**Invitation to Tender**

**Refurbishment of Divern House – a resource for care leavers**

**Ref:CLUP243**

# 1. About CAREFREE - FOSTERING INDEPENDENCE CORNWALL

# Carefree Cornwall was established in 2005 by a group of 6 young people and one youth worker. We are a local Cornish charity seeking to help young people with care experience have good lives, through positive relationships, support at times of transition and through having a voice. We provide a direct service to over 400 care experienced young people per year.

# 2. Background and Context

This tender is to improve the building we inhabit both socially and environmentally. We want the building to be a better resource for care leavers.

We would like to improve the building's presentation to young people in and leaving care, our clients, through improved décor. In particular we want a specialist in addressing damp in order to make the basement and the first-floor right hand office. This will enable the basement to be a for storage for vulnerable care leavers whilst addressing the damp in the office space will be both preventative and enable us to redecorate the room to be more welcoming and functional in the knowledge the work will not be affected by the damp.

Additionally, we want to undertake a range of minor works which will improve the overall ambience of the building and creation of Minor building work would create a smaller meeting room for counselling vulnerable care leavers.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. 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 Basement and first floor office (2 walls only) fitting of full height 8mm cavity membrane with plaster board and skim finish. Basement measures approximately 10M x 8M with a lobby 4m x 4m and the top floor is approximately 8m x 8m and 2 first floor office area .Basement electrics to be used. The installation of this work must be undertaken by a CSSW Approved Water Proofing installer. The work should be guaranteed for a minimum of 10 years.

3.2 Supply and installation of scaffold to gable end wall to support work to be undertaken for 3.1 to mediate and remedy any external areas of the walls to the office in 3.1 to mediate any future dampness. Please see photograph A

3.3 Covert existing kitchen into an office Space. Relocation of 4 sockets and blanking of existing pipework. Please see photograph B

3.4 Decoration of both basement and the kitchen conversion. The floors and the ceilings are to be painted with emulsion (colour to be advised by the client) and the woodwork to be primed and glossed (client to advise the colour)

3.5 Alteration and glazing of door leading to alley. This will be to install a toughened glass pane of glass in a standard door. The glass should occupy approximately 50% of the door. Please see photograph C

3.6 Re-use the units from the top kitchen in the remaining kitchen area. Please see photograph D

3.7 Supply / Install 8 No Dimplex QM (or equivalent) night storage heaters. Dispose of existing heaters from site

3.8 Skips for rubbish remove

4**. Budget**

The total maximum budget available for this commission is £63,000 (Excluding VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

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 the 30 November 2023. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 10 July 2023 |
| Site Visit by appointment. Appointments are be made with the Mari Eggins via email. mari@carefreecornwall.org.uk | 17 July 2023 |
| Last date for raising queries | 1700 21 July 2023 |
| Last date for clarifications to queries | 24 July 2023  |
| Deadline to return ITT | 1700:2 August 2023 |
| Evaluation of ITT | 3 August 2023 |
| Award of Contract  | 4 August 2023 This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |
| Contract start date | 4 September 2023 |
| Contract end date | 31 October 2023 |
| Acceptance by client no later than | 30 November 2023 |

# 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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 five million (£5,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
6. Conflict of interest statement (see section 8)
7. Confirmation that the supplier is registered with the Environment Agency as a Registered Waste Carrier
8. Confirmation the work carried for 3.1 has a 10 year guarantee

6.2 Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example).

6.3 Provide experience of the project manager and the senior tradespeople which demonstrates their building experience. (maximum 1 page of A4 per example). This should include evidence of the CSSW Approved installer

6.4 Budget broken down as for 3.1 – 3.8

**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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL .

**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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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:

mari@carefreecornwall.org.uk

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

Responses to clarifications will be anonymised and uploaded by CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 project examples | 30 |
| Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example). |  |
| Ref 6.3 Experience | 30 |
| Provide experience of the project manager and the senior tradesmen which demonstrates their building experience. (maximum 1 page of A4 per example). |  |
| Ref 6.4 Budget | 40 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 40 marks. 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 = 40 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:

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| --- |
| **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, CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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.

CAREFREE - FOSTERING INDEPENDENCE CORNWALL

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

13**. Tender Award**

Any contract awarded as a result of this tender process will encompass this ITT and your response and will only proceed with the written authority of CEO of CAREFREE - FOSTERING INDEPENDENCE CORNWALL .

# 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 mari@carefreecornwall.org.uk with the following message clearly noted in the Subject box; ‘Refurbishment of Divern House – a resource for care leavers’

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

# 15. Disclaimer

The issue of this documentation does not commit CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CAREFREE - FOSTERING INDEPENDENCE CORNWALL and any other party (save for a formal award of contract made in writing by CAREFREE - FOSTERING INDEPENDENCE CORNWALL or on behalf of CAREFREE - FOSTERING INDEPENDENCE CORNWALL ).

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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL or any information contained in CAREFREE - FOSTERING INDEPENDENCE CORNWALL ’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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

CAREFREE - FOSTERING INDEPENDENCE CORNWALL 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 CAREFREE - FOSTERING INDEPENDENCE CORNWALL liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures:

Photographs A-D