

South Staffordshire College

Tender Document

for the

Procurement

of

Network for

Tamworth New Build

Dated 20th January 2025

Document Number SSC20250002

Rodbaston Campus
Corporate Headquarters
Penkridge
Staffordshire
ST19 5PH

Lichfield Campus
The Friary
Lichfield
Staffordshire
WS13 6QG

Tamworth Campus
Croft Street
Tamworth
Staffordshire
B79 8AE

Cannock Campus
The Green
Cannock
Staffordshire
WS11 1UE

Torc Campus
Silver Link Road
Gascote Heath, Tamworth
Staffordshire
B77 2HJ

South Staffordshire College was created in 2009, as a result of a merger – Cannock Chase Technical College, Rodbaston College, Lichfield College and two Tamworth College Campuses.

South Staffordshire College offers a range of Further Education courses, encompassing 10,000 learners. It also has a Higher Education provision in conjunction with the University of Wolverhampton and Staffordshire University.

South Staffordshire College has a Turnover of £33 million.

South Staffordshire College is looking for a Provider to work with the College IT Department to design the Network and plan the implementation to ensure that the new campus building connects to our existing ospf network.

South Staffordshire College now puts forth this Tender.

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GENERAL INFORMATION

1. INTRODUCTION

- 1.1 South Staffordshire College invites Tenders for the Network Project at the New Tamworth Campus. All Information can be found in APPENDIX A .
- 1.2 This Invitation to Tender (ITT) is issued simultaneously to all organisations invited to tender. Tenderers should read this ITT document as soon after receipt as possible.
- 1.3 This ITT document should provide all the information required.
- 1.4 Tenderers are (in accordance with the provisions set out below) invited to submit Tenders by no later than 1200HRS 28th February 2025. The Tenderer with the Most Economically Advantageous and Specification Adherence Tender will be awarded the contract.

2. RIGHT TO CANCEL OR VARY THE PROCESS

- 2.1 South Staffordshire College reserves the right.
- 2.2 Not to award a contract.
- 2.4 To require a Tenderer to clarify its submission in writing and/or provide additional information (failure to respond adequately may result in a Tenderer not being successful).
- 2.5 Amend these Instructions to Tenderers.

3. TENDER DOCUMENTS

- 3.1 This Invitation to Tender (ITT), describes the form and content of Tenders, the timetable for all Products, the tendering process and the commercial terms on which South Staffordshire College will award in due course to the successful Tenderer.

4. THE SPECIFICATION

- 4.1 South Staffordshire College will not accept changes to the Purchase Order/Terms & Conditions that it intends to enter into the Contract with the Successful Tenderer.
- 4.2 Mark-ups of the Contract are not invited and if a Tenderer submits any mark-ups or makes amendments to this document or indicates that they do not accept any or all the terms of the Tender, South Staffordshire College will reject that Tender.
- 4.3 Accordingly, every Tender received by South Staffordshire College shall be deemed to have been made subject to the terms and conditions of the Purchase Order unless South Staffordshire College has expressly agreed in writing to the contrary and the document (or a legible copy thereof) expressing that agreement is appended to and therefore forms part of the Contract. Any alternative terms or conditions offered on behalf of a Tenderer shall be deemed to have been rejected by South Staffordshire College unless expressly accepted by it in writing.
- 4.4 Tenderers should note that the Service Provider shall be contractually bound to deliver the Service in accordance with the terms set out in the South Staffordshire Terms & Conditions Contract.
- 4.5 The successful Tenderer will be required to execute the Purchase Order within the specified timeframe and shall not commence the provision of the Service nor be entitled to any remuneration whatsoever until it has done so unless otherwise expressly agreed at its discretion by South Staffordshire College.
- 4.6 The successful Tenderer shall be liable for any loss or damage incurred by South Staffordshire College if the Service cannot be delivered on the Commencement Date as a result of the successful Tenderer's failure to execute the Contract properly.

5. RESPONSE DOCUMENTATION

- 5.1 The Response Document sets out the forms to be completed by the Tenderers in APPENDIX A.

TENDER PROCESS

6. THE PROCUREMENT PROCESS

- 6.1 South Staffordshire College is conducting this procurement tender to find a Supplier/Provider for the Network Project at their New build at the Tamworth Campus. This Tender is therefore launched for the Project as per Appendix A for Delivery/going live April/May 2025.
- 6.2 It does however mean that there will be no opportunity to enter into negotiation around the Procurement of Service. Accordingly, Tenderers must ensure that they have understood South Staffordshire College's requirements. If there are any required questions/clarifications on the specifications in Appendix A, send them to Tenders@southstaffs.ac.uk

7. POST SUBMISSION OF TENDERS

- 7.1 Following submission of Tenders they will be evaluated and the Tenderer with the most economically advantageous/applicable specification tender will be selected as the Successful Tenderer. If necessary, this may be preceded by a period of clarification.
- 7.2 Tenderers will be notified of the Tender award decision by email and a standstill period of five calendar days will be provided for before any agreement is entered into.
- 7.3 The award, is subject to the formal approval processes of South Staffordshire College. Until all necessary approvals are obtained and the standstill period completed, no agreement will be entered into.
- 7.4 South Staffordshire College reserves the right at any time to determine whether or not to continue with this Tender and whether or not to enter into any agreement with a Tenderer.

8. CONTENTS OF THE TENDER

- 8.1 Tenderers are invited to submit one compliant Tender (on this Tender Document). Variants are not permitted and will be rejected. A variant submission will be considered non-compliant and not substantially complete for the purposes.
- 8.2 All prices and rates shall be annotated as Inclusive of Value Added Tax. South Staffordshire College shall not pay any sum or sums other than those set out in the Pricing Document.
- 8.3 Responses should be self-contained.

8.4 Generic and promotional material should not be included. Only required documentation if stated in Appendix A.

8.5 Tenderers should ensure that their Tender is complete when submitted. Any Incomplete Tenders will be rejected. (Unless Tenderer is unable to supply a certain model).

8.6 Tenders received after the Deadline will be rejected.

8.7 Each section of the Tender shall:

8.7.1 Be submitted in English.

8.7.2 Price and financial data provided must be submitted in or converted into pounds sterling.

9. CONDITIONS OF TENDERING

9.1 Sufficiency of Information.

9.2 The Tenderer shall ensure that it is familiar with the content, the extent and nature of its obligations as outlined in the Tender documents and shall in any event be deemed to have done so before submitting its Tender.

9.3 The Tenderer will be deemed for all purposes connected with the Tender documents to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, volume and character of the Products in the context of and as described in the Specification.

10. PROCEDURE FOR SUBMITTING TENDERS

10.1 Tenderers are required to submit their completed Response (attachments/documents) via email to:- Tenders@southstaffs.ac.uk

10.2 All Forms of Tender must remain valid and open for acceptance by South Staffordshire College for a period of three months.

10.3 The Tenderer shall include in its Tender details of all information or assumptions that it has considered in relation to the submission of its Tender which must in any event be in accordance with the requirements, conditions and stipulations of these Instructions to Tenderers.

10.4 In addition, the Tenderer shall give further written or verbal details and information as may reasonably be requested by South Staffordshire College.

11. COMPLIANCE CHECKS

11.1 All Tenders will be first checked for compliance with this ITT and for completeness. The Evaluation Team may seek clarification from the Tenderers in order for the Evaluation Team to determine if a Tender is complete and compliant. Tenderers are reminded that Tenders must not be qualified or subject to clarification or confirmation and must be submitted strictly in accordance with this ITT.

11.2 If a Tender is not substantially complete, or is qualified, is offered as, or is not submitted in accordance with this ITT, then South Staffordshire College will exclude such responses from further consideration. South Staffordshire College decision to exclude such a Tender shall be final.

11.3 A Compliant Tender is one which:

11.3.1 Is complete.

11.3.2 Is not qualified or subject to clarification or confirmation and does not leave any material matter for negotiation or dialogue (this being a Restricted Procedure which does not facilitate dialogue or negotiation).

11.3.3 Does not derogate from the Contract.

11.3.4 Is delivered before the Deadline.

12. TENDER EVALUATION AND AWARD PROCEDURE

12.1 Award Stage: Tenders successfully passing the Qualification Stage will be subject to the Award Stage. Evaluation which will comprise an assessment of the Tenders to determine which is the most economically/advantageous to South Staffordshire College.

12.2 South Staffordshire College shall not be bound to award the Contract to the Tenderer with the lowest price structure.

12.3 South Staffordshire College reserves to itself the right in its absolute discretion.

12.4 Not to award the Contract.

12.5 Where information or documentation submitted by Tenderers is or appears to be incomplete or erroneous, South Staffordshire College reserves the right at its absolute discretion to

request Tenderers to submit, supplement, clarify or complete the relevant information or documentation within a time limit to be given.

12.6 Evaluation Team

12.7 South Staffordshire College has established an evaluation team comprising of representatives from the IT and Procurement Department(s) on (Dates to be advised) being the Commencement Date.

14. COSTS AND EXPENSES

14.1 All costs, expenses and liabilities incurred by the Tenderer in connection with preparation and submission of the Tender will be borne by the Tenderer.

14.2 The Tenderer shall have no claim whatsoever against South Staffordshire College in respect of such costs and in particular (but without limitation) South Staffordshire College shall not make any payments to the successful Tenderer or any other Tenderer save as expressly provided for in the Purchase Order and (save to the extent set out in the Tender documents) no compensation or remuneration shall otherwise be payable to the successful Tenderer in respect of the Products by reason being different from that envisaged by the successful Tenderer or otherwise.

15. CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

15.1 The Tender documents and all other documentation issued by South Staffordshire College relating to the Purchase Order shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting Purchase Order and shall not be disclosed in whole or in part to any third party without the prior written consent of South Staffordshire College save where such information has been disclosed for the purposes of obtaining quotations from OEM's (Original Equipment Manufacturer's).

15.2 The copyright in all the documents that constitute the Contract shall vest in South Staffordshire College and all such documents and all copies thereof are and shall remain the property of South Staffordshire College and must be returned to South Staffordshire College upon demand.

15.3 South Staffordshire College may disclose detailed information relating to the Tender to their Directors or Officers who have a final involvement in the Tender Process prior to The Award.

16. ANNOUNCEMENTS

16.1 South Staffordshire College reserves the right to publish the amounts of Tenders and the name of the successful Tenderer and to publish such other information regarding Tenders as it may be required to publish in accordance with statutory provisions with which South Staffordshire College must comply.

17. EQUAL OPPORTUNITIES

17.1 Tenderers are reminded of their obligations to comply with the provisions of the Equalities Legislation and the obligations on the successful Tenderer to assist the Council to comply with their obligations under the Equalities Legislation.

18. MODERN SALVERY & HUMAN TRAFFICKING

18.1 South Staffordshire College are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all our contractors, suppliers and other business partners and as part of our contracting processes and include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels; directors; officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

APPENDIX A

KEY SPECIFICATIONS

CONFIDENTIAL

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1. Introduction:

We appreciate the consideration of your organisation for the network project at our new Tamworth Campus that is due to open in June 2025.

2. Background:

The college is in the process of a wider network refresh, phase 1 was completed in Lichfield in August 2024 and this tender covers phase 2 for the new Tamworth Campus.

A separate tender will be issued for the remaining campuses at Rodbaston, Cannock and Torc at a later date.

3. Scope of Work:

Network Design

- Work with the College IT Department to design the network and plan the implementation to ensure that the new campus connects to our existing ospf network. It is the responsibility of the agent to provide the technical low-level design (TLLD) and statement of works.
- The new campus will have a direct link to our Lichfield and Torc campuses. The Lichfield campus will be hosting our main server infrastructure from February 2025 and is the main 10gb internet breakout for all campuses. It is the responsibility of the agent to ensure that the new campus can connect to all our other campuses as per the document titled 6-OSPF New Layout.
- Any network design must incorporate any VLAN configuration and segregation in line with the college business requirements and must be aligned to DFE guidelines.
- Network needs to have appropriate high availability within the design to include switch stacking and multi fibre uplinks to mitigate switch or cabling failure.
- The installation agent must ensure that all devices located at the new Tamworth campus can connect securely to the 10gb internet located at the Lichfield campus and the server infrastructure hosted at Lichfield.

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Core & Edge Switch

- Extreme switches were installed at our Lichfield campus in summer 2024 and are the standard we would like to continue with for our Core and Edge switches at the new Tamworth campus. Our other sites currently use legacy Dell Core switches and HP edge switches and will be replaced with Extreme at a later date.
- Supply TLLD of core and edge switches as agreed with SSC as part of the design process, the end-to-end ownership, full configuration, installation and remediation until formal approval of sign off by SSC.
 - Core Switches with 25gb capability
 - Edge Switches with 25GB uplinks and 1gb POE++ ports
- The building contractor has delivered cabling from comms cabinets to the building as part of the build. It is the responsibility of the installation agent to ensure that the correct cabling components are supplied and installed into the data cabinets such as Fibre and Cat6 patch cables to facilitate connectivity from the supplied network to the patch panels.
- Installation agent to setup and configure VLANS, IP addresses, and routing protocols as per the agreed design. Implement security settings, such as access control lists and port security. Work with the college to put appropriate monitoring in place.
- Configuration of network management tools, the college has Extreme IQ in place to manage Lichfield networks and would want to use this in Tamworth also.

UPS Power Protection

- Installation agent to provide options for UPS power protection for the switches located in the cabinet on the 1st Floor. This will host a 1U Asus RS300-E11-RS4 server and two Openreach routers that need to be included. The installation agent is required to provide different options to SSC for handling power surges and enough time to safely shut the network down in the event of a power cut. Each data cabinet will be 800w x 1000d.

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Wi-Fi

- We currently use Extreme for our Wi-Fi at Lichfield. Our preference is to use Extreme at the new campus.
- Wi-Fi needs to be designed and provisioned with Wi-Fi 6e standard with multigig capability.
- Prior to building handover, an off-plan Wi-Fi design has been completed and included in the appendix. See document 4_Wi-Fi Survey and 7_TamworthNewBuild WiFi Report. (This report can be obtained from sharon.spencer-smith@southstaffs.co.uk).
- Suppliers should validate this survey and design and account for the supply of appropriate fixings as part of the Access point installation process.
- Supply and install the agreed access point model by the college as part of the design approval process to be installed at the correct plane, these must be installed using approved fixings in the location specified in the agreed layout plan approved as part of the Wireless Survey design ref 4 WiFi Survey. The installation, fixings, testing and gaining signoff for completion is the responsibility of the installation agent.

Resilience and Disaster Recovery

- The proposed solution must include redundant systems and failover mechanisms to ensure continuous operation in the event of a component failures or disruption. If a core or edge switch were to fail, the proposed solution must guarantee that we can carry on providing IT services while a replacement is acquired. If a Wireless Access Point (WAP) were to fail, a spare WAP is required to be available.

Project Delivery Planning and Governance

- **The supplier should detail their implementation approach, which will include.**
 - Technical delivery methodologies.
 - Installation agent to provide a project plan and weekly update meetings with SSC. The project plan must be approved by SSC before the project commences and each milestone signed off by SSC.
 - Project Initiation and Closure.

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Supplier Compliance

- It is a requirement for the tenderer to be ISO27001 and ISO9001 certified, and evidence is required to be provided to SSC.
- The tenderer should hold appropriate vendor partner status and qualifications aligned to delivering projects of this nature and the college's preferred vendors.

Support

- The installation agent is required to provide options for sufficient short- and long-term support following approved completion of the project.
- The installation agent is to provide 4 days onsite support when the new campus opens as planned in August 2025 for enrolment 26th and 27th August 2025 and when teaching starts on 14th and 15th September 2025. Support is required for warm days expected in June 2025, these dates will be confirmed by SSC.

Experience in similar projects

The installation agent must provide evidence of successfully delivering a similar size project with the proposed technology for a similar FE entity.

Handover

The installation agent to include a full documented handover of the completed work. Once this has been approved by SSC the project will be signed off as completed.

4. Timeline

Building Project completion is required by April 7th 2025, access will be provided prior to this date so the IT network can be setup with CCTV and door access being the priority. SSC will confirm once we have been given a date to commence work.

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1_Tamworth Small Power and Network Layout.zip



NEW BUILD
TAMWORTH_2_Data F



NEW BUILD
TAMWORTH_3_ICT Sc



NEW BUILD
TAMWORTH_5_OSPF (



NEW BUILD
TAMWORTH_6_OSPF I



NEW BUILD
TAMWORTH_7_Tamw



NEW BUILD
TAMWORTH_8_IT Cab

4_Wi-Fi Survey and 7_TamworthNewBuild WiFi Report. (This report can be obtained from sharon.spencer-smith@southstaffs.co.uk).

Pricing

Core and Edge Switches

Please add additional lines for any other components that are required such as cabling, SFP's etc.

Category	Make and Model	Unit Cost	Quantity	Total Cost
Core Switch Hardware				
Edge Switch Hardware				
Total				

Wi-Fi

Please add additional lines for any other components that are required such as mounting plate etc.

Category	Make and Model	Unit Cost	Quantity	Total Cost
Wi-Fi AP Hardware				
Total				

UPS

Please provide the different UPS options based on the scope of work. Please add additional lines as required.

Option	Make and Model	Unit Cost	Quantity	Total Cost
1				
Total				

Professional Support

Please provide details of staffing hours required for the design, installation, configuration and project management.

Area	Position	Day rate	Number of days required	Notes
Design				
Installation				
Configuration				
Project Management				
Go live support				

Support Options

Please provide pricing options for the short- and long-term support options as part of the scope.

Option	Description	Duration	Unit Cost	Total Cost

Any other costs

Category	Description	Unit Cost	Quantity	Total Cost

FORMAL REQUIREMENTS

1. I/We have read the information provided within this Invitation To Tender (ITT) document and, subject to and upon the Terms and Conditions Contained herein, I/We offer to supply the services described in this Tender Document in such manner as may be required.

DECLARATION BY THE AUTHORISED REPRESENTATIVE(S):

NAME OF LEGAL REPRESENTATIVE: -

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

SIGNATURE: - DATE: -

First name:..... Last name:.....

Company:.....

Title (e.g. Dr, Mr, Mrs).....

Position (e.g. Manager, Director).....

Telephone number:.....

e-mail address:.....

Website:.....

