

Yorkshire Dales National Park Authority

Dales Countryside Museum, Station Yard,
Burtersett Rd, Hawes DL8 3NT

Selection Questionnaire

May 02, 2019

Outline of Requirements

As part of the implementation of the Assessment and rectification of damp problems at The Dales Countryside Museum, Hawes, the Yorkshire Dales National Park Authority (YDNPA), is seeking tenders for the replacement of the existing glazed atrium to the Museum entrance concourse, external cladding and parapet coping repairs and associated internal making good works. This is Phase three of a program of works to rectify the issues of damp ingress, the property has suffered, historically over the years.

YDNPA require: -

Careful removal of the existing atrium roof structure and its replacement with a flat roof structure with a Bauder roof finish incorporating rooflights and entrance parapet, as specified in the tender documents.

Over-roofing existing flat roof with Bauder roofing system incorporating new access roof light.

Over cladding existing parapet walls abutting the atrium and pitched roofs in rock-panel and installation of new cover coping in aluminium, as specified in the tender documents

Internal remedial works including installation of ceiling to new flat roof structure, remedial water ingress repairs to fabric and associated works, as specified in the tender documents

The Museum is anticipated to remain open for the duration of the works. The contractor will have to demonstrate his methodology of how he is to carry this out the work and program accordingly, taking into account the Health & Safety of occupants, visitors and public utilising the building.

That the contract duration is anticipated to be 13 weeks commencing on Monday 23 September, 2019.

For further information about the Yorkshire Dales National Park Authority, please see our website: www.yorkshiredales.org.uk

Instructions

1. The purpose of these questions is to provide the Yorkshire Dales National Park Authority (“the Authority”) with sufficient information about potential bidders to allow an assessment to be made of their suitability, capability and capacity to undertake the project.
2. Your response to these questions does not imply any representation by the Authority as to your financial stability, technical competence or ability to perform the contract, and the right to return to these matters as part of the tender evaluation process is expressly reserved to the Authority.
3. Answer all questions in full, using the same numbering system as they appear in the questionnaire. Failure to do so could prejudice your eligibility to be considered.
4. Any reference to the “company” that wishes to tender for the contract. is done for brevity, and does not imply that applications from other types of organisation will not be considered.
5. Any enquiries relating to this contract should be addressed to Fiona Rosher, Dales Countryside Museum, Station Yard, Burtersett Road, Hawes, North Yorkshire DL8 3NT Tel: 01969666219 and e-mail: Fiona.Rosher@yorkshiredales.org.uk
6. Please give information relating to the entity which would tender for the contract where this is possible. If it is not possible, please explain why. If any question is not applicable, please enter N/A, and explain why, if this is not obvious.
7. **Please ensure that your response to the questionnaire is signed and dated, and returned together with the tender documents, in a sealed envelope bearing the words**

TENDER - DALES COUNTRYSIDE MUSEUM ATRIUM ROOF

This should be sent to:

**Richard Burnett
Yorkshire Dales National Park Authority
Yoredale
Bainbridge
North Yorkshire
DL8 3EL**

**Alternatively it can be sent by e-mail with a subject heading:
TENDER - DALES COUNTRYSIDE MUSEUM ATRIUM ROOF, to:
richard.burnett@yorkshiredales.org.uk**

**All submissions should be received by noon, Friday 07 June, 2019.
Responses received after this time will not be considered.**

Award Criteria and Evaluation Criteria

Any Contract(s) awarded will be done on the basis of the offer that is the most economically advantageous to the Authority. The Award Criteria are:

All quote submissions will be evaluated using the following evaluation model.

The evaluation process will be based on

- 60% quality
- 40% price

in accordance with the following criteria:

= **Quality** (60%)

An evaluation of the quality of bids will be based on information submitted in response to the tender specification.

Criteria	Rating (Maximum)
Details of appropriate industry standard qualifications, quality marks and relevant awards.	10
The skills and expertise of those who will be involved in undertaking	30
Details of previous relevant experience of your company in carrying out similar work and endorsement by referees	30
Demonstration of the ability to deliver the brief to the required timetable	30
Total	100

The minimum quality score is 60. Submitted tenders which do not reach this threshold will be rejected and not considered further.

= **Price** (40%)

The lowest bid will score 40. The price score for other bids will be determined by dividing the lowest bid by that bid and multiplying by 40 (see example)

e.g. Contractor A makes lowest bid of £10,000 = score of 40

Contractor B makes a bid of £15,000 therefore $(10/15) \times 40 =$ score of 27

Aggregate Score

An aggregate rating on both quality and price will be calculated as shown below:

Quality score (multiplied by 0.6) + Price score = Aggregate score.

Subject to having achieved a minimum quality score of 60 and meeting all other approvals the contract will be awarded to the contractor with the highest aggregate score.

Questions to be answered

Section 1: Company Information

1. Name of the company / organisation in whose name the tender would be submitted.
2. Name of the person applying on behalf of the company, and their position in the company.
3. Address for correspondence, phone and fax numbers and email address.
4. Company website address
5. Registered Office, if different to 3 above.
6. Nature of organisation, eg partnership, public limited company, private company.
7. Date of establishment of company.
8. Please enclose a chart showing your company structure, on an international, national, regional and local basis (whichever of the above are applicable).
9. Details of staffing levels, including, where relevant, numbers, levels and qualifications. In particular, please give these details for the persons who would be responsible for providing the services under this contract.
10. Has your company, or any senior manager within it, ever been convicted of any offence of dishonesty, as set out in Regulation 23(1) of the Public Contracts Regulations 2006? If so, please provide full details.

Section 2: Financial Information

1. Name and address of company's banker, together with account name, account number, sort code, and confirmation that the Authority may approach your banker for a reference.
2. Name and qualifications and position of the person in the company responsible for financial matters.
3. VAT registration number.
4. Financial breakdown of work over the last 3 years, separating the broad categories of business in which your company is engaged.
5. Current budgeted turnover and out-turn forecast.
6. Details of any litigation against or involving the company which could affect its financial stability.

7. Please enclose a set of the last 3 years audited accounts for the company.

Section 3: Insurance

1. Please provide details of your public liability insurance.
2. Please provide details of your employer's liability insurance.
3. Please provide details of your professional indemnity insurance.

Details to be provided are: Name of Insurer; policy number; expiry date; and extent of cover.

Section 4: Health and Safety

1. Please provide a copy (or relevant extracts) of your Health & Safety at Work policy.
2. Please provide the name and qualifications of the senior manager specifically responsible for health and safety.
3. Has your company or any associated company been successfully prosecuted in the last 5 years for any offence connected with health and safety? If so, please provide details.
4. Do you have a risk assessment procedure? How are risks to health and safety assessed, controlled and monitored?
5. How is your Health & Safety policy communicated to staff, sub-contractors and others?

Section 5: Technical Ability and Quality

1. Please provide details of Two/three relevant current contracts that demonstrate your ability to provide the services outlined in this Selection Questionnaire. These examples should show evidence of high customer satisfaction levels for the work undertaken. Where possible, examples given should be for Local Government or other public sector organisations of comparable scale to YDNPA. Please clearly state the relevance of the particular piece of work to the work required by YDNPA. In each example, please state the following:
 - a. Organisation
 - b. Nature of services within contract
 - c. Delivery model, e.g. use of 3rd party business partners
 - d. Number of sites
 - e. Duration of contract.
2. For the areas listed above under "outline of requirements" please give a statement of your level of experience within this area. Each response should include the following:

- a. A brief description of your general levels of competence within this area
 - b. Up to three client examples, that are both recent and relevant, in support of this claim
 - c. Delivery model, e.g. use of 3rd party business partners
3. Please provide contact details of two client reference that YDNPA may contact with regards to your response, together with a brief description of the work undertaken and contract status.
 4. Please provide details of any membership of, or affiliation to, any relevant professional or technical body, association or institute.
 5. Has your company ever had a contract terminated or not renewed for failure to perform the terms of the contract, or suffered a deduction for liquidated damages or other penalties? If so, please provide details.
 6. Please provide details of any environmental policy which your company operates, and details of any externally validated environmental management system.