



**Invitation to Tender  
Mechanical and Electrical Buildings  
Maintenance Services for Sheffield  
Museums Trust**

**Closing Date: Wednesday 15 December 2021, 12 noon**

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## **1. Invitation to Tender**

Sheffield Museums Trust formed in April 2021 when Sheffield Galleries & Museums Trust, trading as Museums Sheffield, and Sheffield Industrial Museums Trust joined to become one new charitable Trust.

A legacy of forming one new organisation is that the maintenance of mechanical and electrical services at our sites is managed through several different arrangements and contracts. We are seeking a Facilities Management/Building Management company to provide services for 4 of our sites – Acres Hill, Millennium Gallery, Weston Park Museum and Leader House, which are currently managed under a single contract. We are seeking a three-year Service Level Agreement with an option to extend.

As existing alternative service arrangements and contracts expire at sites not currently within scope of this Invitation to Tender, we are open to dialogue about extending this contract to cover additional sites and services.

This Invitation to Tender will provide information concerning the sites, an outline of business activities and an introduction to the new trust along with detail of the tender process, procedures, and deadlines.

## **2. Sheffield Museums Trust**

Sheffield Museums Trust has managed the City of Sheffield's collection since 1<sup>st</sup> April 2021.

Our ambitions are centered around the four following pillars:

PLACE – we want the museums, galleries and sites to become an important part of Sheffield and the heart of its communities.

PEOPLE – the new Trust shall bring together people through a culture of collaboration and cooperation.

CREATIVITY – we want the museums, galleries and sites to be places of inspiration for visitors. SUSTAINIBILITY – our aim is to achieve corporate sustainability and become an organisation that is sustainable in all aspects of its operations.

## **3. Employees**

The Trust employs about 110 people, with further support from around 30 casual workers and 200+ volunteers.

## 4. Sites

The Sheffield Museums sites included in this Invitation to Tender are:

**Acres Hill** is a store house located two and a half miles from the city centre which houses the items in the heritage collection when they are not on display or out on loan.

**Millennium Gallery** is in the heart of the city centre and is home to the Designated Metalwork Collection, the Ruskin Collection and a changing programme of art, craft and design exhibitions.

**Weston Park Museum** is situated a mile from the city centre and surrounded by Sheffield University, parks, housing and hospitals. The museum tells the story of Sheffield with a focus on its social history and natural environment. Parts of this building are grade II\* listed.

**Leader House** is Museums Sheffield's head office. Located between Millennium Gallery and Graves Gallery, our administrative offices are in a Grade II-listed Georgian townhouse.

**Please note that a separate quotation is required for each site.**

**Not included** in this Invitation to Tender, but with the potential for future inclusion are:

**Abbeydale Industrial Hamlet** is an eighteenth-century industrial works and is home to the last complete surviving crucible steel furnace in the United Kingdom. Once the largest water-powered industrial site on the River Sheaf, the group of Grade I & Grade II listed buildings are a Scheduled Ancient Monument located four miles from the city centre.

**Kelham Island Museum** is the home of objects, pictures and archive material representing Sheffield's industrial story. Situated one mile from the city centre it has interactive galleries, the world-renowned Hawley Collection and one of the few remaining Bessemer Converters in the world.

**Shepherd Wheel Workshop** is a small water-powered grinding workshop approximately three miles from the city centre. Located in the picturesque valley of Porter Brook, the Grade II listed building and Scheduled Ancient Monument is a unique working example of Sheffield's knife grinding industry.

## 5. Business Activities

Sheffield Museums Trust engages in range of operational activities

**Public access to museums and galleries** – sites are open for a range of hours, but most sites are open daily 10am-5pm. The Trust welcomes around 1 million visitors each year.

**Exhibitions and displays** - the Trust has an extensive programme of exhibitions and displays at all sites. Exhibitions will often include objects on loan from other organisations, which require strict control of environmental conditions.

**Heritage conservation** – the Trust maintains several industrial heritage assets at our sites, for instance water wheels, and the impressive River Don Engine.

**Education and Engagement** – the Trust hosts school workshops and other formal learning opportunities. There is also a continual programme of informal learning opportunities and events – art clubs, life drawing, talks and tours etc.

**Fundraising** – the Trust engages with private donors and runs public campaigns to raise funds for the Charity.

**Commercial Activities** – the Trust is supported financially by a commercial subsidiary. Commercial activity includes retail, hospitality and events, craft and Christmas markets. There are also two outsourced café operators who operate at 3 of the sites.

## **6. Mechanical and Electrical Services, Systems, Plant and Equipment**

A full list of the services covered by this tender and the systems that support them can be obtained by emailing [nicholas.booth@sheffieldmuseums.org.uk](mailto:nicholas.booth@sheffieldmuseums.org.uk)

There are a number of key principles that will underpin our Mechanical and Electrical Buildings Service Maintenance requirements.

- Assurance – we need to be always assured that our mechanical and electrical services are safe and legally compliant.
- Protection of our collection – we manage collections on behalf of the people of Sheffield. Maintaining the correct environmental conditions to display and store our collections is fundamental to our purpose.
- Protection of our staff, volunteers and visitors – our premises must be safe and comfortable
- Reliability – systems need to work consistently and effectively.
- Sustainability – we want to reduce both our environmental impact and our energy usage and expenditure.
- Cost effectiveness

## 7. Scope for Tender

Sheffield Museums Trust are looking to appoint a Facilities Management/Buildings Maintenance company to undertake maintenance of our Mechanical and Electrical Buildings services at the sites specified in this Invitation to Tender

We are looking for an experienced, reputable, and reliable company to enter into a three-year support service level agreement with the option of an extension should both parties agree.

## 8. Expectations

The contracted company shall perform all services to the highest standards to be expected of a building services provider, in accordance with best practice, with utmost integrity and to meet SFG20 requirements.

During the three-year service period, the successful candidate will attend to and manage maintenance of our mechanical and electrical systems to the best of their ability on behalf of Sheffield Museums Trust.

## 9. Requirements

A full list of the services covered by this tender and the systems that support them can be obtained by emailing [nicholas.booth@sheffieldmuseums.org.uk](mailto:nicholas.booth@sheffieldmuseums.org.uk)

The SLA will begin on 1 March 2022.

The list above is not final, and the successful candidate shall use their knowledge and expertise to advise accordingly.

## 10. Timescale for Tender

Tender Start date:	3 Nov 2021
Site visits	17 & 18 Nov 2021
Tender Closing date:	15 Dec 2021
Announcement of selected company:	10 Jan 2022
Support & Services begin / Contract Effective Date:	1 Mar 2022

Site visits will be held at:  
Acres Hill (17 Nov)  
Weston Park Museum (17 Nov)  
Leader House and Millennium Gallery (18 Nov)

## 11. Tender Submission Requirements

Tender submissions are preferred through e-mail (see contact below).

The tender response form shall be completed in full and information given should be true to the best of the candidate's knowledge.

Interested parties should complete the Tender Response document. This will be the principle document used to review responses. Submission of additional information to support any applications will also be accepted.

## 12. Selection Criteria

Selection will be based on the following weighted criteria:

<b>Selection Criteria</b>	<b>Weight</b>
Value for money	50%
Understanding of requirements	20%
Company's reputation & relevant experience	20%
Locality	10%

## 13. Contacts

Questions or requests for further information can be made to:

Nick Booth

H&S & PPM Manager

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telephone: 07711218891

Please note that your questions and our responses may be made available to all interested parties.