



Invitation to Tender for the supply and installation of Raised Access Flooring in the spaces known as the Arundel Room, the Cadman Room and the Special Exhibitions Gallery at the Millennium Gallery, operated by Sheffield Museums Trust. The Tender includes removal and disposal of the existing flooring.

Closing Date: 1 August 2022 12 noon

Contents

1. Invitation to Tender	3
2. Sheffield Museums Trust	3
3. Employees.....	3
4. Sites	4
5. Business Activities	4
6. Mechanical and Electrical Services, Systems, Plant and Equipment	5
7. Scope for Tender	5
8. Expectations.....	6
9. Requirements.....	6
10. Timescale for Tender	6
11. Tender Submission Requirements	6
12. Selection Criteria	7
13. Contacts	8

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.

This document serves as an invitation to Tender for the supply and installation of new raised access flooring at three of the galleries located in the Millennium Gallery, Sheffield.

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 1st 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:

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.

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.

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.

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. Installation of new Raised Access Flooring for the Arundel Room, Cadman Room and Special Exhibitions Gallery.

Situated on the first floor of the Millennium Gallery in central Sheffield, the Arundel Room, Cadman Room and Special Exhibitions Gallery are key spaces in supporting Sheffield Museums Trust's commercial and public facing offer.

The Arundel Room is available for public hire and hosts a range of activities from meetings, dinners and corporate events, weddings and exhibitions.

The Cadman Room is available for public hire and hosts a range of activities from meetings, dinners and corporate events, weddings and exhibitions.

The Special Exhibitions Gallery hosts a series of temporary exhibitions and displays, often including objects on loan from other cultural installations.

After more than twenty years of continuous use, several tiles are now broken, and we have a limited supply of replacements. Concerns over the long-term condition of the floors places limits on the activities we can undertake in these spaces

The three rooms have a total floor space of 857.5 square meters.

All three rooms have environmental conditioning and are fitted with Raised Access Flooring to accommodate this – floor tiles sit on pedestals which allows 600mm clearance for ducting, data cabling and power.

Flooring needs to be able to support a point load of 1950kg

All rooms are heavily used – in a typical year we would expect 10,000 people to access the Arundel Room 10,000 people to access the Cadman Room and 200,000 people to access the Special Exhibitions Gallery.

7. Scope for Tender

Sheffield Museums Trust are looking to appoint an experienced, reputable, and reliable company to undertake all aspects of replacing the floors in the Arundel Room, Cadman Room and Special Exhibitions Gallery including:

- Removal and disposal of the existing floor
- The sourcing of all necessary materials
- The safe delivery of all materials to site
- Fitting of the new floor, including all necessary pedestals, vents, and cutting/fitting to perimeter wall
- A supply of spare tiles, expected to be 80 spare vent tiles, 30 spare whole tiles and 30 Grommet tiles (pre-drilled with 80 mm hole)

Sheffield Museums Trust have created a break in programming and our hospitality events between 27 March 2023 and 19 May 2023 for the floor to be replaced. The successful Tenderer will be able to source, deliver and complete the work within this timescale. Time is of the essence for this project.

8. Expectations

The contracted company shall perform all services to the highest standards to be expected, in accordance with best practice, and with utmost integrity.

It is expected that the new flooring will have a minimum lifespan of 20 years

9. Requirements

Please see attached floor plan for guidance. Relevant spaces are Room 71 (Arundel Room) and Room 79 (Cadman Room and Special Exhibitions Gallery). Rooms 80 and 82 are also included in scope of this Tender. Further information may be obtained by emailing nicholas.booth@sheffieldmuseums.org.uk

10. Timescale for Tender

Tender Start date:	22 June 2022
Tender Closing date:	1 August 2022
Announcement of selected company:	15 August 2022
Contract Effective Date:	19 March 2022

Site visits can be arranged by emailing nicholas.booth@sheffieldmuseums.org.uk

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 principal 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:

Selection Criteria	Weight
Value for money	50%
Company's experience (detailed in section 8.3.1 of the tender response)	25%
Company's suggested project plan (detailed in section 8.3.2 of the tender's response)	20%
Locality	5%

13. Contacts

Questions or requests for further information can be made to:

Nick Booth

H&S & PPM Manager

Sheffield Museums

Leader House

Surrey Street

Sheffield

S1 2LH

e-mail: Nicholas.booth@sheffieldmuseums.org.uk

telephone: 07711 218891

Jim Lowe

Head of Operations

Sheffield Museums

Leader House

Surrey Street

Sheffield

S1 2LH

e-mail: Jim.lowe@sheffieldmuseums.org.uk

telephone 07485 361885

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