

## Tender Opportunity

### Provision of Secondary Glazing - New Vic Theatre Summer 2024

#### Introduction

The New Vic intends to carry out a series of environmental improvement projects that will reduce our energy costs and our carbon footprint. One of these projects is the installation of secondary glazing units to approximately half of the theatre's existing original hard-wood windows frames. The remaining windows were fitted with secondary glazing in 2016, resulting in significant reduction in heat loss and we now plan to extend this solution to all suitable remaining windows.

The document below outlines the purpose and requirements of this procurement and installation through to final commissioning. Please note the schedule for this work to be completed within the months of July and/or August, and exact dates will need to be negotiated with the New Vic Theatre in relation to other projects running simultaneously. We would expect the completion of this work to be carried out within a continuous 2 week period.

#### New Vic Theatre - Overview

Enjoying the distinction of having been Europe's first purpose-built theatre in the round, the New Vic is one of the country's most prolific producing theatres.

*"A theatre very much on the up...fast becoming a significant player"* (Lyn Gardner in the Guardian).

As one of very few arts organisations in a wide catchment area we're key to the cultural life of our region - engaging with nearly 1800,000 people annually. But we also make a significant economic impact, generating £11.4m worth of activity in the local economy last year.

At the core of our region are areas of serious deprivation with slow-moving economies and low social and educational aspiration and achievement. Our mission expresses our commitment to making positive changes to the lives of disadvantaged people across our region, increasing aspiration and ambition, lowering anti-social and criminal behaviour, improving neighbourhood relations.

Together our award-winning community programme, New Vic Borderlines, and our Education team ensure we're engaging with around 27,500 children, young people and adults per year.

The New Vic Theatre was built in 1986, although the theatre company pre-dates this. As one of very few purpose built theatres-in-the-round, the building itself has a special role to play in the architectural heritage of theatre development. But it is first and foremost a working, producing theatre, at the centre of its local community.

## A Registered Charity

The New Vic is a registered charity supported by Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council. As a charity, we attract significant additional funding from local people and businesses, Trusts, Foundations, sponsorship and a range of agencies for our work on stage and with the community.

For more information, please visit [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk)

## Objectives

New Vic Theatre wishes to issue a contract for the design, fabrication and installation of secondary glazing units that are in-keeping with the theatre's original hardwood window frames.

Our key objectives are to:

- Install secondary glazing solution to a minimum of no.16 identified existing window frames, and potentially a further 21 smaller windows.
- Provide a sliding/sash system that allows for existing windows to be opened, whilst ensuring efficient heat retention when closed.
- Removal and disposal of existing five-panel bi-fold doors and installation of aluminium framed replacement.
- Aluminium frames painted to an agreed colour that suits the aesthetic of existing hardwood frames, and fitted with appropriate safety glass.
- Full inspection and testing.

New Vic Theatre is looking for a solution that:

- is reliable and easy to manage operationally and will show a significant improvement in environmental performance.
- delivers requirements quickly and efficiently within the timescales set out, with minimal disruption to New Vic's operating environment, and together with all necessary processes, documentation and training.
- are flexible with respect to future requirements and service options. New Vic Theatre must not be limited in respect of additions or amendments to the solution and must not be tied to any particular support provider except as provided in the contract.

## Brief

All original windows are double glazed but only with a 9mm cavity between panes. Over time the glazing's thermal performance and ability to retain heat has diminished significantly, and many of the window openings are ill-fitting and therefore drafty.

In the year following the initial phase of secondary glazing installation, there was a noticeable reduction in gas consumption presumed to be as a result of more efficient glazing. We are now in a position to seek further efficiencies by carrying out similar work on the majority of the remaining windows. We have identified sixteen windows of various sizes, some of which are large floor to ceiling sections, and a further 21 smaller windows which may also benefit from secondary glazing.

# NEW VIC

In addition, we wish to install a replacement five-panel bi-fold door and overhead glazed section (pictured), with a new aluminium framed alternative. We require the same configuration as is currently in place, with two end panels retained as single fire-exit 'push-to-open' doors, and all five panels able to concertina and fully slide left or right to open up the space. As with the windows, these hardwood frames are in poor condition with minimal thermal qualities and a replacement system will be expected to better insulate the space and prevent drafts when closed.



Some of the windows identified for secondary glazing are in public areas of the building and works will need to be programmed to allow the New Vic to continue with its daytime operations, particularly access to our Ticket Office and café. Similarly, works carried out in our backstage area may need to accommodate the needs of the organisations day-to-day operations. Occasional access restrictions can be negotiated to allow for aspects of installation and health & safety, and this will be coordinated between the successful contractor and supervising member of New Vic Staff.

We are aware that there may be a number of options that would achieve our aims and would like to work with a supplier with appropriate technical knowledge to find the most suitable options for the New Vic, based on our needs.

We are therefore offering the opportunity to discuss our requirements and then make a fully costed proposal based on your individual proposed solution that will achieve our stated objectives.

## Environmental Responsibility

In developing our project we have worked in partnership with Keele University SEND and Staffordshire Business Environmental Network (SBEN). Through partnership with Keele University SEND we will achieve better energy management, reduce our reliance on fossil-fuel derived energy over the long term, significantly reduce energy waste and, following completion of our project, contribute to ongoing research data trialling innovative ways of energy use and management.

Through SBEN we have accessed independent Green Energy Assessments which have provided multiple capital projects that will each deliver progress on our journey to reaching net zero. These proposals are forecast to make a significant contribution to a reduction in carbon emissions of over 100,000 kg CO<sub>2</sub>e – a 46% reduction on current emissions of which efficiencies from improved glazing is expected to contribute an annual saving of 4.4 tCO<sub>2</sub>e/yr.

## Process

### Scoping Meeting

In order to provide a tender please contact us to arrange a meeting to discuss and review our current situation and objectives.

Following this meeting, we will require a written quotation that includes details of the solution you propose with full costings.

## Content

In order to be considered, all tenders must include the following:

- Contact details of your organisation, including postal address, email and phone number.
- A short summary of your proposed methodology for completing the brief above and achieving the key objectives of the contract.
- A short summary of the relevant experience and skills of the organisation and of each team member to be assigned to this contract, including any external team members you intend to sub-contract. Any sub-contracting should be clearly highlighted.
- Costs for all items, including hardware, parts and labour including hour and day rates as appropriate and costs for all other items identified within the proposal.
- Details of your actions and commitment to environmental sustainability.
- Confirmation that you can complete the project with the time frame indicated or an explanation stating the earliest completion date and reason for the latter date.
- Signature of a director or approved signatory to verify the accuracy of all information included in the quote and as confirmation of availability to deliver the contract between the start and end dates.
- Details of two organisations for whom you have provided similar services that will provide references

## Next steps

To arrange a date and time for the Scoping Meeting, please contact Theatre Manager, David Sunnuck, either by emailing [dsunnuck@newvictheatre.org.uk](mailto:dsunnuck@newvictheatre.org.uk) or by telephone on 01782 381356,

## Format and delivery

Please submit one electronic copy of your quote by email (attached in Microsoft Word or pdf format, to a maximum file size of 5MB per email) to [slockett@newvictheatre.org.uk](mailto:slockett@newvictheatre.org.uk) to be received by 5pm on Friday 3 May 2024.

We will contact you to update you about the outcome of the tender process by Friday 17 May 2024 at the latest. All candidates submitting a tender will be notified of the outcome of their submission. Only one respondent will be successful.

## Timescales

- Invitation for tenders available from w/c 22 April
- Scoping meetings take place between 22 April and 3 May 2024
- Deadline for quote submissions by 5pm Friday 3 May 2024
- Anticipated start date w/c 3 June 2024

- We will contact all unsuccessful tender submitters.
- **Installation of secondary glazing – to be completed within a 2-3 week time frame in July &/or August. Exact dates will need to be negotiated with the New Vic Theatre in coordination with other projects running simultaneously.**

## Evaluation Criteria

Candidates will be assessed on the basis of the following criteria:

- Overall value for money.
- Appropriateness of the proposed solution to our needs
- Evidence of capacity to deliver the objectives outlined within the timescales identified.
- Commitment to environmental sustainability.
- Relevant Experience and skills of the personnel who will work directly on this commission.
- Reference responses.

## Scoring System

<b>Criteria</b>	<b>%</b>
Overall value for money	<b>45%</b>
Appropriateness of the proposed solution to our needs	<b>15%</b>
Evidence of capacity to deliver the objectives outlined within the timescales identified	<b>15%</b>
Commitment to environmental sustainability	<b>10%</b>
Relevant Experience and skills of the personnel who will work directly on this commission.	<b>10%</b>
Reference responses	<b>5%</b>

## Confidentiality

All information gathered from New Vic Theatre and from third party organisations and companies in the course of this contract must be held as confidential by the contractor and not disclosed to any third party without prior permission from New Vic Theatre.