

# **Invitation to Tender**

**Tender Document No. - WAC012022**

**Whole Again Communities  
The Treneere Community Space,  
Colinsey Road,  
Penzance  
TR18 3NZ**

**Whole Again Communities CIC**



**March 2022**

## 1. Introduction

The contractor is invited to tender for a new build works at The Treneere Community Space, Colinsey Road, Penzance. The intention of the project is to create a new 2 storey community space that has a focus on helping people within the local community through food and nutrition, arts & crafts activities.

The project is being commissioned by Whole Again Communities Community Interest Company (WAC CIC) who have a 99-year lease from the freeholds LiveWest. The contract is part of a grant funded application process with Cornwall Development Company's Community Lead Local Development (CLLD) programme and therefore procurement will be subject to the grant approval. This approval will be determined during March 2022.

## 2. Specification

2.1 The Specification is at Enclosure A.

### 2.2 Site Information

The Site Information for this tender and that will which form part of the NEC4 Engineering and Construction Short Contract, is attached separately within Contracts Finder. The following documentation comprises the Site Information:

Title	Doc Ref.	Rev.	Date	ITT Ref
2202-01	Site Layout	A	24/01/2022	E
2202-02	Existing Layout	A	24/01/2022	F
2202-03	Proposed floor plans and elevations	A	24/01/2022	G
2202-04	Block Plan			H
2202-05	Location Plan			I
2202-06	Design & Access Statement			J
2202-11	Buidling Regulations Sheet	B	03/03/2022	K
2202-12	Buidling Regulations Sheet	B	03/03/2022	L
2202-13	Buidling Regulations Sheet 3	B	03/03/2022	M

### 2.3 Works Information

The Works Information for this tender and that will which form part of the NEC4 Engineering and Construction Short Contract. A fully coordinated set of design information will be required as an output to this project. The following documentation comprises the Works Information:

Title	Doc Ref.	Rev.	Date	ITT Ref
A-WAC Specification Final March 22		1	March 22	A
B - WAC Form of Tender		1	March 22	B

Title	Doc Ref.	Rev.	Date	ITT Ref
C - NEC4 Contract Amendments Z Clauses		1		C
D - ESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v8_updated		1		D

### 3. Site Visits

3.1 The site is open and is currently being used by WAC CIC. Site visits can be arranged through WAC CIC, where they will be booked in. Due to the open nature of the site the visits can be either accompanied or not.

3.2 Please note, a site visit must be requested via email from:

[lsullivan@wholeagaincommunities.co.uk](mailto:lsullivan@wholeagaincommunities.co.uk)

One hour will be available per contractor for a site visit. **Contractors will be required to bring their own PPE and should observe the COVID guidance available both nationally and within their company.** As a minimum, social distancing guideline must be followed and masks worn in addition to PPE – boots, hats, gloves, hi-vis, and googles. No clarifications will be issued on site; the contractor will be required to raise any clarifications in accordance with Section 9

### 4. Context

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

4.1 The project is co-funded by ERDF (Match Funding); as a result, the contractor will need to comply with all related requirements and guidance in delivery of an ERDF project including branding and publicity requirements. (see Enclosure D)

4.2 Conditional Planning Permission will be granted by Cornwall Council. The contractor working with WAC will discharge all planning conditions.

4.3 Contract, Contracting Authority and Agents

4.3.1 The delivery contract will be an NEC4 Engineering and Construction Short Contract (ESCS) and will be executed under deed between WAC CIC and the successful contractor. The Z Clauses to the contract are included at Enclosure C and the contractor must have accounted for the requirements of this contract within their price.

4.3.2 Operate as the main contractor of the site under the current CDM legislation.

4.3.3 Complete the new build to the required specification.

## 5. Budget

The total maximum budget available for this commission is £302,000 (exc VAT) but inclusive of all expenses. It is expected that payments will be at recognised stages of the construction.

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

## 6. Tender and commission timetable

The anticipated timescale of the programme is from the date of signing the contract until the 31<sup>st</sup> December 2022. The timetable for submission of the Tender and completion of the programme are set out below.

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	4 <sup>th</sup> March 2022
Site Visits	From 8 <sup>th</sup> March 2022
Last date for raising queries	Friday 18 <sup>th</sup> March 2022
Last date for clarifications to queries	Friday 25 <sup>th</sup> March 2022
Deadline to return ITT	17:00 on 1 <sup>st</sup> April 2022
Evaluation of ITT	4 <sup>th</sup> April 2022
Preferred supplier is notified	6 <sup>th</sup> April 2022
Award of Contract	6 <sup>th</sup> April 2022
Target date for works to commence	1 <sup>st</sup> May 2022
Target Date for the works to be completed	1 <sup>st</sup> November 2022

## 7. Tender submission requirements

Please include the following information in your Tender submission.

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

- a. A single point of contact for all contact between the tenderer and WAC CIC during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.

- c. Confirmation that the tenderer accepts all the Terms and Conditions of the NEC4 Engineering and Construction Short Contract and associated Z Clauses (Enclosure C).
- d. Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence.
- e. Provide a Conflict of Interest statement (section 8.7).

7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 6. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones as identified. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must be an NEC compliant programme and include:

- 7.2.1 Tasks required to be undertaken during construction period.
- 7.2.2 Critical long lead in items requiring early placement of orders.
- 7.2.3 Tasks required to be undertaken during commissioning and handover.
- 7.2.4 A critical path for the overall programme

### 7.3 Suitability Statement

The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.

The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:

- 7.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)
- 7.3.2 Please provide details of your proposed key project personnel to include the design manager. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)

### 7.4 Social value, environmental and sustainability.

The funders of this project require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:

- a. Attitude to collaborative problem solving within a defined team structure
- b. Anticipate and note the likely challenges and how they would be accommodated
- c. How you will reduce energy and fuel consumption in the provision of the contract
- d. How you will re-use resources
- e. How you will increase recycling levels and reduce the amount of waste
- f. How you will use environmentally friendly and ethically sourced goods
- g. How you will contribute to reducing the carbon footprint
- h. How you will contribute to pollution reduction
- i. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife

## 7.5 Contract Sum

The Contractor is to fill out the below table to provide their pricing information that forms part of the Form of Contract (see Enclosure XX):

<b>Item</b>	<b>Cost</b>
Substructure and Foundation Works	
Timber Frame Construction and associated superstructure works to water tight stage	
First Fix, Second Fix, & Decoration	
External Works	
External Drainage	
External Services (BT Open reach, WPD and SWW)	
Site Preparation	
Soft Landscaping	
Contractor Cost Items (Management, Site accommodation, temporary services, hoarding, etc)	
Overheads, Profit and Prelims	
<b>Total Contract Sum (Excluding VAT)</b>	

## 8. Corporate requirements

WAC CIC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

## **8.1 Equality and Diversity**

WAC CIC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

## **8.2 Environmental Policy**

WAC CIC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

**In addition, the contract will be subject to the following legislation.**

## **8.3 Prevention of Bribery**

Tenderers are hereby notified that WAC CIC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

## **8.4 Exclusion**

WAC CIC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

## **8.5 Content ownership**

All material issued in connection with this ITT shall remain the property of WAC CIC and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to WAC CIC or securely destroyed

by the Tenderer at the conclusion of the procurement exercise. By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of WAC CIC.

## **8.6 Document Retention**

All documentation (electronic and hard copy) produced and provided as part of this contract will need to be returned to WAC CIC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

## **8.7 Conflicts of Interest**

8.7.1 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 WAC CIC 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.

8.7.2 Receipt of this statement will permit WAC CIC 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.

## **8.8 Sub Contractors**

The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender

## **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:

[lsullivan@wholeagaincommunities.co.uk](mailto:lsullivan@wholeagaincommunities.co.uk)

in accordance with the Tender and Commission Timetable in section 6.

Responses to clarifications will be anonymised and uploaded 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 WAC CIC 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 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 8.1	Pass/ Fail
Ref 7.2 Programme	
<p>Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 7. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones as identified. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must be an NEC compliant programme and include:</p> <p>7.2.1 Tasks required to be undertaken during construction period. 7.2.2 Critical long lead in items requiring early placement of orders. 7.2.3 Tasks required to be undertaken during commissioning and handover. 7.2.4 A critical path for the overall programme</p>	Pass/ Fail
Ref 7.3 Suitability Statement	20
<p>The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.</p> <p>The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:</p> <p>7.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example) 7.3.2 Please provide details of your proposed key project personnel to include the design manager. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and</p>	

associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)	
Ref 7.4 Social Value, Environmental and Sustainability	20
<p>The funders of this project require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:</p> <ul style="list-style-type: none"> <li>j. Attitude to collaborative problem solving within a defined team structure</li> <li>k. Anticipate and note the likely challenges and how they would be accommodated</li> <li>l. How you will reduce energy and fuel consumption in the provision of the contract</li> <li>m. How you will re-use resources</li> <li>n. How you will increase recycling levels and reduce the amount of waste</li> <li>o. How you will use environmentally friendly and ethically sourced goods</li> <li>p. How you will contribute to reducing the carbon footprint</li> <li>q. How you will contribute to pollution reduction</li> <li>r. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife</li> </ul>	
Ref 7.5 Price	60
<p>A <b>fixed price</b> for this work (exc VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 60 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 = 60 x lowest bid / bid</p>	

## 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, WAC CIC 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.

WAC CIC is not bound to accept the lowest price or any tender. WAC CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with WAC CIC internal procedures and The EU CLLD grant being able to proceed.

### **13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with and in conjunction with all tender release documentation.

### **14. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned by: -

Latest date to be returned: **1<sup>st</sup> April 2022**

Latest time to be returned: **17:00pm**

Emailed tenders should be sent electronically to:

**lsullivan@wholeagaincommunities.co.uk**

with the following message clearly noted in the Subject box, **“Whole Again Communities – Tender submission”**.

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

## **15. Disclaimer**

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

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 WAC CIC or any information contained in WAC CIC'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 WAC CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

WAC CIC 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 WAC CIC builds liable for any costs or expenses incurred by tenderers during the procurement process.

**Enclosures**

A-WAC Specification Final March 22	
B - WAC Form of Tender	
C - NEC4 Contract Amendments Z Clauses	
D - ESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v8_updated	
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