**Invitation to Tender (ITT)**

***CAP4 011***

***Bodmin Bowls Club***

***Renovation of Clubhouse Roof to enable an expansion of Community Use***

# 1. About Bodmin Bowls Club

The Bodmin Bowls Club was formed in 1922 on its present site at 4 Castle Canyke Road, Bodmin, Cornwall PL31 1DU as a private members club. Its Clubhouse was built in 1971 and in 1972 it constructed a 4/5 rink indoor bowls green at the rear of and connected to its pavilion/clubhouse. In 2014 the club changed its status to that of a registered Community Amateur Sports Club (CASC), open to the wider community. In 2016 the Indoor Bowls Hall, including the bowling surface, underwent a full refurbishment and in 2017/18 the Clubhouse was likewise renovated. The Club has an ambitious Sport Development Plan which includes objectives to actively encourage the Community to become involved in the benefits of sport for all ages, leading to improving their activity and health.

# 2. Background and Context

A professional survey of the Clubhouse roof earlier this year following some initial signs of damp internally, showed significant problems, which if not immediately addressed, may shortly cause extensive water damage and thus potentially result in closure of part or the whole of the Clubhouse. This would prevent the delivery of the planned additional Community use of the bowls club’s facilities. Consequently there is an urgency to renovate the whole of the Clubhouse’s extensive flat roof.

The award of this contract 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

3.1 General (see figure 1)

Roof Area 1 115m2

Roof Area 2 42m2

Roof Area 3 240m2

Roof Area 4 (Internal Gutter) 20m2

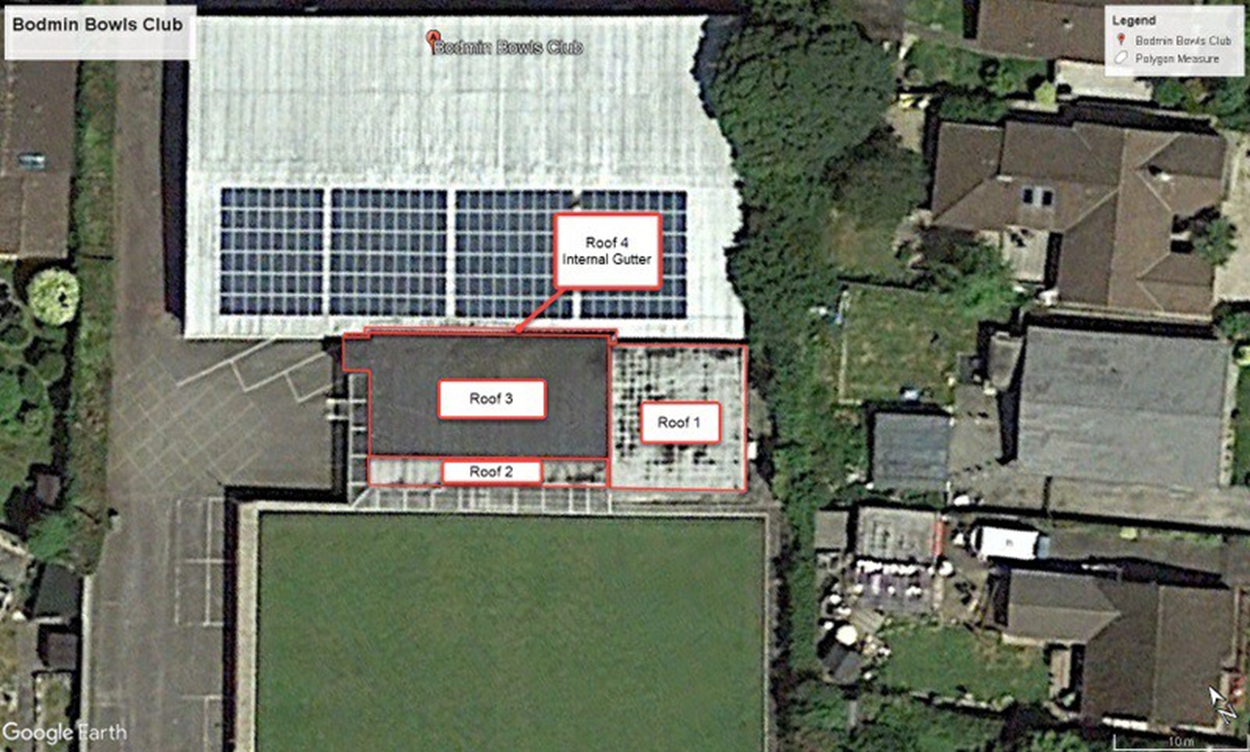


Figure 1

3.2 Access.

The bidder will be responsible for assessing the access to the roofs and for the erection of any scaffolding; these costs should be included within your tender submission.

3.2 Material Specifications

Product submissions must meet or exceed the specifications. Equivalents to the material/standards will be acceptable providing the bidder provides the evidence that it meets or exceeds the requirements. Bidders will need to demonstrate they meet or exceed the following and include the following:

3.2.1. Material product data sheets and Manufacturer’s Installation Instructions covering instructions and recommendations indicating special precautions required for installing the membranes.

3.2.2 Test results must be dated, notarised and be on testing laboratory stationary.

3.2.2. A certificate from an accredited testing laboratory clearly demonstrating that material submissions are equal to or superior to the performance requirements set out in this document, including but not limited to the following:

Modified roofing membrane(s) substantiating:

a. Visible defects in accordance with EN 1850-1

b. Dimensions, tolerance, and mass per unit area in accordance with EN 1848-1

c. Watertightness in accordance with EN 1928:2000

d. External fire performance in accordance with EN 13501-5

e. Reaction to fire in accordance with EN 13501-1:2007+A1:2009

f. Peel resistance of joints in accordance with EN 12316-1

g. Shear resistance of joints in accordance with EN 12317-1

h. Water vapour resistance in accordance with EN 1931

i. Resistance to impact in accordance with EN 12691

j. Resistance to static loading in accordance with EN 12730:2001

k. Tensile strength in accordance with EN 12311-1

l. Resistance to tearing (nail shank) in accordance with EN 12310-1

m. Resistance to root penetration in accordance with EN 13948

n. Dimensional stability in accordance with EN 1170-1

o. Flexibility at low temperature in accordance with EN 1109

p. Flow resistance at elevated temperature in accordance with EN 1110

q. Artificial ageing by long term exposure to UV, elevated temperature and water in accordance with EN 1297

r. Artificial ageing by long term exposure to elevated temperature in accordance with EN 1296

s. Adhesion on granules in accordance with EN 12039

3.3 Certification (equivalents will be considered provided the bidder can demonstrate that it meets or exceeds the requirement)

1. Manufacturer’s Certificate: Certify that roof system furnished is approved by the British Board of Agreement and that it meets the requirements set out by BS 6229:2018 and BS 8217:2005 and meets national building regulation.
2. Manufacturer’s Certificate: Acceptance of the securement of the designed roof system is proper to meet or exceed the specific project wind uplift requirements in accordance with BS EN 1991-1-4:2005 + A1:2010 + National Annex. (or equivalent)
3. Manufacturer’s Certificate: Certify that modified membrane materials to be used on this project conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.
4. Manufacturer’s Certificate: Submit a certified copy of the roofing manufacturer’s ISO 9001:2008 compliance certificate. (or equivalent)
5. Test Reports: Submit test reports, prepared by an independent testing agency, for all modified bituminous sheet roofing, indicating compliance with BS EN 13707, BS 8747 and MOAT 64:2001. (or equivalent)

3.4 WARRANTY

* 1. Upon completion of installation and acceptance by Bodmin Bowls Club, the manufacturer of the roofing system will supply Bodmin Bowls Club a twenty- five (25) year Guarantee covering the modified bitumen roof system and all components included in the specification, including but not limited to insulation boards, fasteners, sealant, edge trim and any other integral component used in the construction of the roof system. The warranty is to cover materials, workmanship, design and consequential loss.
  2. The Roofing Contractor / Installer will submit a minimum of a 10-year (10) Guarantee to Bodmin Bowls Club.
  3. At the request of Bodmin Bowls Club, the roofing system manufacturer shall provide the Bodmin Bowls Club, with an annual inspection of the roofing system. This period shall be for the duration of the delivered warranty period.

3.5 Detail of Roofing System Materials Specification

Provide primary products, including each type of membrane, from a single source roof manufacturer. Provide secondary products (insulation, mechanical fasteners, outlets, vent stacks etc.) only as recommended by the roof manufacturer of primary products for use with the roof system specified. Bidders are required to meet or exceed the requirement.

3.5.1 Modified bituminous roofing work including but not limited to:

1. One layer of underlay adhered by low temperature melting point stripes or patches, directly to the torch receivable insulation boards.
2. One layer of SBS modified mineral surfaced torch applied cap sheet.
3. One additional layer of SBS modified fully bonded base sheet to all upstands and details.
4. Base sheet modified membrane: a 4mm SBS modified roofing membrane with a min. 180 gsm polyester reinforcement with fibreglass filaments.
5. Cap sheet modified membrane: a min. 4.2mm thick SBS modified roofing membrane with a min. 200gsm polyester reinforcement with fibreglass filaments. Finished with a mineral surface. Cold temperature flexibility of -25 ˚C.
6. The proposed roofing system must conform to EN13501-5 – External Fire Exposure to Roofs and have achieved a rating of Broof(t4). Sampling requirements must be that of the system as specified and show that a full range of insulation thicknesses have been tested and confirm to the above requirement.

3.5.2 Roofing membrane requirements

3.5.2.1 Base sheet

1. Thickness (EN 1849-1) 4mm
2. Tensile Strength (EN 12311-1) 850/650 N/50mm
3. Elongation at break (EN 12311-1) 40/40 %
4. Resistance to tearing (EN 12310-1) 200/200 N
5. Dimensional Stability (EN 1107-1) 0.3 %
6. Flexibility at low temperature (EN 1109) -15˚C
7. Shear resistance of joint (EN 12317-1) 750/550 N/50mm
8. Flow resistance at elevated temperature (EN 1110) 100 ˚C

3.5.2.2 Modified membrane cap sheet

1. Thickness (EN 1849-1) 4.2mm
2. Tensile Strength (EN 12311-1) 1000/800 N/50mm
3. Elongation at break (EN 12311-1) 40/40 %
4. Resistance to tearing (EN 12310-1) 450/450 N
5. Dimensional Stability (EN 1107-1) 0.3 %
6. Flexibility at low temperature (EN 1109) -25˚C
7. Flexibility after ageing (EN 1296 + EN 1109) -20 ˚C
8. Shear resistance of joint (EN 12317-1) 250/120 N/50mm
9. Peal resistance of joint (EN 12317-1) ≥100 N/50mm
10. Resistance to impact (EN 12691 Method A) 1000 mm
11. Resistance to static loading (EN 12730) 20 kg
12. Flow resistance at elevated temperature (EN 1110) 100 ˚C
13. External fire performance (EN 13501-5) (as system) Broof (t4)

3.5.2.3 Modified self-adhesive base sheet

1. Thickness (EN 1849-1) 3mm
2. Tensile Strength (EN 12311-1) 450/400 N/50mm
3. Elongation at break (EN 12311-1) 40/40 %
4. Resistance to tearing (EN 12310-1) 130/130 N
5. Dimensional Stability (EN 1107-1) 0.3 %
6. Flexibility at low temperature (EN 1109) -25˚C
7. Shear resistance of joint (EN 12317-1) 350/300 N/50mm
8. Resistance to impact (EN 12691 Method A) 800 mm
9. Flow resistance at elevated temperature (EN 1110) 100 ˚C

3.5.2.4 Self adhesive cap sheet

* Thickness (EN 1849-1) 4mm
* Tensile Strength (EN 12311-1) 700/500 N/50mm
* Elongation at break (EN 12311-1) 40/45 %
* Resistance to tearing (EN 12310-1) 200/200 N
* Dimensional Stability (EN 1107-1) 0.3 %
* Flexibility at low temperature (EN 1109) -25˚C
* Flexibility after ageing (EN 1296 + EN 1109) -20 ˚C
* Shear resistance of joint (EN 12317-1) 600/400 N/50mm
* Resistance to impact (EN 12691 Method A) 1250 mm
* Resistance to static loading (EN 12730) 15 kg
* Flow resistance at elevated temperature (EN 1110) 100 ˚C
* External fire performance (EN 13501-5) (as system) Broof (t4)

3.5.2.5 Mineral surface membranes shall be PCNT622 as supplied by Carrieres Des Lacs (France). Roofing Manufacturer must supply proof that this surfacing is used in production.

3.5.2.6 Related materials

1. Polyurethane sealant: Low modulus joint sealant, formulated to ensure a bubble free cure even in high temperature and humid conditions. Must have a 50% joint movement accommodation factor and excellent adhesion to glass, aluminium, steel, polycarbonate and GRP.
2. Elongation (ASM D412/EN-ISO-527-3) 700%
3. Hardness, Shore A (ASTM D2240/DIN 53505/ISO R868) 27
4. Adhesion to concrete (ASTM D4541) 20 kg/cm2
5. Service temperature -40˚C to 80˚C
6. QUV Accelerated Weathering Test (ASTM G53) Passes (2000hrs)
7. Lead replacement membrane: Synthetic lead-alternative flashing membrane.
8. GRP Edge Trim: Glass reinforced polyester roof edge trim available in black, grey and white. Must be min. 2mm thick and suitable to terminate modified bituminous membranes.
9. Termination Bars: Extruded aluminium termination bar. Minimum 2mm thick and available in mill finish and black.
10. Roof Drainage Outlets, soils vent pipes and associated items: Must be manufactured from stainless steel, with integrated reinforced modified bitumen sealing flange min. 300mm diameter.

3.6 Manufacturer and installer must provide and meet:

1. Torch applied modified bituminous membrane roofing system over prepared substrate and insulation system.
2. System to include vapour barrier, rigid board insulation in adhesive, vented underlay and SBS modified cap sheet.
3. Install flame-free self-adhesive membranes to high risk areas in accordance to NFRC safe2torch recommendations.
4. All work carried out in strict accordance to HSE recommendations.
5. Site to be left in a clean and tidy condition once work is completed.
6. Roofing Contractor /Installer: Company specialising in modified bituminous roofing installation with a minimum 5 years’ experience and approved by roofing system manufacturer as qualified to install manufacturer’s roofing materials.
7. Installer’s Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work and at any time roofing work is in progress. Maintain proper supervision of workers. Maintain a copy of the specifications in the possession of the Supervisor/Foremen and on the roof at all times.
8. Immediately correct roof leakage during construction. If the Contractor does not respond within twenty-four (24) hours, the Owner has the right to hire a qualified contractor and back charge the original contractor.
9. The Roofing Contractor / Manufacturer will both be a registered member of the NFRC or a similar professional organisations within its home jurisdiction and the contractor will deliver proof of membership on request.
10. The Roofing Contractor / Manufacturer will be a registered member of the NFRC Safe2Torch campaign and submit Safe2Torch drawings and flame free data sheets at tender stage. Failure to do so will result in the application being denied.
11. Keep Bodmin Bowls Club informed as to the progress and quality of the work as observed.
12. Provide quality assurance inspections a minimum of two (2) days a week with reports to Bodmin Bowls Club.
13. Report to Bodmin Bowls Club in writing any failure or refusal of the Contractor to correct unacceptable practices called to the Contractor’s attention.
14. Confirm after completion that manufacturer has observed no application procedures in conflict with the specifications other than those that may have been previously reported and corrected.
15. The Waterproofing Manufacturer must be a registered member of the NFRC Safe2Torch Campaign. A fully bespoke specification for each project, including the use of flame free products where necessary must be submitted prior to commencement of each project. An initial survey must be carried out by the roofing manufacturer and contractor to determine any areas of fire risk and to inspect any known areas noted within the designer’s risk assessment and this specification. Attention must be made to fire risk areas which can be but not limited to any combustible materials and substrates, void areas or areas where the substrate is unknown. Any additional risks recognized must be raised with the contract administrator immediately. Safe2Torch detail drawings and flame free material data sheets must be submitted prior to starting the contract.
16. All materials specified must be provided by the chosen Manufacturer and no generic items or contractor sourced materials with be allowed.
17. The contractor shall be responsible for ensuring full compliance with current building regulations and for applying to Building Control department of Cornwall Council for a compliance certificate. The certificate is to be provided to Bodmin Bowls Club.

Please note the following is the assessment needed by the tenderer as to the requirement. Bidders are required to conduct their own site visit to ensure the information herein covers all the necessary detail to provide a watertight roofing solution. Additionally, it is required that bidders ascertain by measuring each of the four roof areas on site to ensure that correct m2 areas are included for.

3.7 Roof Area 1

3.7.1 Remove existing waterproof roof covering and chipboard decking and remove all debris from site.

3.7.2 Check timber joists for defects / rot. Any which require replacing will be agreed with the client first, and then charged as an extra

3.7.3 The roof deck to be replaced with suitable 22mm thick WBP grade plywood decking. A vapour control layer to be installed. Insulation to achieve or exceed the current building regulation u value of 0.18 w/m2k prior to Roofing System Materials Specification in clauses 3.5 & 3.6 above being installed as a waterproofing material.

3.7.4 Supply and fix new PVC fascia boards

3.7.5 Supply and fix new PVC guttering

3.8 Roof Area 2

This roof is suitable for an overlay which means that the existing deck and waterproofing can be left in place. The area is to be prepared prior to the new system being installed on top. Following adequate preparation the vapour control layer to be installed. Insulation to achieve at least the current building regulation u value of 0.18 w/m2k prior to the Roofing System Materials Specification in clauses 3.5 & 3.6 above being installed as a waterproofing material.

3.9 Roof Area 3

3.9.1 This roof section, unlike the others has a good amount of insulation. Current regulations of 0.18w/m2k normally requires 130mm of polyisocyanurate insulation to be installed. This roof section has 80mm so requires an upgrade to achieve the current regulations.

3.9.2 The insulation is currently dry so this area can be overlaid. If any moisture enters the system then the insulation will lose up to 70% of its thermal value and also cause issues for the waterproofing membranes as the thermal movement will be at a level where it causes blisters and splits within the felt.

3.9.3 Modify the existing kerb edge to allow for fluent water drainage over the entire side. Check and ensure the roof gradient to the gutter does not allow for water ponding to occur.

3.9.4 Prepare roof surface and install the Roofing System Materials Specification in clauses 3.5 & 3.6 above being installed as a waterproofing material

3.9.5 Supply and fix new PVC fascia board

3.9.6 Supply and fix new PVC Deep Flow guttering

3.10 Roof Area 4

3.10.1 Internal leaks are clearly visible underneath the gutter tray. Leaks are mainly in two areas leading and the faults in these two specific areas rather than an issue with overall backing up and overflowing of the gutter tray.

3.10.2 These sorts of gutters are generally made of metal with sealed joints. It is not uncommon for these joints to fail after a prolonged period. We expect that an individual joint has failed to one area and that the other area of damp, within the toilets, is caused by a poor completion detail to the area.

3.10.4 Above the toilets the gutter seems to carry on under the metal roof. It is impossible to view this detail without removing the metal roof above but water tracking in behind the roof system without an escape option seems likely to be causing the failure to this area.

3.10.5 This area requires blocking off or cutting back to discover the fault and rectifying the leak to this area.

The failed joint elsewhere would suggest that the integrity of the gutter as a whole is in question. The joints are all of the same age and the failure of one leads us to assume that all joints are in a precarious state.

3.10.6 The bidder is to provide for suitably preparing the gutter and applying a waterproofing system that meets the requirements of the tender specification and also the warrantee/guarantee conditions. Details of the proposal is required to be submitted within the tender documents.

3.11 **Shared Prosperity Fund Branding and Publicity Guidance** [***https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.pdf)

The bidder’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.*

Bodmin Bowling Club will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

It is anticipated that tender submission shall not exceed £75,000.00 excluding VAT but including all expenses.

The tender submission price will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect on the degree to which there is a saving on the maximum anticipated submission price.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by Bodmin Bowling Club. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 3 January 2024 |
| Site Visit. An appointment is to be made by email to: blackhall@outlook.com | 10 January 2024 |
| Last date for raising queries | 1700: 17 January 2024 |
| Last date for clarifications to queries | 19 January 2024 |
| Deadline to return ITT | **1700: 31 January 2024** |
| Evaluation of ITT | 1-2 February 2024 |
| Preferred Supplier Notified | 5 February 2024 |
| Contract start date is subject to obtaining grant funding | 4 March 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 Bodmin Bowls Club 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 ten million (£10,000,000),
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 ten million (£10,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.11 above)

6.2 Details of 4 similar projects of value and size of which 2 must be at least 5 years old. Each example should be no more than 2 sides of A4; links to websites will not be viewed.

6.3 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. Demonstrate compliance with sections 3.1 to 3.6

c. Programme of work.

d. Design proposal

6.4 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 Bodmin Bowls Club.

**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 Bodmin Bowls Club 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 Bodmin Bowls Club 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:

blackhall@outlook.com

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

Responses to clarifications will be anonymised and uploaded by Bodmin Bowls Club 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 Bodmin Bowls Club 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 | 30 |
| Details of 4 similar projects of value and size of which 2 must be at least 5 years old. Each example should be no more than 2 sides of A4; links to websites will not be viewed. |  |
| Ref 6.3 | 30 |
| Project Method Statement |  |
| Ref 6.4 Budget | 40 |
| A **fixed fee** for this work including VAT and travel and all other expenses  The 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:

|  |  |  |
| --- | --- | --- |
| **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, Bodmin Bowls Club 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.

Bodmin Bowls Club is not bound to accept the lowest price or any tender. Bodmin Bowls Club will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Bodmin Bowls Club’s internal procedures and Bodmin Bowls Club 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 bidder’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 bowlsclubbodmin@gmail.com with the following message clearly noted in the Subject box; ‘CAP4 011 Bodmin Bowls Club’

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

# 15. Disclaimer

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

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 Bodmin Bowls Club or any information contained in Bodmin Bowls Club’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 Bodmin Bowls Club for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Bodmin Bowls Club 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 Bodmin Bowls Club liable for any costs or expenses incurred by tenderers during the procurement process.