

Kettering Borough Council

Single Storey Extension and Refurbishment to 11 Valley Walk

Invitation to Tender

January 2021



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Project: Single Storey Extension and
Refurbishment to 11 Valley Walk

Document Title: Invitation to Tender

Date: January 2021

Authorised By: James Garner, Associate

Signature:



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Covering Letter

Items requiring contractor input for tender return

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Documents accompanying this Tender as separate attachments:

Specification and Schedule of Works (PDF)

Pre-Construction Information (PDF)

January 2021

Dear Sirs,

11 Valley Walk – Extension and Refurbishment contract

Kettering Borough Council seeks to tender for the appointment of a suitable contractor to carry out the works as defined in the attached Tender Specification documents.

In essence the contract is to undertake a single storey extension along with full refurbishment of the existing property including landscaping works.

The Invitation to Tender Documentation comprises:-

- Tender Specifications and Schedule of Works; and
- Pre-Construction Information.

Associated Documents

- Form of Tender
- Question Response

Please note that the tender will be judged with 40% bias on price and the remaining 60% judged on the question responses.

Failure to submit the tender response before the closing date and time, and/or not according to the above criteria, may result in its rejection and subsequent elimination from the process.

It should be further noted that Kettering Borough Council is not bound to accept any Tender submitted.

You are to note that your organisation is fully responsible for all costs, fees and expenses incurred in the preparation, submission and any subsequent elements in the Tender process and further that Kettering Borough Council will make no reimbursement or payment of such direct or indirect costs, fees and expenditure incurred by your organisation or any one on behalf of your organisation.

Tenderers should not attempt to contact staff members within Kettering Borough Council, to discuss this opportunity during the tendering period, as such communications might lead to other tenderers being materially disadvantaged.

All enquiries or clarification requests relating to this Tender should, in the first instance only, be emailed to James Garner - James.Garner@focus-consultants.com no later than 5 working days before the tender return date.

No enquiries or clarifications will be considered after this date unless, in the opinion of Kettering Borough Council, its failure to respond to such enquiry/clarification will significantly change the outcome of the tender exercise.

Responses to all such enquiries or clarification requests will be communicated to all tenderers no later than 3 working days before the tender return date.

Appendix A

Form of Tender

11 Valley Walk
Extension and Refurbishment
Form of Tender

I/We having read the Conditions of Contract and the Schedule of Works delivered to me/us do hereby offer to execute the works described for the rates:

£.....

I/ We hereby undertake to enter into a formal contract based upon the JCT Minor works with contractors design contract 2016 Edition incorporating amendments as contained within the preliminaries.

I/ We hereby agree that this offer will remain open for acceptance for a period of 120 days from the date stated below.

Dated this..... day of 2021

Name of Contractor:.....

Registered Office:.....

.....

Signature of Contractor:.....

Appendix B

Question Response

Question Response

Please note that the word count will be strictly reviewed and any words over the word count will not be reviewed. This will mean that a response will not get full marks as a vital point being made will be excluded.

Question 1 - Max words 2,500. Max score 20%

Please define the management structure that you would put in place to support the successful performance of this contract.

Question 2 - Max words 2,500. Max score 10%

Resourcing and managing the works, please describe the daily management routine that will be applied to this contract.

Question 3 - Max words 1,000. Max score 10%

Performance monitoring, please provide details of steps you will put in place to ensure performance and management of the contract.

Question 4 - Max words 2,500. Max score 20%

Health & Safety and plant machinery monitoring and performance, please provide details on your policies.