

**INVITATION TO TENDER (ITT)**

**FOR THE PROVISION OF:**

**WINDOW REPLACEMENT WORKS**

**TO YORK ST JOHN UNIVERSITY**

**DATE OF ISSUE: 15/08/25**

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# Instructions to Bidders

## Introduction

York St John University (also referred to as YSJ or The University) is an academic institution that has been educating and inspiring students on its award-winning campus in the heart of York since it was founded on 17 May 1841. York St John achieved University status in 2006 and Research Degree Awarding Powers in 2015. The University has over one hundred degree course options now available, including new courses in Games Design, Criminology, Policing Studies, Biomedical Science and Allied Health. In 2022 YSJ unveiled their new campus in the heart of London (E14) which specialises in Business and Design-led courses. YSJ was the 2nd university in world accredited with the Chartered Institute of Procurement and Supply (CIPS) Corporate Ethics Mark, in recognition of its socially responsible approach to business.

These factors, along with the size of the student cohort, currently about 12,000 from around 100 different countries, and the history of partnership working with local groups, have established the University’s reputation for a strong sense of community and the personal approach it takes to its students. Around a third of its students come from the lowest socio-economic groups and this reflects a commitment to social justice that has always been part of YSJU’s ethos. YSJ are part of the community – with YSJ contributing more than £60 million to the local economy and supports over 200 organisations with training and development. YSJ is at the heart of a great city – York is one of the safest cities in the UK with a great mix of culture, shopping, entertainment and festivals.

## Project Vision and Purpose

The University seeks to engage suppliers capable of delivering innovative and high-quality solutions tailored to meet the specific needs of this project for the replacement of single glazed windows with modern, energy efficient units in our Ripon Wing building. The expectation is that this exercise will establish a collaborative partnership that enhances efficiency, sustainability, and value for money while aligning with the strategic objectives of the University.

The vision of the project is the replacement of existing “crittal” windows and timber frames with a solution sympathetic to the historic nature of the building and its surroundings, matching existing glazing patterns where possible. This includes existing access doors and high-level emergency egress doors. A section of historic stained glass in an existing window will need to be retained within any new solution. The work is to be carried out in a single continuous operation unless a timetabling conflict dictates otherwise.

## Confidentiality

This document is the property of York St. John University. All rights reserved. This document may contain confidential information, which is not to be copied or discussed beyond those required to deliver the requirement and bid, without express authority.

All submissions will be treated as confidential by the University. However, in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (FOIA), any of the information submitted to may be disclosed in response to a request made pursuant to the FOIA. If you consider that any parts of your submission are exempt from disclosure, please include a statement to this effect – noting the relative Exclusion clauses – along with your submission. The final decision as to what information to disclose under an FOIA enquiry rests with the University.

Where applicable, any additional pages and supporting documentation provided in your response must clearly state the name of the organisation, the tender reference/contract details and the question to which it relates.

## General

The University reserves the right not to award a contract as a result of this exercise, or to award a partial contract. The University will not reimburse any costs incurred by tenderers in connection with preparation and submission of their responses to this Invitation to Tender (ITT).

The Bidder should note that receipt of this ITT in no circumstances implies that a contract or commitment exists between YSJ and the Bidder. Any such contract or commitment will be made in writing and duly signed by an authorised signatory of each organisation.

YSJ reserves the right to accept all or part of a response nor will YSJ be obliged to consider any late response. The Bidder should be prepared to discuss any aspect of its ITT response and may be invited to present these in person to the evaluation panel. YSJ is not bound to accept the lowest price or any other response. The Bidder should note that this ITT process may not result in the awarding of business. YSJ will not accept responsibility for any costs incurred by the Bidder in relation to the preparation of the response.

The details contained in your response may be specified in any future contract or may form an appendix thereof. In the event of level of business being significantly higher than those initially indicated within this ITT, YSJ reserves the right to discuss improved terms to reflect benefits of scale. The Bidder should note that YSJ will not commit itself to any contracted business volume. All volume information is of an approximate nature based on current Management Information at the time of writing.

This ITT has been designed to assess the suitability of Suppliers to deliver the University’s contract requirement(s).

Whilst reserving the right to request information at any time throughout the procurement process, the University may enable the Supplier to self-certify certain requirements (e.g., Quality Accreditations; Environmental policies). The University will only obtain such evidence after the final tender evaluation decision.

## Procurement Process

The process for this opportunity will follow the Competitive Flexible tender model, as outlined in the Procurement Act 2023.

This will encompass a 2-stage procedure. Stage 1 will see an ITT asking for possible solutions (this document) as the University is yet to decide on a final specification for this work. The University invites creativity at this stage and is open to different solutions being proposed to meet our needs.

As the solution may not be entirely fully formed at this point, we anticipate that pricing will only be indicative but nonetheless will be reasonable and evidence-based for what is being described.

The University will evaluate all the solutions proposed in Stage 1. Depending on the solutions offered, bidders may be asked to submit samples of materials or to attend in person to clarify their solution. These may not be essential for all solutions, however. After eliminating all impractical or unaffordable options, we will draft a final, definitive specification. The evaluation scoring and weighting will be modified at this point accordingly. If the nature of this final specification justifies modifying the anticipated timescales for the tender, they also may be modified at this point.

The University will then issue a revised ITT, with a definitive specification asking for firm and finalised pricing. The University will only invite bidders who have participated in Stage 1 to submit proposals in Stage 2. The University also reserves the right to eliminate suppliers deemed to be unsuitable for the project at this stage and will notify them promptly that they will not be asked to participate in this tender any further.

## Timetable

The indicative ITT deadlines are shown in the timetable in Table 1.

1. Timetable

|  |  |
| --- | --- |
| Activity | Date |
| Issue of Stage 1 ITT Documentation | 15/08/25 |
| Site Visits | w/c 25/08/25 |
| **Deadline for Return of Stage 1 Proposals**  **(Including submission of physical samples, if required)** | 15/09/25 10:00 |
| Review of Stage 1 Proposals Commences | 15/09/25 |
| Issue of Stage 2 ITT Documentation | 03/10/25 |
| **Deadline for Return of Stage 2 Proposals** | 03/11/25 10:00 |
| Review of Stage 2 Proposals | w/c 03/11/25 |
| Notification of Decision / Contract Award | 17/11/25 |

Bidders are invited to make arrangements and visit site if required, using the Principal Contact details in section 1.8. If required, they can inspect the site and ask questions (All questions and answers will be collated and shared with all bidders).

## Applications

Stage 1 proposals should be submitted via the Delta procurement portal by 15/09/25 10:00. Queries can be made via the Delta Messenger or [procurement@yorksj.ac.uk](mailto:procurement@yorksj.ac.uk)

## Principal Contact

The principal contact method of communication for this tender is the Delta Procurement Message Centre. All enquiries or clarifications required regarding any aspect of this ITT should be confirmed in writing using the Message Centre and addressed FAO Paul Revell, Head of Commercial Strategy.

Your final submission is to be uploaded directly via Delta Procurement; the free text field should be used to clearly state it is your final submission.

## Proposal Evaluation Criteria

The Stage 1 evaluation weighting will be split as shown in Table 2. Bidders should note the weightings and ensure their proposals reflect this weighting.

1. Evaluation weighting

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| Quality of proposed solution | 60% |
| Methodology and technical merit | 30% |
| Indicative pricing | 10% |
| **Total** | **100%** |

Evaluation on quality will be determined from the proposal outline and supplementary documentation:

**Quality of Proposed Solution (60%)**

This is the most critical part of the submission. We are looking for detailed and innovative proposals that address the core challenge of replacing the single-glazed windows and doors in the Ripon Wing building. Your solution must not only meet modern energy efficiency standards but also be sympathetic to the historic nature of the building and match the existing glazing patterns where possible. Please provide comprehensive design solutions, including information on materials, aesthetics, and how you plan to integrate the existing historic stained glass.

**Methodology and Technical Merit (30%)**

We want to understand your technical approach and how you would successfully deliver your proposed solution. We are looking for evidence of your firm's capability, knowledge, and experience in handling similar projects. Please outline your proposed project plan, addressing potential risks, dependencies, and how you will ensure quality assurance. Your methodology should demonstrate a clear understanding of the project's complexities and your ability to manage them effectively.

**Indicative Pricing (10%)**

This is not an immediate pass/fail criterion at this point in the process; instead, it should provide a preliminary assessment of the commercial viability of your proposed solution. Please provide a high-level guide costing for your proposed design, which will allow us to evaluate the overall value for money of your approach. A more detailed, itemised pricing schedule will be required in the subsequent stage. We reserve the right to perform a value engineering exercise if costs present a potential risk of exceeding the set budget. Even estimated costs should have some evidence to support them.

1. ITT Question Scoring

|  |  |  |
| --- | --- | --- |
| **SCORE** | **CLASSIFICATION** | **DEFINITION** |
| 0 | Unacceptable | No response, or totally unacceptable and does not meet the requirement in any way. |
| 1 | Inadequate | Substantially unacceptable and does not meet the expectations in some significant areas. Considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 2 | Weak | Weak response that does not fully meet the requirements. Response may be minimal with little or no detail or evidence given to support and demonstrate sufficiency or compliance. Some minor reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 3 | Satisfactory | Response largely covers the requirements and some, but patchy or brief, evidence is given to support the answers. |
| 4 | Good | Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 5 | Excellent | Exceptional response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the service will be achieved is provided, either by demonstrating past experience or through a clear process of implementation. Response may also identify factors that will offer potential added value, and with evidence to support this. |

## Terms and Conditions

The works described in this specification shall be carried out under the terms and conditions of the JCT Minor Works Building Contract (MW 2024), as amended by the employer.

Tenderers are deemed to have allowed for compliance within the provisions of this contract.

Any objections to use the stated JCT form or its amendments should be declared in writing prior to the submission of a bid.

Submission of a tender shall be presumed to represent full acceptance of the stated form of contract and its conditions. Tendering contractors who find themselves unable to enter a contract based on this form are respectfully requested not to submit a price.

**The Bidder will be required to accept these Terms and Conditions in the bid process**.

All ITT documents should be read and understood before confirming your intention to bid.

If Bidders have queries regarding the ITT, they are to be submitted in writing to the Principal Contact as shown in section 1.6. No alterations or qualifications to any of the ITT documents shall be made unless YSJ has notified them in writing.

The Bidder response is to be submitted by completing the ITT Response to the principal contact in 1.8 by the date shown in Table 1. The Bidders submission will be reviewed by a cross functional evaluation committee who will assist in all decisions relating to this ITT.

# Scope of Service

## General Overview of Requirements

To provide solutions to replace existing “crittal” windows and timber frames to existing building. To also include existing access doors and high-level emergency egress doors. All solutions to be sympathetic to the historic nature and surroundings of the building and to, where possible, match the existing glazing patterns.

**Quantity:**

* East Elevation: 32 units (including 4 doors)
* South Elevation: 11 units (note the auto door in this elevation is not to be replaced)
* West Elevation: 32 units
* North Elevation: 2 doors
* Dormers: 8 units (included in the above figures)

**Key Detail:** A section of historic stained glass in an existing window which will need to be retained within any new solution.

## Budget

The budget for this project is anticipated on being between £100,000 to £200,000 gross (including contingency). The final figure will be dependent on the quality and desirability of the final specification. We have asked for a full itemised cost breakdown of the bids per task/product. YSJ will reserve the right to complete a value engineering exercise if there is a potential risk of costs exceeding the budget.

## Considerate Contractors

When on-site it is expected that the appointed contractor will be considerate to the fact that our campus will continue to be used by our students and external clients throughout the works, which includes but is not limited to the Ripon Wing building itself, other University buildings and the surrounding area, etc.

Due to this, it is expected that the appointed contractor will:

* Limit their noise pollution where possible (or schedule these out of our standard timetabled hours);
* Ensure that all materials and equipment are suitably stored and are not blocking any pedestrian or vehicular access routes;
* Ensure that the site is kept tidy and that any trip hazards are either removed or suitably fenced off – though this should not block any access routes.
* Use appropriate language and show respect to all. If any inappropriate language or behaviours are seen or reported, then the person responsible will be expected to permanently leave site and their workload reassigned to an alternative person.

The appointed contractor is solely responsible for ensuring that the above expectations are met or exceeded by themselves and any subcontractors that they appoint.

## Reporting Structure

The YSJ Project Manager, and main contact for the works is:

* Chris Wilkinson, Head of Estates Projects and Operations

(07851 106643), [c.wilkinson@yorksj.ac.uk](mailto:c.wilkinson@yorksj.ac.uk)).

## Policies, Procedures and Costs

YSJ will not accept any mark-up or surcharge on travel or any such similar expenses.

Any rates in the proposals must be fully inclusive of all costs, for both on and off-site work.

Relevant University policies, processes and procedures will be shared before undertaking any work and those that apply identified.

YSJ considers the following items to be part of supplier’s overheads, and will not pay for them additionally:

* Secretarial, staff time or overtime (unless specifically and extraordinarily requested by YSJ.
* Staff transportation costs, including those between home, the supplier’s office and the University campus.
* Parking charges.
* Meals or refreshments.
* Telephone charges, including mobile phone charges
* Charges for communication or deliveries between supplier’s offices.
* Office supplies including binders, folders, dividers, paper, CDs etc.
* Charges for scanning documents, CD duplication or ‘mastering’, word processing including any internal supplier charges for document production, printing, photocopying or postage.
* Any mark-up or surcharge on any disbursement.
* Any charge not taking account of any discount that supplier received from its own supplier.
* Other ‘office’ or ‘overhead’ charges.

# ITT Response

This section of the ITT details the information that Bidders are required to provide as part of their proposal. Submitted information will be used in the evaluation of proposals.

|  |  |
| --- | --- |
| SUPPLIER DETAILS | |
| Organisation Name: |  |
| Contact Name(s): |  |
| Email(s): |  |
| Registered Address & Company number |  |
| Telephone: |  |

|  |  |  |
| --- | --- | --- |
| **Quality of Proposed Solution** | | **Weighting 60%** |
| 3.1 | Bidder to provide full detail regarding their proposed solution, including but not limited to:   1. How does your proposed solution balance the need for modern energy efficiency with the aesthetic requirements of a historic building, including matching existing glazing patterns where possible? 2. What is the specific energy performance rating of the proposed units, and how will this translate into measurable improvements for the university? 3. How do you plan to safely and securely remove the existing "crittal" windows and timber frames without damaging the surrounding building fabric? 4. Please provide details of the materials and specifications for the new windows and doors, including their durability and maintenance requirements. 5. Detail your strategy for the careful removal, restoration, and re-installation of the historic stained glass section within the new window solution. | |
|  | **Response:** | |

|  |  |  |
| --- | --- | --- |
| **Methodology and Technical Merit** | | **Weighting 30%** |
| 3.2 | Bidder to describe their overall approach to the delivery of the work, including but not limited to:   1. Provide a high-level project plan outlining the key phases of work, including a realistic timeline and contingency for potential delays, such as weather conditions or unexpected site issues. 2. Describe your approach to quality assurance and control throughout the project, from material selection and fabrication to installation and final handover. 3. What is your experience working in an occupied educational environment, and what specific measures will you implement to minimise disruption and ensure the safety of students and staff? 4. Detail the qualifications and experience of the key personnel who will be assigned to this project, including any specialist skills related to historic building work. 5. Suggest a risk management plan that identifies potential technical and logistical risks, along with your proposed mitigation strategies. | |
|  | **Response:** | |

|  |  |  |
| --- | --- | --- |
| **Indicative Pricing** | | **Weighting 10%** |
| 3.3 | Bidder to provide a breakdown of fees, including but not limited to:   1. Provide a high-level breakdown of the costs, including estimates for materials, labour, and any other associated expenses, to justify the indicative pricing. 2. How have you considered potential supply chain issues or market fluctuations in your costing, and what is your approach to managing these risks? 3. What is included within your proposed costing, and what assumptions have you made? 4. If your solution requires any specialised or unique components, please provide an estimated cost for these items and explain how they contribute to the overall value for money. 5. What is your policy on invoicing and payment terms, and how do you handle potential cost overruns or variations? | |
| **Response:** | | |

|  |  |  |
| --- | --- | --- |
| **Confidentiality** | | **Pass / Fail Criteria** |
| 3.4 | YSJ’s mutual confidentiality agreement for this ITT is included with the documentation on Delta. The bidder will confirm their acceptance as part of their bid submission by returning a signed copy. | |

# Declaration

|  |  |
| --- | --- |
| Submission Completed By | |
| I declare that to the best of my knowledge the answers submitted in this submission are correct. I understand that the information will be used in the process to assess my organisation’s suitability to deliver the requirement and I confirm that I am an authorised signatory on behalf of my organisation. I understand that YSJ may reject this submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information. | |
| Name: |  |
| Date: |  |
| Signature: |  |
| Title: |  |
| On behalf of: |  |

# ITT Checklist

The following is to provide guidance on documents that need to be returned and completed as part of a full and compliant ITT response:

* Completed ITT response
  + Completed solution proposal in MS Word format
  + Indicative price breakdown in MS Excel format
  + Signed Declaration
* A signed copy of YSJ NDA document
* Evidence of ability to hold (if required);
  + Employers’ liability cover not less than £10 million
  + Public liability cover not less than £10 million
  + Professional indemnity cover not less than £2 million
* Any additional, relevant copies of certifications cited
* Copies of any relevant cited case studies

# Appendix A – Stage 2 Evaluation

*These are draft evaluation criteria for Stage 2 tenders – please note, these are for information only as they may be revised, prior to full Stage 2 invitations being issued. Whilst we cannot fully anticipate yet which influential factors from Stage 1 might result in the scoring criteria for stage 2 being revised, they may include the quality of:*

*Firm Pricing: A final, detailed and itemised cost breakdown.*

*Programme of Works: A detailed and realistic project plan.*

*Technical Specifications: How the solution meets the definitive specification.*

*Risk Management: A comprehensive plan to manage and mitigate project risks.*

*Business Ethics: Social and environmental policies, support for skills and training*

## Stage 2 Proposal Evaluation Criteria

The evaluation weighting will be split as shown in Table 2. Bidders should note the weightings and ensure their proposals reflect this weighting.

1. Evaluation weighting

|  |  |
| --- | --- |
| **Section** | **Weighting** |
| Resourcing and capability | 30% |
| Methodology and technical merit | 10% |
| Social and environmental impact | 10% |
| Pricing and overall value for money | 50% |
| **Total** | **100%** |

Evaluation on quality will be determined from the proposal outline and supplementary documentation:

**Resourcing** **and capability** - Please provide a full description of the structure, staffing and deployment of your proposed team which would be utilised to deliver the services for this contract, including qualifications and experience levels.

Please provide a draft timeframe for the project, showing any anticipated dependencies and risks associated with key stages of the works with contingency factored in for weather changes that may cause delays.

Please explain your approach to quality assurance of your team’s work and how you would ensure the University experiences continuity in the quality-of-service it receives. Please provide evidence of sufficient knowledge and experience in the higher education sector, public sector, private sector or charitable trusts to demonstrate technical and professional capability to meet the service and development requirements.

**Methodology** - Please provide 2 x case studies of similar clients you have delivered services to in the past. Describe your overall approach to the delivery of services under the contract. To include intended approach to provision of assurance on, internal controls, risk management, governance and Value for Money (VFM) e.g., to the Audit Committee, the Governing Body and University management.Please describe how you would provide benefits beyond confirming compliance with specifications, including your approach to identifying opportunities and making recommendations for enhancement informed by best practice benchmarks and sector developments.

**Social and environmental impact** - Our commitment to social value and environmental consciousness extends beyond compliance — it is integral to our ethos.  Our approach not only embodies our institution’s values but also ensures long-term resilience.  We seek to partner with organisations that can demonstrate how they are able to ingrain social awareness, inclusion and ethical practices into the delivery of their services.

Evaluation on pricing and overall value for money will be determined from the completed pricing schedule provided with the bidder’s submission.

1. ITT Question Scoring

|  |  |  |
| --- | --- | --- |
| **SCORE** | **CLASSIFICATION** | **DEFINITION** |
| 0 | Unacceptable | No response, or totally unacceptable and does not meet the requirement in any way. |
| 1 | Inadequate | Substantially unacceptable and does not meet the expectations in some significant areas. Considerable reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 2 | Weak | Weak response that does not fully meet the requirements. Response may be minimal with little or no detail or evidence given to support and demonstrate sufficiency or compliance. Some minor reservations of the Bidder's relevant ability, understanding, experience, skills, resources and quality measures to provide the service required. |
| 3 | Satisfactory | Response largely covers the requirements and some, but patchy or brief, evidence is given to support the answers. |
| 4 | Good | Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 5 | Excellent | Exceptional response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the service will be achieved is provided, either by demonstrating past experience or through a clear process of implementation. Response may also identify factors that will offer potential added value, and with evidence to support this. |

# Appendix B – Site Imagery













