

CHARD TOWN COUNCIL

REQUEST FOR TENDER (RFT)

BIDDERS MUST COMPLETE ALL THE AREAS SHADED IN YELLOW TO ENSURE THEIR BID IS PRESENTED IN A COMPLIANT FORMAT

SECTION ONE – CHARD TOWN COUNCIL’S CONTACT DETAILS

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| RFT Title | Replacement of the glass frontage of the Guildhall, Chard |
| Originator telephone number | 01460 239567 or 07772 657446 |
| RFT clarifications email address | townclerk@chard.gov.uk and info@alchemillaarchitects.co.uk |
| RFT response address | Chard Town Council The Guildhall Fore Street Chard Somerset TA20 1PP |
| Chard Town Council’s originator of RFT | Paul Russell |
| Estimated total value (£) | TBA |

SECTION TWO – TIMESCALES

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| Date RFT Developed | Monday 2 nd November 2020 |
| Date/time RFT questions should be received by email to the Chard Town Council originator as identified in Section One | Tuesday 1 st December 2020 at 12 noon. There will be no extensions granted. |
| Date/time RFT response to be received by post to the Chard Town Council originator as identified in Section One | Tuesday 1 st December 2020 at 12 noon. There will be no extensions granted. |
| RFT Validity Period (calendar days) | 90 days |
| Estimated Contract Award Date | <ul style="list-style-type: none">Contract to be awarded week commencing 4th January 2021;Work to commence as soon as possible once the contract has been awarded week commencing 4th January 2021;Completion of works to be advised by contractor. |
| Contract Duration | Maximum of six months including consultation, design and construction. |

CHARD TOWN COUNCIL

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| Payment Terms | Payment will be in agreement with the appointed contractor. Interim payments will be arranged subject to a pre-contract meeting following the award of the contract in January 2021. |
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SECTION THREE – SCOPE OF WORKS

| Description of the Scope of Works |
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| <p>This RFT sets out Chard Town Council's requirements to replace the glass front of the Guildhall, Chard. The Guildhall is a Grade II Listed Building and Planning Permission has been sought and granted.</p> <p>The full specification is attached along with the relevant drawings. All tenders should provide a detailed cost breakdown against each element of the specification attached.</p> <p>AS stated in the Specification document, please note that some investigative work will have to be undertaken at high level before the commencement of the works proper to establish what the structure at the head of the screen consists of and how this area will be reclad.</p> |

SECTION FOUR – QUESTIONNAIRE

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| Q1 | Please provide financial information based on your last year's audited annual report or (if not a Limited Company) a financial statement including a banker's reference, plus any relevant supporting statements. |
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| Bidder response |
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| Q2 | <p>Please confirm you shall have the following insurance cover:</p> <ul style="list-style-type: none">• Employers liability (a minimum of) £5,000,000• Public liability (a minimum of) £5,000,000 <p>(word count 100 words)</p> |
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| Bidder response |
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| Q3 | <p>Please confirm your compliance to the Health and Safety at Work Act 1974, any other relevant Acts, Regulations, Codes of Practice or Guideline notes and any statutory amendments pertaining to Health and Safety at Work, together with a copy of your Health and Safety policy.</p> <p>This will also include a full Risk assessment to mitigate the spread of the Covid-19 infection.</p> |
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CHARD TOWN COUNCIL

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| | (word count 250 words) |
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Bidder response

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| Q4 | Please provide details of your system for monitoring and improving quality which can be applied to this project, together with any external awards or quality accreditation schemes subscribed to by your organisation (e.g. Investors in People, ISO 9000 or equivalent) (word count 250 words). |
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Bidder response

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| Q5 | Please state why you believe you will be able to construct a suitable, accessible and aesthetically pleasing entrance to the Guildhall that meets the criteria outlined in the Tender document. (word count 150 words). |
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Bidder response

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| Q6 | Please provide details of similar contracts you have undertaken to demonstrate a track record of successful design and delivery. (word count 150 words plus attachments). |
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Bidder response

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| Q7 | Please advise what action your organisation employs to actively adhere to deliver sustainable initiatives (word count 150 words). |
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Bidder response

This section includes any questions relating to the quality of the solution offered

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| Q8 | Please provide an initial project programme, stating any dependencies on Chard Town Council. (word count 250 words plus attachments) |
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Bidder response

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| Q9 | Please provide details of your proposed project team, complete with a summary of their relevant experience. (word count 250 words plus attachments) |
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CHARD TOWN COUNCIL

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| Bidder response |
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SECTION FIVE – PRICE

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| The Bidder shall confirm the price (exclusive of VAT) to complete the works. |
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| Bidder response |
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SECTION SIX – REFERENCES

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| The Bidder shall include reference details of one contract relevant to this particular activity, which is still running or has been completed within the last three years. |
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| The bidder shall support the reference with the following information: |
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| <ul style="list-style-type: none"> • Reference Company Name • Description of the work carried out • Approximate annual contract value (£) Contract start and end date |
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| Bidder response | Reference |
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| Company Name | |
| Address | |
| Contact Name | |
| Telephone No. | |
| Email | |
| Description of the work carried out (word count 200 words) | |
| Approximate annual contract value (£) | |
| Contract start and end date | |

SECTION SEVEN – CHANGES TO CONTRACT TERMS

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| 7.1 Agreement | Contract documents and agreement should be attached to all tenders |
| 7.2 Commencement date | January 2021 |
| 7.3 Expiry date | 8 weeks from commencement of contract. The entrance doors should be completed within three months of the commencement of the construction. |
| 7.4 Authority address | Paul Russell Chard Town Council The Guildhall Fore Street |

CHARD TOWN COUNCIL

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| | Chard Somerset TA20 1PP Tel: 01460 239567 Mob: 07772 657446 |
| 7.5 Review meetings | <ul style="list-style-type: none"> • Pre-contract meeting • Regular meetings to assess progress and address any issues arising • Practical and Final completion meetings |
| 7.6 Extension of term | Not applicable |

SECTION EIGHT – EVALUATION MODEL

The evaluation model below shall be used for this RFT, which will be determined to two decimal places.

| Pass/Fail Criteria Failure of any one of the pass/fail questions listed below will mean automatic disqualification from this quotation process. | |
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| Compliance to Scope of Works | Pass / fail |
| RFT response received on time: | Pass / fail |
| RFT response in the correct format: | Pass / fail |
| Q1 Acceptable financial profile: | Pass / fail |
| Q2 Insurance levels acceptable: | Pass / fail |
| Q3 Acceptable Health and Safety Compliance: | Pass / fail |
| Q4 Examples of monitoring and improving: | Pass / fail |
| Q5 Examples of scheme development | Pass / fail |
| Q6 Examples of previous contracts | Pass / fail |
| Q7 Examples of sustainable initiatives | Pass / fail |
| Q8 Project Plan | Pass / fail |
| Q9 Project Team | Pass / fail |

CHARD TOWN COUNCIL

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| Adherence to all areas in Section Nine 'Legal compliance' | Pass / fail |
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| Scoring Criteria (out of 100% rounded to two decimal places) | |
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| S4: Q1 Financial information | 5% |
| S4: Q2 Insurance | 5% |
| S4: Q3 Health & Safety information | 5% |
| S4: Q4 Monitoring & improvement information | 3% |
| S4: Q5 Scheme development | 15% |
| S4: Q6 Previous contract information | 5% |
| S4: Q7 Sustainable initiative information | 2% |
| S4: Q8 Project Plan | 10% |
| S4: Q9 Project team | 5% |
| S5: Price | 30% |
| Durability and maintenance of equipment | 5% |
| Availability of replacement parts | 5% |
| References | 5% |
| Total | 100% |

| Evaluation Criteria |
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| <p>Non-Price elements will be judged on a score from 0 to 10, which shall be subjected to a multiplier so criteria worth 20% will have a 0-10 score and a multiplier of 2. The 0-10 score shall be based on:</p> <p>0-1 The Question is not answered or the response is completely unacceptable. It does not meet the minimum requirement or they have completely missed the point of the question</p> <p>2-3 Very poor response and not acceptable – fails to meet the minimum requirement/standard. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.</p> <p>4-5 Poor response only partially satisfying requirement/standard with deficiencies apparent. Some useful evidence provided but response falls well short of minimum requirements. Low probability of success, sufficient obstacles but correctable.</p> <p>6-7 Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected.</p> <p>8-9 Response meets our expected requirement/standard and exceeds minimum expectations including as level of detail, which adds value to the bid. Great probability of success, no significant weaknesses noted.</p> <p>10 – Excellent response – comprehensive and useful, which exceeds the specified performance or capability in a beneficial way. High probability of</p> |

CHARD TOWN COUNCIL

success, no weaknesses noted. The response is innovative and includes a full description of techniques and measurements to be employed.

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 10. All other bids shall be scored on a pro rata basis in relation to the lowest price. For example - Bid 1 £100,000 scores 10, Bid 2 £120,000 differential £20,000 or 20% remove 20% from price scores 8, Bid 3 £150,000 differential £50,000 remove 50% from price scores 5, Bid 4 £175,000 differential £75,000 remove 75% from price scores 2.5. The lowest score possible is 0. All scores are then subjected to a multiplier e.g. if price has a scoring criteria of 55%, the multiplier will be 5.5.

SECTION NINE – LEGAL COMPLIANCE *

All Bidders must provide an acceptable response to the documents detailed below.

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| Form of tender document | |
| Certificate of bona fide tender document | |
| Freedom of Information Act Exemption Form | |
| Policy regarding the Right to Work in the UK to avoid contractor exploitation | |

| Bidder response * | |
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| Section 9 Legal Compliance documents confirm acceptance (Noting this is a pass/fail criteria) | |

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| The bidder shall confirm that no legal proceedings are in progress that might affect the performance of the contract obligations and that the prospective suppliers organisation has not been prosecuted under EU law in the last three years. * | |
| Name of Director | |
| Signature of Director * | |
| Date of response | |

BIDDER DETAILS

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| Bidder name and registered address | |
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CHARD TOWN COUNCIL

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| Email address | |
| Phone number | |
| RFT completed by | |

IMPORTANT

Please ensure a hard copy of the fully completed and signed document is returned with the Form of Tender, Certificate of Bone fide Tender and Freedom of Information Act Exemption form to the address specified in Section One.