**Invitation to Tender**

***Refurbishment of Shop Frontage and Installation of Second Floor at 47A Market Jew Street, Penzance, TR18 4HZ***

**Ref: Penzance Town Deal**

# 1. About Tim Hudson

Tim Hudson is a commercial property developer who has a portfolio of commercial properties that are let within the Penzance area.

# 2. Background and Context

This Tender is for the demolition of the shop frontage and the existing first floor at 47A market Jew Street, Penzance, TR18 4HZ and the reconstruction of the shop front (that mirror images the adjoining shop at Reynolds Opticians) with a separate access from the street to the first floor to create a separate facility for commercial purposes as well as retaining the ground floor shop with its existing business.

The contract is to be part funded by the Penzance Town Deal Enterprise scheme and therefore procurement will be subject to grant approval.

We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 Design Specifications

See Enclosure 1

3.2 Drawing set

3.2.1 See Enclosures 2-9;

3.3 **Schedule of Works/Form of Tender**

See Enclosure 10

4**. Budget**

The budget available for this commission is £90,000 (exc VAT) but inclusive of all expenses.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by Tim Hudson. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 1. January 2024
 |
| Site Visit. These are to be arranged with Tim Hudson trhudson@btinternet.com. The visit will last no longer than 1 hour and the supplier is to provide their own PPE | 22 January 2024 |
| Last date for raising queries | 1700:31 January 2024 |
| Last date for clarifications to queries | 1700:1 February 2024 |
| Deadline to return ITT | **1700: 9 February 2024** |
| Evaluation of ITT | 12-13 February 2024 |
| Preferred Supplier informed  | 14 February 2024 |
| Award of Contract (subject to gaining Town Deal Funding) | 18 February 2024 |
| Target Date For Works to Begin (Stage 1 -Fabricate Shop Front Off Site) | 8 April 2024 |
| Target Date For Works To Begin Stage 2 -On Site). | 13 May 2024 |
| Target Date For Works To Be Completed. | 31 August 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Tim Hudson during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Employers Liability Insurance with a limit of indemnity of not less than Ten million (£10,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than One million (£1,000,000).
6. Conflict of interest statement
7. Confirmation that you have included your Health and Safety policy with your tender response.
8. Confirmation that waste will be disposed using an operator with Environmental Agency Waste Certification.

6.2 Details of 2 similar renovation projects of value and size. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (2 single sided A4 per example).

6.3 Resource and programme management. This should include:

 a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

 b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

 c. Details of any design proposals

 d. Tenderers should provide details of risks and how they’re mitigated and resource requirements.

6.4 Completed and signed Form of Tender Enclosure 10.

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Tim Hudson.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Tim Hudson or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Tim Hudson to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

trhudson@btinternet.com

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Tim Hudson to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Tim Hudson unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Previous examples | 20 |
| Details of 2 similar renovation projects of value and size. These must have been completed within the last 5 years and details of a contact for each project who will act as a referee should be provided. (2 single sided A4 per example). |  |
| Ref 6.3 Resource and programme management | 20 |
| Resource and programme management. This should include: a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones. c. Details of any design proposals d. Tenderers should provide details of risks and how they’re mitigated and resource requirements.  |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 60marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Tim Hudson reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Tim Hudson is not bound to accept the lowest price or any tender. Tim Hudson will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Tim Hudson’s internal procedures and Tim Hudson being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance a JCT Contract to be agreed with the supplier.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

trhudson@btinternet.com

with the following message clearly noted in the Subject box; ‘Refurbishment of Shop Frontage and Installation of Second Floor at 47A Market Jew Street, Penzance, TR18 4HZ’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit Tim Hudson to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Tim Hudson or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Tim Hudson and any other party (save for a formal award of contract made in writing by Tim Hudson or on behalf of Tim Hudson).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Tim Hudson or any information contained in Tim Hudson’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Tim Hudson for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Tim Hudson reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Tim Hudson liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Specification of Works
2. LO1 Location Plan
3. a-k detailed design documents
4. a-g design documents
5. Design and Access Statement
6. Building Regulation
7. Planning permission
8. Design risk assessment
9. Engineering documents and calculations
10. Form of Tender