier

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Section 1 – Project Particulars

1.1 Introduction

The Arena and Convention Centre Liverpool (ACC Liverpool) is a multi-purpose indoor arena capable of seating up to 10,600 spectators of sporting and entertainment activities; a convention centre capable of hosting a multitude of different events, providing seating for 1,350 delegates, and a suite of dedicated break-out spaces; a multi-purpose hall capable of providing 3,600m² of exhibition, banqueting and event space which can be expanded to 7,200m² of contiguous space in conjunction with the arena floor.

Liverpool City Council is the owner of the assets (including the FF&E) that comprise the ACC Liverpool facilities, however the commercial operation of the venue and its business is the responsibility of Arena and Convention Centre Liverpool Ltd (the Employer), a special purpose management company owned 100% by the City Council and dedicated to the operation of the ACC Liverpool venues and facilities.

ACC Liverpool is striving to be the number one experience company in Europe. ACC Liverpool will be a venue for creating memorable experiences for a wide variety of audiences, be they public or trade visitors, exhibition or conference organisers, concert promoters or governing bodies of sport. These world-class facilities are supported by highly skilled and experienced staff and specialist expertise.

ACC Liverpool prides itself on being totally customer focussed and committed at every point of interface and contact. Every member of the team – whether front or back of house – responds to customer needs and demands in the same way. This philosophy extends to all supporting infrastructure and temporary services, therefore the Contractors should be able to demonstrate their commitment to becoming an integral part of the total package offered by ACC Liverpool. ACC Liverpool are also committed to being sustainable in everything they do and they are developing an Environmental Management Plan which will be BS EN accredited.

This contract is for changing room lockers and benches to the Arena & Convention Centre.

1.2 Project Location

Arena & Convention Centre Liverpool
100 Queens Wharf
Liverpool
L3 4BX

1.3 Employer

Liverpool City Council
Municipal Buildings
PO Box 88
Dale Street
Liverpool
L69 2DH

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Section 1 – Project Particulars (Continued)

Arena and Convention Centre Liverpool Ltd
5th Floor City Tower
Old Hall Street
Liverpool
L3 1PP
Contact: Phil Pickett (ACC Liverpool)
Tel: 0151 703 7270

1.4 Project Manager

Davis Langdon LLP
Cunard Building
Water Street
Liverpool
Tel: 0151 236 1992
Contact: Rob Kay

1.5 Requirements

The extent of works included in this contract encompasses the supply, delivery and installation of the lockers and benches. The detailed requirements are set out in the following sections of this document and its appendices.

1.6 Commercial Sponsorship Opportunities

As part of its commercial development strategy, ACC Liverpool has developed a corporate sponsorship programme which offers the opportunity for appropriate commercial organisations to receive a range of sponsorship benefits, including brand exposure in exchange for cash or value in kind.

As part of your response to this tender document, therefore, you have the option to indicate a level of discount which you would be prepared to consider offering in exchange for a package of sponsorship benefits associated with an 'Official Supplier' designation and status. If you are interested in receiving such a benefits package in exchange for a level of additional discount on the prices you are quoting in this tender then please provide an indication of the maximum level of discount which you would be prepared to offer (subject to negotiation of the benefits package and contract with ACC Liverpool's authorised sponsorship agent).

Please note that this is an optional element of the tender and your pricing will be compared to other responses on a like for like basis.

Full details of the sponsorship opportunities will be obtained from ACC Liverpool's sponsorship agent at the appropriate time.

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Section 1 – Project Particulars (Continued)

1.7 Payment Procedure

The terms of contract will incorporate a provision for payment to be made under the contract by Bovis Lend Lease (Principal Contractor for the Arena & Convention Centre Liverpool), who will be acting as an agent of Liverpool City Council.

Supplier mechanisms for remedying any breach of the payment terms will remain via Liverpool City Council and not Bovis Lend Lease.

Please note clause 42 of the Terms and Conditions (Appendix C) which state the payment terms of 90 days for those contracts which are placed on behalf of the Arena & Conference Centre Liverpool for FF& E contracts. In these cases, orders will be raised by LCC but invoices paid by Bovis Lend Lease. This is the reason for the extended payment time. If you wish to make any comments on this, please include this in your tender response.

Section 2 - Services Required

2.1 General Information, Requirements & Scope

- .1 Tenderers are to provide proposals based on the architects layouts included in Appendix B. The tenderers are encouraged to suggest alternative options to reduce costs, whilst bearing in mind the quantities and dimensions required by the client.
- .2 Ensure that you have a full understanding of the Client's requirements
- .3 Attend meetings as required with the Client, their representatives and other contractors to ensure the successful and co-ordinated supply & delivery of your product.
- .4 A sample of the product is to be provided if this is requested by the Client during the tender evaluation process.
- .5 Progress your works in accordance with the agreed programme
- .6 Tenders must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date fixed for the submission or lodgement of tenders.
- .7 Agree to the enclosed Terms & Conditions of Contract for the Supply of Goods
- .8 Complete and return the enclosed pricing schedule (Appendix A) & form of tender (Appendix C).
- .9 Neither the lowest nor any tender will necessarily be accepted and the tenderer must bear in full bid costs in connection with submitting the tender.
- .10 The Client reserves the right to amend the quantities of equipment noted within the Architect's layouts.

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Section 2 – Services Required (Continued)

- .11 Ensure that all items or components meet all relevant British and European standards and Codes of Practice and are appropriate for their proposed use.
- .12 The criteria for award of the contract will be economically the most advantageous tender in terms of:
 - *price* (40% weighting);
 - *relevant experience* (20% weighting); and
 - *technical merit* (40% weighting).

2.2 Site Deliveries and Working Constraints

- .1 All deliveries to site are to be pre-planned and programmed in conjunction with the Client, their representatives and the Principal Contractor.
- .2 Employees carrying out deliveries to and works on site are to accord with the requirements of the Principal Contractor with regard to site rules and health & safety, full details of which are provided within Appendix D.
- .3 Make all necessary provisions and arrangements for disposal and recycling of all packaging and other waste arising from the delivery, unpackaging and assembly of the product on site.

2.3 Selection Requirements

- .1 Company profile explaining capability;
- .2 Profile of the company structure, including relationships to subsidiary, parent, associate and ultimate holding companies;
- .3 List of personnel employed, tabulating separately, management staff, administrative staff, technical support staff, technically qualified staff
- .4 List of relevant recent projects
- .5 Summary of the Company's last three year's financial figures
- .6 Company sustainability strategy and/or other response to the environmental impact of the supply of these goods.

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Section 2 – Services Required (Continued)

2.4 Programme and Methods

- .1 Method Statement - The Tenderer must submit with their tender a detailed method statement for the completion of the contract in accordance with the specified requirements. The tenderer shall with their method statement indicate dates, locations and procedures to be employed during the installation of their works and state any specific co-ordination requirements with the Main Construction Contract Works.

2.5 Health & Safety/Quality/Industrial Relations/Environmental

The tenderer must submit the following with their tender –

- .1 Health and Safety Policy Statement.
- .2 Risk Assessment Plan.
- .3 Quality Plan Management Policy Statement
- .4 Copy of Registration certificate
- .5 Environmental Policy Statement.
- .6 Training policy including details of current status of CSCS training programme and the level of certification achieved to date.
- .7 Details of CIS Registration/Exemption if applicable.

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Section 3 - Programme

3.1 Programme

The outline programme for the works is as follows:-

- | | |
|---------------------|--------|
| .1 Contract Award | Aug 07 |
| .2 Delivery to site | Nov 07 |