**Invitation to Tender**

**Preschool Classroom South Petherwin CP School Launceston Cornwall**

**Ref:CAP2-011**

# 1. About South Petherwin CP School

South Petherwin Community Primary School is a popular and welcoming village school at the heart of the community in Launceston, Cornwall. The children are at the heart of every decision we make to ensure that they are happy, confident and motivated to achieve endless possibilities.

We strongly believe in the moral purpose of education and our curriculum is devised so the children 'learn today to change tomorrow'. In the words of Nelson Mandela, "Education is the most powerful weapon which you can use to change the world'.

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# 2. Background and Context

We are seeking a replacement for our existing pre-school building.

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 General**

1. The contractor is expected to remove the existing building (has existing electrical and water supplies) and prepare the ground for the new building. Tenderers should strive to achieve this by the end of August and to include:
2. Arris safety fencing and associated welfare
3. 3 skips for removal of any non-recyclable products
4. Removal all timber to be disposed of at our facility.
5. Disconnection of all electrical appliances and determine if they will be safe and efficient to re-install.
6. Removal of all plumbing and toilet cubicles.
7. Removal of the old kitchen

The build can then follow.

1. Tenderers are to allow a provisional sum of £5,000 for the removal of the existing building and preparing the groundwork.
2. Certain parts of the existing building are to be retained and used in the new building (see later in Section 3).
3. The building is to be manufactured offsite and assembled on site to minimise disruption to normal ongoing school activities
4. Where specific brands are detailed a tenderer make offer an equivalent that meets or exceeds the specification of the name part. However, all warranties must remain unchanged.
5. Building will need to comply with the latest building regulations.
6. Drawing Enclosure 1.

**3.2 Construction**

1. Framework C16 140mm x 50mm treated and graded. 9mm structural ply or 9mm OSB boarding.
2. YBS Breather membrane Battens
3. Composite hardie board cladding
4. Timber facias and trims to match cladding.
5. 140mm Actis Hybris slab insulation
6. 30mm celotex or Hybris H control- all internal face taped for vcl. 38mm battens @ 600 mm centres for services.
7. All internal walls plaster boarded and skimmed. MDF skirting and architraves.

**3.3 Ground floor.**

1. C16 100mm x 50mm framework internal walls
2. 9mm structural ply or 9mm OSB boarding.
3. 12.5mm plasterboard for all internal walls and bedroom and bathroom ceilings
4. 2 coats plaster
5. 80mm Rocksilk Dritherm cavity slabs insulation for the internal walls
6. MDF Skirting boards.
7. MDF Architrave
8. MDF sill boards
9. Genoa oak door with standard hardware

**3.4 Glue laminated sub-base**

1. 90 mm x 270 mm glulam ring beam
2. 47 mm x 175 mm pressure treated joists.
3. Cement board anti vermin layer
4. OSB-3 sub floor.

**3.5 Floor construction**

1. 140 mm foil board insulation
2. Timber joists.
3. 22mm moisture resistant chipboard flooring
4. Altro Nonslip vinyl flooring will be fitted throughout the new building colour tbc
5. Altro Nonslip vinyl flooring will be fitted throughout the new building colour to be agreed with the tenderer.

**3.**6 **Roof construction**

1. Vaulted ceiling in the main area
2. Flat ceilings it the toilets store and kitchen area
3. Glulam beam 115mm x 400mm and cut roof over living area giving vaulted ceiling. 50 mm x 175 mm roof joists to be specified by a structural engineer.
4. 140mm Actis Hybris slab insulation between rafters Multi foil boost insulation above rafters
5. Breather membrane Battens
6. Brit met slate 2000 tiles.
7. Aluminum seamless guttering colour to be confirmed.

**3.7** **Windows and Doors**

1. UPVC windows and doors White internal and white exterior

|  |  |  |
| --- | --- | --- |
| 2 in No | 2300 mm x 1300 mm | with twin fanlights |
| 4 in No | 1900 mm x 1300 mm | with twin fanlights |
| 2 in No | 1200 mm x 1200 mm | Casement window |
| 1 in No | 1800 mm x 2100 mm | Fully glazed door with side lights |
| 1 in No | 900 mm x 2100 mm | Fully glazed door |

**3.8** **Plumbing**

1. Toilets and cubicles will be replaced using the existing components.
2. New pipe and fitting to be supplied.

**3.9 Electrics**

1. New cables, switches and LED lighting.
2. Test old heating is safe and reinstall

**3.10 Kitchen**

1. Refit existing kitchen

**3.11 Final Decoration**

Internal decoration to be undertaken

**3.12 Warranties**

3.12.1 5-year guarantee against faulty workmanship.

3.12.2 Britmet Slate 2000 roof tiles 50-year warranty Windows 10 years

3.12.3 Composite hardie board cladding with 15 years warranty (providing the manufactures guidelines have been followed)

**3.13** **Environment and Sustainability**.

The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that 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. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 2):

1. Attitude to collaborative problem solving within a defined team structure
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

**3.14** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The tenderer’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.*

South Petherwin CP School will provide the Plaque and Billboard but the tenderer will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The total maximum budget available for this commission is £146,000 (exc VAT) but inclusive of all expenses.

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 timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 22 July 2024 |
| Site visit to be arranged by email with:  [head@south-petherwin.net](mailto:head@south-petherwin.net) | 29 July 2024 |
| Last date for raising queries | 1700:2 August 2024 |
| Last date for clarifications to queries | 1700:5 August 2024 |
| Deadline to return ITT | **1700: 14 August 2024** |
| Evaluation of ITT | 15-16 August 2024 |
| Preferred Tenderer notified | 19 August 2024 |
| Start of work no later than | 26 August 2024 |
| Completion of work | 31 October 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:

1. A single point of contact for all contact between the tenderer and South Petherwin CP School 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. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Confirmation that the tenderer has read and understood the Shared Prosperity Branding and Publicity Guidance (see Section 3)
9. Completed SOW (see Section 3)
10. Completed Form of Tender (see Section 3)

6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that 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. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

1. Attitude to collaborative problem solving within a defined team structure.
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. 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 and key milestones.

c. Details of any design proposals

d. Monthly valuation forecast

6.5 Budget

**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 South Petherwin CP School.

**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 South Petherwin CP School 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 South Petherwin CP School 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:

[head@south-petherwin.net](mailto:head@south-petherwin.net)

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

Responses to clarifications will be anonymised and uploaded by South Petherwin CP School 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 South Petherwin CP School 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 Environment and Sustainability. | 10 |
| The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that 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. Your response 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 |  |
| Ref 6.3 Previous examples | 10 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed. |  |
| Ref 6.4 Project Method Statement | 20 |
| 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 and key milestones.  c. Details of any design proposals |  |
| Ref 6.5 Budget including Social Value | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 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 |  |

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, South Petherwin CP School 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.

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

12**. Tender Award**

Any contract awarded will be based on this ITT and the response provided by the tenderer.

# 13. 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

[head@south-petherwin.net](mailto:head@south-petherwin.net)

with the following message clearly noted in the Subject box;

‘Preschool Classroom South Petherwin CP School Launceston Cornwall’

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

# 14. Disclaimer

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

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 South Petherwin CP School or any information contained in South Petherwin CP School’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 South Petherwin CP School for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

South Petherwin CP School 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 South Petherwin CP School liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. Drawing

2. Guide for Construction Projects With a Project Value Over £100,000