

# Document Name: Project Information – Taunton Town Council Office Fit Out

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## 1. Project Detail

<b>Project Name</b>	Taunton Town Council Office Refit
<b>Client</b>	Taunton Town Council
<b>Site Address</b>	Deane House
<b>Project Lead(s)</b>	Donna Smith, Marcus Prouse, Megan Linham
<b>Key Contact</b>	Megan Linham / <a href="mailto:projects@taunton-tc.gov.uk">projects@taunton-tc.gov.uk</a>
<b>Current Forecast Cost</b>	£50,000 to £120,000 inclusive of VAT
<b>Site Visits</b>	23 <sup>rd</sup> and 29 <sup>th</sup> of May 2024. By appointment only.
<b>Clarification Requests</b>	To be sent to the Project Team by the 24 <sup>th</sup> of May 2024
<b>Clarification Responses</b>	Will be replied to by the 3 <sup>rd</sup> of June 2024
<b>Tender Opening</b>	13 <sup>th</sup> of May 2024
<b>Tender Deadline</b>	5 <sup>th</sup> of June 2024
<b>Tender Bid Review &amp; Evaluation</b>	6 <sup>th</sup> of June 2024
<b>Supplier Award &amp; Appointment</b>	12 <sup>th</sup> of June 2024, subject to Full Council approval
<b>Build &amp; Fit Out</b>	Estimated 6 to 8 weeks
<b>Completion &amp; Handover</b>	Target completion date of the 19 <sup>th</sup> of August 2024

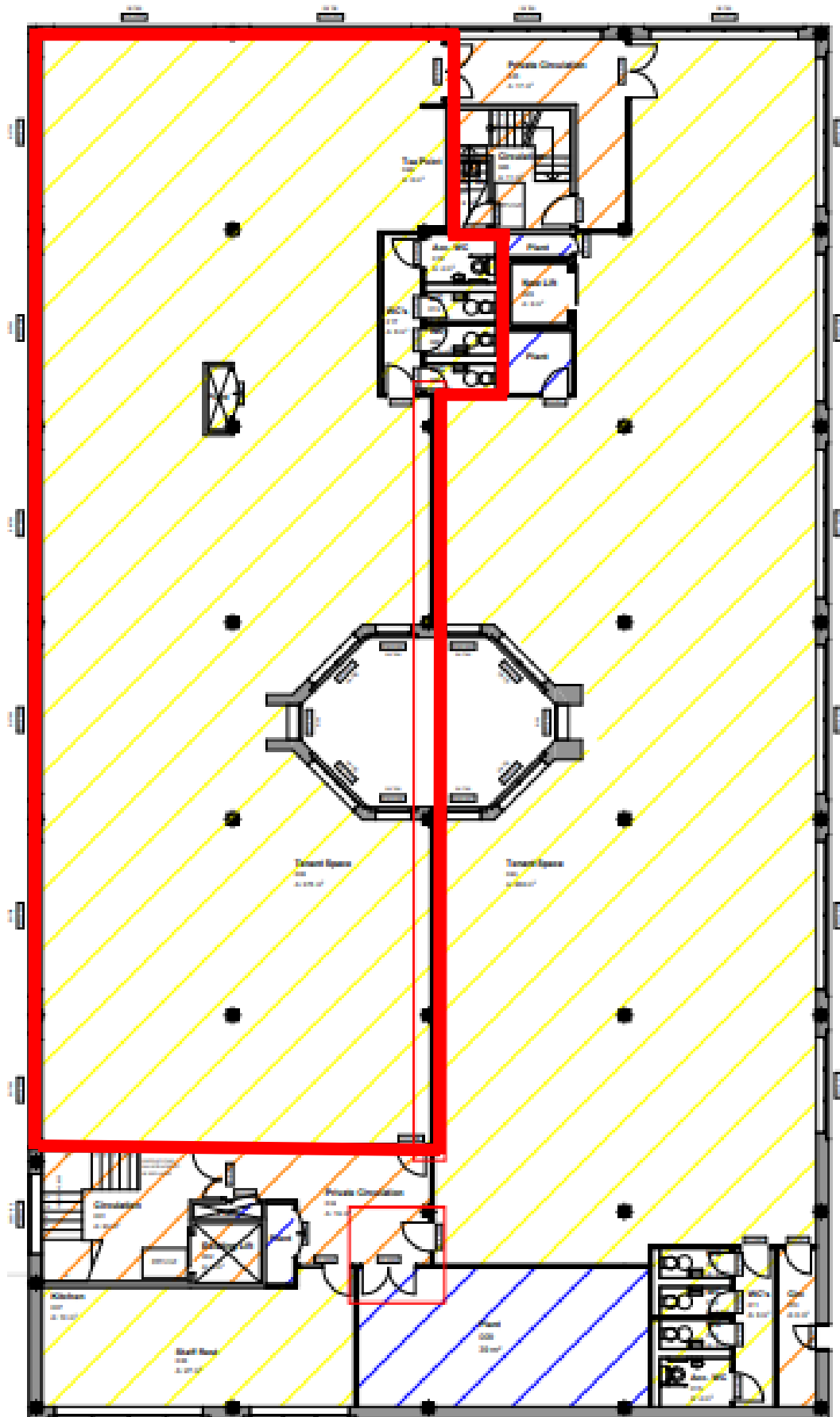
Taunton Town Council is pleased to invite tenders for the fit out of their new office space. A space in Deane House of approximately 4000sq foot is due to be obtained on a long term lease, however work is required to create a workspace, private offices and meeting rooms. The work will include, but is not limited to, the following:

- Creating an open plan office space with at least 18 fixed desks
- Building a meeting room large enough to be utilized as a Council Chamber. This needs to accommodate approximately 45 colleagues in a layout where all are able to sit at a desk and view a projected screen. Additional chairs, not required to be at a desk, would also be beneficial. The meeting room will need a hearing loop installed. The meeting room should have a main door as well as an additional exit, ideally at opposite ends of the room to allow for quick evacuation in the event of an emergency.
- Building a series of smaller meeting rooms to include at least 2 meeting rooms suitable for between 2 to 4 people, plus 1 meeting room suitable for approximately 8 people. This could include the provision of a meeting pod.
- A secure display cabinet to store historical silverware of approximately 150cm x 140cm x 60cm.
- The space already has a kitchenette, however the new floor plan must ensure there is sufficient space for colleagues to spend their break time, such as an area to eat in. This can be part of the open plan office space.
- The space already has toilets, however there is a need for a public corridor from the main door to the toilets, creating a separation between the office area, meeting rooms and publicly accessible parts of the entire area. Any windows in the public area that offer a view into the office space should be 2-way glass or appropriate equivalent to ensure public cannot see into the office however officers can see into the public corridor.
- Any areas not open to the public will need doors that can be fitted with proximity card scanners to only allow access to authorised personnel. Details of 'new' doors can be found in the approximate plan below. Doors already in situ do not need changes made,
- The final product needs to be finished and decorated to a high standard and include some Taunton Town Council branding.
- This tender does not include furniture for the new office space, however there may be a need for the awarded contractor to advise on types, styles or sizes of furniture to meet the needs of the space.

A floorplan of the space as it is now is shown below. Please note we are only looking at the area inside the red lines. The floorplan after this shows the layout we currently believe to be the best option and would encourage bidders to quote on this basis.



**Current Floor  
Plan of Proposed  
Office Space**

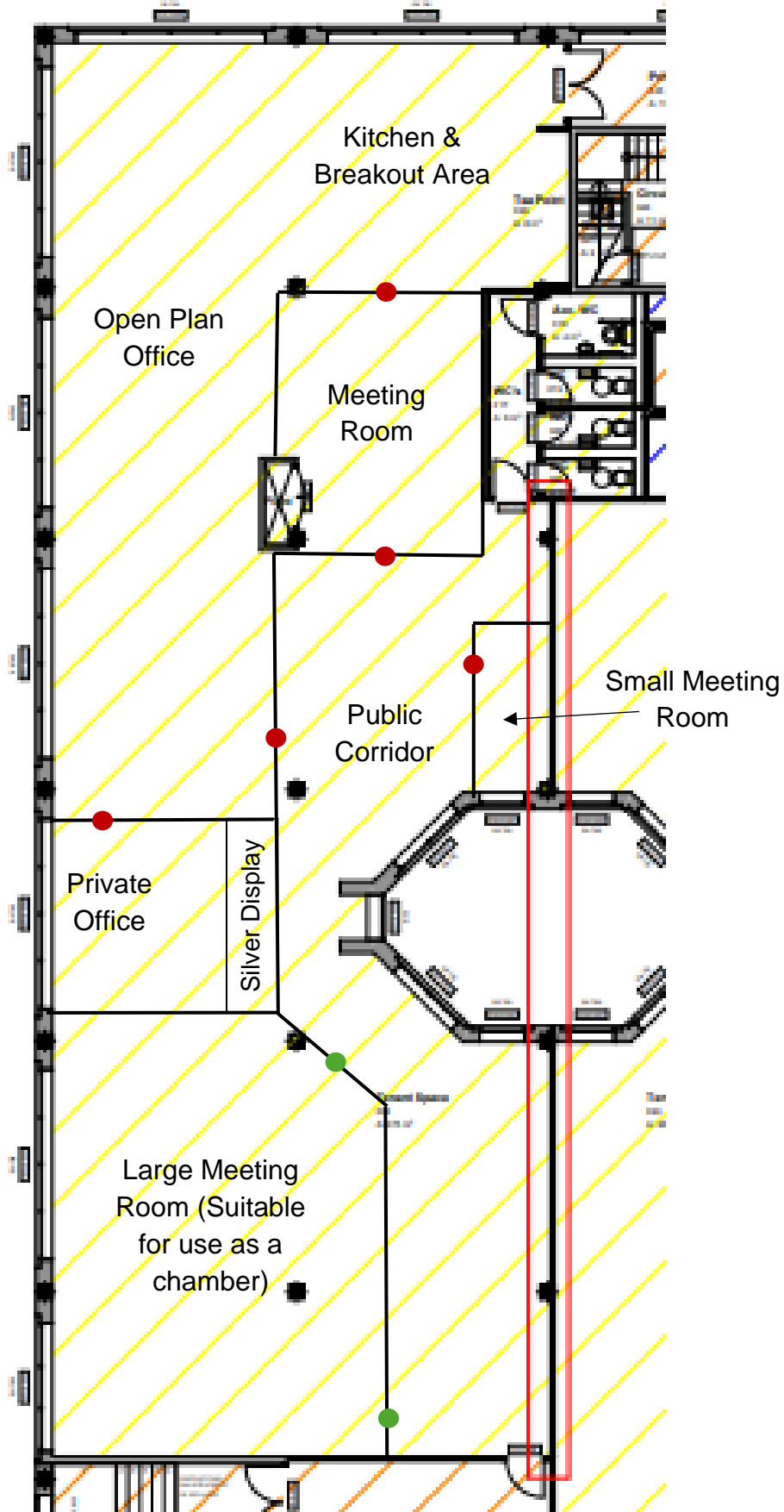




**Proposed Layout of  
Proposed New  
Office Space**

**Key:**

- - Publicly Accessible Door
- - Proximity Card Access Door



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Taunton Town Council will assume all bids for this contract are able to provide the above mentioned layout, however innovative and creative ideas to improve this are welcome. Any floorplans submitted as part of the bid will not be scored.

Taunton Town Council are looking for a high quality solution from high quality bidders that is clearly focused on the needs of the Town Council. Taunton Town Council is open to creative and innovative ideas to best utilize the space and meet the needs. The appointed contractor will be required to act in the best interest of Taunton Town Council in the delivery of this project. This document provides information based on what Taunton Town Council currently believes the project requirements are. Whilst this information has been prepared in good faith, it may not be comprehensive and therefore Taunton Town Council reserves the right to add or remove elements of the work.

This document explains the information required to appoint a contractor based on relevant experience, past performance, skillset, resources, management skills and methodology to meet the requirements of Taunton Town Council's procurement regulations.

The contact person for this procurement exercise is Megan Linham, available at [projects@taunton-tc.gov.uk](mailto:projects@taunton-tc.gov.uk). Only questions submitted to this email, by the agreed date, will be answered. Please refer to the Procurement Timeline.

**Taunton Town Council expects the successful bidder to:**

- Ensure the integrity of the building
- Subject to financial limitations, aim to improve energy efficiency. Sustainability should be a key consideration when purchasing materials, furnishings and fittings. Reusing and/or recycling materials, furnishings and fittings will also be considered. Taunton Town Council expect serious observation of energy efficiency and energy use.
- Be responsible to ensure all works meet fire & building regulations and are fully DDA compliant.
- Use local supply chains where possible.
- Understand and respect that Taunton Town Council is a public sector body and as such there are various restrictions and decision making processes we must adhere to
- Be aware that there may be a requirement to consult with key stakeholders throughout the project

- Formulate a project plan in line with the indicative timeline supplied in the Procurement Timeline Document.
- Deliver the project in line with relevant Health & Safety legislation, such as Construction (Design and Management) Regulations 2015
- Work in conjunction with other specialist partners, such as Taunton Town Council's ICT supplier

### **Risk Register**

A risk register is being updated. The awarded contractor will be required to supply risk assessments wherever applicable.

## **2. The Procurement Process**

This is a procurement exercise conducted in accordance with procedure commonly used in public sector procurement exercises. Please refer to the submission information laid out in the Invitation to Tender document.

- The required documents are laid out in the invitation to tender, along with information on what the submission procedure is. We strongly advise you refer to this document and use it as a checklist when submitting your tender documentation.
- Please ensure the requirements of Taunton Town Council are clearly reflected in your tender submission
- There will be opportunity to conduct a site visit on either the 23<sup>rd</sup> of May or the 29<sup>th</sup> of May. Please contact Megan Linham ([projects@taunton-tc.gov.uk](mailto:projects@taunton-tc.gov.uk)) to arrange a time slot to visit. Site visits, if required, must be booked in advance.
- Any queries or clarifications should also be directed to Megan Linham by 5pm on the 24<sup>th</sup> of May 2024, with responses to be expected by the 3<sup>rd</sup> of June 2024.
- Ensure all documents are correct and have included all costs which may be incurred in the delivery of the services.
- Applicants should be prepared to destroy or return all documentation related to the tender process if directed to do so by Taunton Town Council

Taunton Town Council reserves the right not to contract or only part contract with any applicant, even if all requirements are met. Taunton Town Council is not responsible for any costs incurred by the bidder in responding to this invitation to tender. This

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procurement exercise is being conducted under the Financial Regulations and Internal Financial Controls.

### **Terms of submission**

Any organisation submitting a tender will be deemed to comply with the terms stated in the tender documentation unless the applicant states otherwise in writing.

### **Confidentiality**

All bidders are expected to keep any information made available to them by Taunton Town Council strictly confidential. The bidders shall not disclose, or allow the disclosure, of any information. This includes information that may be discussed during site visits or in responses to raised queries.

Bidders are expected to only contact the named project officer from Taunton Town Council regarding this tender process and project.

### **Bribery**

Bribery means any offence under the Bribery Act 2010. It includes offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

Taunton Town Council will not tolerate any actions that directly or indirectly involve bribery. Respondents must not offer or give consideration to any employee or representative of Taunton Town Council a reward for doing, or refraining from doing, any act in relation to obtaining this contract.

Canvassing any Member, Employee or committee either directly or indirectly will disqualify the candidate from consideration.

### **Collusive Bidding**

Collusive bidding is not accepted by Taunton Town Council. Any submission that is found to be circumventing the rules or the law during this tender process will be disqualified. This applies to, but is not limited to the following:

- Fixing or adjusting the cost of the bid in accordance with any agreement with another person
- Communicating to any person other than Taunton Town Council the approximate cost of the proposal (unless such disclosure is made in confidence in order to obtain quotations, for example in preparation for the tender)
- Entering into any arrangement with any other person that involves one party refraining from bidding

### **Relationships with Councillors or Employees at the Council**

If a candidate for tender is, to their knowledge, related to any Councillor or Employee at Taunton Town Council, they must disclose this information in writing to the Clerk. Candidates that fail to do so will not be put forward for consideration.

## **3. Submitting a Bid**

Full information on how to submit a bid can be found in the Invitation to Tender Document. We advise these guidelines are carefully followed as any omissions or late submissions will result in the bid not being considered.

### **Pricing**

Pricing should be detailed in the Tender Form. Where possible, Taunton Town Council would like to see the total cost and the cost broken down to show the cost for various aspects of the work.

## **4. Assessing Bids**

Once the submission deadline has passed, all submitted bids will be reviewed at the same time on the agreed date by the Town Clerk or nominated Officer in the presence of at least one designated member of the Senior Management Team.

The bids will then be scored based on the below detailed criteria, with the contract being awarded to the highest scoring bid.



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Taunton Town Council will make an award based on the information supplied in the tender envelope alone.

## **Evaluating Bids**

Taunton Town Council are responsible for obtaining value for money at all times. As far as reasonably possible and practicable, the best available terms will be sought.

Bids will be scored based on the following weighting: Price 40% and quality 60%. The total number of marks available are 100. The weighted scores in each criteria will be combined to arrive at the total score. Clarifications may be sought in writing and scores may subsequently be adjusted accordingly.

Proposals that are unrealistically low or not reasonably suitable (in the opinion of Taunton Town Council) may be rejected.

The bid with the highest score will be put forward as the recommended option to Full Council on the 11<sup>th</sup> of June 2024. We would invite this bidder to join our meeting and provide a brief presentation on their proposed plans and layouts for the space. Subject to Full Council approval, the award will then be made the following day, on the 12<sup>th</sup> of June 2024.

If there are two or more suppliers with the joint highest score, the joint highest scorers will be put forward to Full Council and references may be sought to aid final decision making.

## **Assessing Price**

The lowest cost will be awarded the maximum 40% of evaluation marks. All other bids will be evaluated by dividing the lowest cost by the bidder comparison cost and multiplying the proportion by 40% to give the bid their percentage of the total evaluation marks available.

A worked example can be found below:

Bid A is £300 so automatically gets 40 marks.

Bid B is £500 so gets 24 marks.

(The lowest cost divided by the comparison cost multiplied by 40 equals their percentage of the total evaluation marks available.  $300/500 \times 40 = 24$ )

### **Assessing Quality**

Quality accounts for 60% of the score with the breakdown. 60% will be awarded based on responses to the questions in the Supplier Questions Document and with the evaluation of answers set out below. These scores can be revised based on any written clarifications. Bidders responses to the questions will be scored out of a possible maximum of 10 marks.

<b>Criteria</b>	<b>Marks Available</b>
Answer fully meets the required standard	10
Answer partially meets the required standard in one area, but fully meets the required standard in other areas	8
Answer partially meets the required standard across multiple, but not all, areas	6
Answer significantly falls short of the required standard and contains multiple shortcomings across all areas	4
Answer fails to meet required standard in all areas	2
No answer provided	0

## **5. Awarding the Contract**

The successful bidder will be informed via email. Once a contract has been awarded, the outcome of the tender process will be displayed on the Contract Finder website, as well as the Taunton Town Council website.

### **Payment Terms**

The contract will be entered into on the basis of the total tender package inclusive of VAT. Payments will be made within 30 days of receiving the invoice. The contract for goods and services is expected to commence on or near to the 12<sup>th</sup> of June 2024, with the exact dates to be agreed between the successful applicant and Taunton Town Council upon award.