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Tender

External Fire Risk Assessment Audit Services - Primary Academies

Lion Academy Trust

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-039861

Procurement identifier (OCID): ocds-h6vhtk-04c63a

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Section I: Contracting authority

I.1) Name and addresses

Lion Academy Trust

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LONDON

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Contact

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Email

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Country

United Kingdom

Region code

UKI53 - Redbridge and Waltham Forest

Companies House

09161091

Internet address(es)

Main address

<https://www.lionacademytrust.net/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.lionacademytrust.net/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://forms.monday.com/forms/4228313222964acaa8661b4634977458?r=use1>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

External Fire Risk Assessment Audit Services - Primary Academies

II.1.2) Main CPV code

- 71317000 - Hazard protection and control consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

The Lion Academy Trust invites tenders from experienced and qualified service providers to deliver a comprehensive annual fire risk assessment service across our network of 11 primary schools, split over 13 sites. This contract aims to ensure the highest standards of safety, protection, and compliance with relevant regulations.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71315210 - Building services consultancy services
- 71317100 - Fire and explosion protection and control consultancy services
- 71317200 - Health and safety services
- 71317210 - Health and safety consultancy services
- 75121000 - Administrative educational services

II.2.3) Place of performance

NUTS codes

- UKF15 - North Nottinghamshire

- UKH3 - Essex
- UKI5 - Outer London – East and North East

Main site or place of performance

Across the Trust's 11 schools, 13 sites, in London (Waltham Forest and Haringey), Essex (Pitsea, Canvey Island, and Maldon), and Northamptonshire (Wellingborough).

II.2.4) Description of the procurement

The Lion Academy Trust comprises 11 primary schools located across three hubs: London, Essex and Northamptonshire. Our mission is to provide a safe, nurturing, and supportive environment where every child can achieve their full potential. This Scope of Services outlines the requirements for the procurement of a Fire Risk Assessor for the Lion Academy Trust to assess fire safety risks and ensure compliance with fire safety regulations and standards. The appointed Fire Risk Assessor will be responsible for conducting a comprehensive fire risk assessment of the premises, identifying potential hazards, and recommending necessary improvements to maintain a safe environment for staff, students, and visitors.

1. Objectives

- To identify fire hazards and assess the risks to life and property in the school.
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation and codes of practice.
- To provide recommendations for risk mitigation, fire prevention measures, and emergency procedures.

2. Scope of Work

- The Fire Risk Assessor shall perform the following tasks:

2.1 Initial Assessment

- Review the school's current fire safety documentation, including fire evacuation plans, previous fire risk assessments, and safety protocols.
- Inspect the school building(s), including all areas such as classrooms, corridors, hallways, offices, kitchens, bathrooms, stairwells, and exterior areas, to evaluate the fire safety measures in place.

2.2 Fire Hazard Identification

- Identify potential fire hazards, such as faulty electrical equipment, combustibles, inadequate storage, and unsafe practices.
- Assess the adequacy of fire detection systems, emergency lighting, and fire-fighting equipment (e.g., extinguishers, sprinklers).
- Evaluate the condition and functionality of fire exits, routes, and assembly points.

2.3 Risk Evaluation

- Assess the level of risk posed by identified hazards, considering factors such as:
 - The potential for the fire to spread.
 - The adequacy of current preventive and protective measures.
 - The ability to evacuate occupants safely in case of an emergency.

2.4 Fire Safety Systems Evaluation

- Review the existing fire alarm system and its maintenance records.
- Assess fire safety signage and emergency lighting to ensure visibility and functionality.
- Check the maintenance of fire doors, barriers, and escape routes.

2.5 Fire Safety Training & Procedures

- Assess the adequacy of fire safety training and information programs for staff, including fire drills, evacuation procedures, and designated fire marshals.

2.6 Reporting & Recommendations

- Prepare a detailed fire risk assessment report that includes:
 - Identification of hazards and associated risks.
 - Evaluation of current fire safety measures.
 - Detailed recommendations for corrective actions and improvements.
 - Prioritisation of actions based on the level of risk.

- Compliance status with relevant fire safety legislation and standards.
- Provide an action plan for mitigating risks and enhancing fire safety.

2.7 Post-Assessment Support

- Offer guidance and clarification on the implementation of recommended actions.
- Assist in the preparation of any necessary fire safety documentation for regulatory compliance.

3. Deliverables

- The Fire Risk Assessor will provide the following deliverables:
 - Fire Risk Assessment Report: A comprehensive written report that includes all identified fire hazards, risks, and recommendations for improvements.
 - Action Plan: A detailed plan outlining the steps to mitigate risks, improve safety measures, and ensure compliance with relevant regulations.
 - Action Monitoring platform: An online system for monitoring/tracking updates of identified recommendations

4. Qualifications and Experience

- The Fire Risk Assessor should meet the following qualifications:

Certified Fire Risk Assessor registered with the Institute of Fire Engineers with experience in conducting fire risk assessments in educational or similar settings.

- Familiarity with the Regulatory Reform (Fire Safety) Order 2005, as well as other relevant fire safety standards and codes of practice.
- Demonstrated ability to provide clear, actionable recommendations for fire safety improvements.

5. Confidentiality and Data Protection

- The Fire Risk Assessor shall treat all information related to the assessment and the school's premises as confidential. Any personal or sensitive data collected during the assessment must be handled in compliance with data protection laws, including the GDPR.

II.2.5) Award criteria

Quality criterion - Name: Experience and Qualifications/ Weighting / Weighting: 25

Quality criterion - Name: Approach and methodology/ Weighting / Weighting: 35

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

The contract will commence upon successful selection, February 2025 (Spring term) and will be for a duration of one year (completion of 11 school, 13 site, visits), with an option for renewal subject to satisfactory performance and agreement by both parties.

II.2.10) Information about variants

Variants will be accepted: Yes

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please note, that no costs for the production or participation of the tender will be assignable to the Lion Academy Trust.

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Any staff engaged within the on-site audits must be able to evidence a DBS check which includes Child Workforce and has been issued normally within the last 3 years.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

20 January 2025

Local time

9:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Lion Academy Trust

London

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Email

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Country

United Kingdom