

**Invitation to Tender**

**Design and Build of an agricultural building at Landvue Farm TR20 8PL  
Ref GGHRDI-001**

## **1. About Western Waste Limited**

Western Waste Ltd is a family run fish and shell waste recycling company. We collect Fish and shell waste throughout Devon and Cornwall providing a much-needed service to the local fishing industry. We enable fish producers to meet legislation by ensuring compliance with current local authority regulations on correct waste disposal. We have Environment Agency license premises. We recycle all the waste. Western Waste is WAMATAB registered site. We are a fully licensed site which provides a vital and unique service to the fishing industry and we have been trading for over 23 years.

## **2. Background and Context**

We are intending to purchase a new, dedicated agricultural building which is required to process waste scallop shell.

The purchase of this building 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 design and build a free-standing portal frame agricultural building at Landvue Farm TR20 8PL to meet the following:

**3.1** The plan is at Enclosure 1

**3.2** Specification

- 3.2.1 160' long (48.768m)
- 3.2.2 60' wide (18.288m)
- 3.2.3 Roof fibre cement, ridge to be closed.
- 3.2.4 20' eave's height (6.096m)
- 3.2.5 20' wide bays (6.096m)
- 3.2.6 Minimum 15-degree roof angle
- 3.2.7 Concrete panels all round to a height of 3mts minimum thickness 140mm
- 3.2.8 Box profile gable ends and side cladding, colour juniper green.
- 3.2.9 64 Sky lights at 3.048 m
- 3.2.10 All steel construction. All steel work to be galvanised.
- 3.2.11 Roof side and end bracing including web stiffening and rafter stays.
- 3.2.12 20ft x 20ft (6.096 mts x 6.096 mts) 3 phase electric roller door with steel personnel door 1 mt wide and 2 mts high. All painted juniper green. Doors to be fitted to gable end.
- 3.2.13 Building to be sealed and vermin proof with eaves and foam fillers throughout.
- 3.2.14 Building to be supplied and fitted with rainwater goods.

**3.3** All work to be UKCA marked agricultural building to BS5502 Class II

**3.4** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF--Branding-and-Publicity-V7.pdf>

The supplier's attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*'This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.'*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Western Waste Limited will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

#### **4. Budget**

The total maximum budget available for this commission is £165000.00 (exc 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 building has been accepted by the client. The timetable for submission of the Tender, completion of the programme are set out below:

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	17 October 2023
Site Visit, Site visit can be arranged by emailing: nicola@moorvue.com	24 October 2023
Last date for raising queries	1700:31 October 2023
Last date for clarifications to queries	1 November 2023
Deadline to return ITT	<b>1700: 13 November 2023</b>
Evaluation of ITT	14-15 November 2023
Preferred supplier to be notified	20 November 2023
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation

Build commenced	2 January 2024
Acceptance by client	31 July 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:

- a. A single point of contact for all contact between the tenderer and Western Waste Limited 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 holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
- d. Conflict of interest statement
- e. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.4 above)

### 6.2 Social Value. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Local is defined as any MSME with a Cornwall and the Isles of Scilly Postcode.

### 6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

### 6.4 Project Method Statement. 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 with key milestones.
- c. Details of the design proposals

### 6.5 Budget broken down:

- a. Supply
- b. Delivery
- c. Doors
- d. Erecting
- e. Foundations
- f. Total product costs

## 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 Western Waste Limited.

## 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 Western Waste Limited 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 Western Waste Limited 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:

[nicola@moorvue.com](mailto:nicola@moorvue.com)

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

Responses to clarifications will be anonymised and uploaded by Western Waste Limited 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 Western Waste Limited 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 Social Value	5
Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Score is determined by local spend/total spend 5 the available marks	

Ref 6.3 Previous examples	20
Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.	
Ref 6.4 Project Method Statement	35
<p>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).</p> <p>b. Programme of work that demonstrates how you will meet the proposed timetable with key milestones.</p> <p>c. Details of the design proposals</p>	
Ref 6.5 Budget	40
<p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses</p> <p>The 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 = <math>40 \times \frac{\text{lowest bid}}{\text{lowest bid}}</math></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, Western Waste Limited 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.

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

### **13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer's response.

### **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:

[nicola@moorvue.com](mailto:nicola@moorvue.com)

with the following message clearly noted in the Subject box;

'Design and Build of an agricultural building at Landvue Farm TR20 8PL'

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

### **15. Disclaimer**

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

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

Western Waste Limited 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 Western Waste

Limited liable for any costs or expenses incurred by tenderers during the procurement process.

**16. Enclosures**

1. Plan
2. Compliancy Matrix
3. Scoring Matrix