****

**Contract for:**

**The Supply and install Sports Changing Room and Public Toilet Unit at**

**Park Gerry for**

**Camborne Town Council**

|  |
| --- |
| **Volume Two (2) Applicant’s Offer**  This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted. |

Closing time and date for return of submission:

**12:00 hrs on 22/09/2023**

RETURN EMAIL ADDRESS

[tenders@camborne-tc.gov.uk](mailto:tenders@camborne-tc.gov.uk)

|  |
| --- |
| Name of Applicant: |

|  |
| --- |
| Contents |

Contents

[SECTION 1 General Notes 3](#_Toc142328171)

[SECTION 2 Selection Questionnaire 3](#_Toc142328172)

[SECTION 3 Preambles and Specification 9](#_Toc142328173)

[**Scope of Works** 9](#_Toc142328174)

[**PART A - Preambles** 10](#_Toc142328175)

[**Contractor Employee Personnel** 14](#_Toc142328176)

[**PART B – Specification (Design Considerations)** 15](#_Toc142328177)

[**Electrical supply and installation:** 17](#_Toc142328178)

[**Ventilation:** 17](#_Toc142328179)

[**Sound Insulation:** 17](#_Toc142328180)

[**Fire Alarm and Detection:** 17](#_Toc142328181)

[**Foul Drainage:** 17](#_Toc142328182)

[**Surface water drainage:** 17](#_Toc142328183)

[**Internal fittings and finishes:** 18](#_Toc142328184)

[**Level access and thresholds:** 18](#_Toc142328185)

[**SECTION 4** **Applicants Response to Tender** 19](#_Toc142328186)

[Price Schedule 22](#_Toc142328187)

[Price Validity Period 22](#_Toc142328188)

[Price Validity Period 22](#_Toc142328189)

[Contract Renewal 22](#_Toc142328190)

[Conditions of Tender 23](#_Toc142328191)

[Pricing Schedule Declaration 23](#_Toc142328192)

[Certificate of Undertaking and Absence of Collusion or Canvassing 24](#_Toc142328193)

[Certificate of Confidentiality 25](#_Toc142328194)

[Commercially Sensitive Information 25](#_Toc142328195)

[Conflict of Interest 25](#_Toc142328196)

**SECTION 1 General Notes**

* 1. This document should be read in conjunction with the supporting information contained within “Volume 1 - Instructions and Conditions of Tender” and associated documents also referenced.
  2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately and all information required submitting a compliant tender is done ahead of submitting any final response.

**SECTION 2 Selection Questionnaire**

**Notes for completion**

1. The “Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Council is under a legal or regulatory obligation to make such a disclosure.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 1: Potential supplier information**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | |
| **Section 1** | **Potential supplier information** |  | |
| **Question number** | **Question** | **Response** | |
| 1.1(a) | Full name of the potential supplier  submitting the information |  | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 1.1(d) | Date of registration in country of origin |  | |
| 1.1(e) | Company registration number (if applicable) |  | |
| 1.1(f) | Charity registration number (if applicable) |  | |
| 1.1(g) | Head office DUNS number (if applicable) |  | |
| 1.1(h) | Registered VAT number |  | |
| 1.1(i) – (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  | |
| 1.1(i) – (ii) | If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s). |  | |
| 1.1(j) – (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  | |
| 1.1(j) – (ii) | If you responded yes to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this. |  | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  | |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | |
| Name: |  | |
| Date of birth: |  | |
| Nationality: |  | |
| Country, state or part of the UK where the PSC usually lives: |  | |
| Service address: |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): |  | |
| Which conditions for being a PSC are met: |  | |
| Over 25% up to (and including) 50% |  | |
| More than 50% and less than 75% |  | |
| 75% or more |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | |
| Full name of the immediate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | |
| Full name of the ultimate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |
| **Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide the following information about your approach to this procurement.** | | | |
| **Section 1** | **Bidding model** |  | |
| **Question number** | **Question** | **Response** | |
| 1.2(a) – (i) | Are you bidding as the lead contact for a group of economic operators?  If **yes**, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If **no**, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
|  |  |
| 1.2(a) – (ii) | Name of group of economic operators (if applicable) |  | |
| 1.2(a) – (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  | |
| 1.2(b) – (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | **Yes** | **No** |
|  |  |
| 1.2(b) – (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | |
| Name: |  | |
| Registered address: |  | |
| Trading status: |  | |
| Company registration number: |  | |
| Head Office DUNS number (if applicable): |  | |
| Registered VAT number: |  | |
| Type of organisation: |  | |
| SME (Yes/No): |  | |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables: |  | |
| The approximate % of contractual obligations assigned to each sub-contractor: |  | |
| **Contact details and declaration** | | | |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | | |
| **Section 1** | **Contact details and declaration** |  | |
| **Question number** | **Question** | **Response** | |
| 1.3(a) | Contact name |  | |
| 1.3(b) | Name of organisation |  | |
| 1.3 (c) | Role in organisation |  | |
| 1.3(d) | Phone number |  | |
| 1.3 (e) | E-mail address |  | |
| 1.3(f) | Postal address |  | |
| 1.3(g) | Signature (electronic is acceptable) |  | |
| 1.3(h) | Date |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 2: Exclusion grounds**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | |
| **Section 2** | **Grounds for mandatory exclusion** | | |
| **Question number** | **Question** | **Response** | |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |  | |
| **Please indicate your answer by marking ‘X’ in the relevant box.** | |
|  | **Yes** | **No** |
| Participation in a criminal organisation  If Yes please provide details at 2.1(b) |  |  |
| Corruption  If Yes please provide details at 2.1(b) |  |  |
| Fraud  If Yes please provide details at 2.1(b) |  |  |
| Terrorist offences or offences linked to terrorist activities  If Yes please provide details at 2.1(b) |  |  |
| Money laundering or terrorist financing  If Yes please provide details at 2.1(b) |  |  |
| Child labour and other forms of trafficking in human beings  If Yes please provide details at 2.1(b) |  |  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  | |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | **Yes** | **No** |
|  |  |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? |  |  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  | |
| **Please Note: The Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | | |
| **Name of organisation(s)** | |  | | |
| **Relationship to the Supplier completing these questions** | |  | | |
|  |  | | **Yes** | **No** |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | |  |  |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | |  |  |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 3: Selection questions** | | | | |
| **Section 8** | **Additional questions** | | | |
| **Question number** | **Question** | | **Response** | |
| **8.1** | **Insurance** | |  | |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below(Please indicate your answer by marking ‘X’ in the relevant box): | | | **Yes** | **No** |
| Employer’s (Compulsory) Liability Insurance = £5m | | |  |  |
| Professional Indemnity Insurance = £2m | | |  |  |
| Public Liability Insurance = £10m | | |  |  |
| \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | |  |  |
| **8.5** | | **Health and safety** | | |
| (Please indicate your answer by marking ‘X’ in the relevant box): | | | **Yes** | **No** |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | |  |  |
| Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | | |  |  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | |  |  |
|  | | | **Yes** | **No** |
| Is your organisation accredited to a SSIP accreditation scheme? | | |  |  |

## SECTION 3 Preambles and Specification

**Scope of Works**

* 1. The Council is seeking a Supplier for a building to be designed, supplied and installed at Park Gerry.
  2. Specification in outline format only, contractor to allow for all other works which could reasonably be expected to be included in the design and build of this community building.
  3. The Preambles and specification should be read in conjunction with all other requirements for tenders including responsibilities under the CDM regulations.
  4. The tender is to be responsible for all statutory approvals.
  5. Design elements identified during consultation are as follows:
  6. To provide an adaptable, flexible space that will serve the function of a changing facility for sports teams, provide public WC’s and a small community space
  7. The design should incorporate anti-vandalism materials / features.
  8. The building should sit sensitively within the park landscape and be designed using materials which are appropriate to the use.

**PART A - Preambles**

* 1. In addition to the specific performance standards the Contractor accepts to comply with the below requirements as part of the contract:

1. Furnish all labour, equipment and supplies and materials required to perform the work in accordance with the specifications contained herein and the provisions of the Contract.
2. Responsible for the Health and Safety of their employees and the public liability towards occupants to premises service users and the general public. Evidence of compliant health and safety training including Control of Substances Hazardous to Health (COSHH) training should be held on file by the Contractor and be made available to the Council throughout the duration of the contract should it be requested.
3. Supervise their staff appropriately to ensure that the performance standards are met, and to ensure that they perform their duties in a way that reflects positively on Council as commissioning organisation.
4. Ensure that the site is secure during the works.
5. Keep a record of all risk assessments and Control of Substances Hazardous to Health (COSHH) data for all cleaning chemicals used, and to supply a copy to the Council upon request.
6. Maintain its own public liability insurance for the duration of the Contract.
7. Ensure that all staff have the relevant training and ability to carry out Works.
8. Be solely responsible for breakage or theft by the Contractor’s employees or agents.

**Storage of Materials and Equipment**

* 1. Maintaining adequate storage of equipment and materials on site. The Council shall not be liable for loss of materials stored within these facilities.

**Provision of Services**

* 1. The Contractor shall be allowed free use of water and electricity for the Works related to the fulfilment of the Contract. The Contractor shall be mindful to use such services in an efficient and economical manner.

**Access to Premises / Sites**

* 1. Hours of operation will be only be permitted between 0800 to 1700 Monday to Friday, 0900 to 1230 Saturdays.
  2. In fulfilling the Works onsite the Contractor will be aware that access to the site is within a public park. The Contractors Operatives are therefore required to be mindful of this and also be mindful working in locations where particular consideration is to be made to a range of stakeholders including:
* Vulnerable Adults;
* Visitors to the site and schemes who may be unaware that work is being carried out;
* Persons with visual, hearing or mobility impairment;
* On occasions potentially violent, abusive or aggressive persons;
* Persons with limited understanding of the English language;
* Persons with particular requirements because of their ethnic, religious or other backgrounds.
* Other suppliers who may be working on projects in the park concurrently

**Security**

* 1. As part of their day-to-day activity the Contractor’s Operatives shall be required to report any suspicious situations or security concerns, and for these concerns to be relayed to the respective Council Authorised Personnel as soon as practically possible. If the situation or concern is deemed an emergency then the relevant emergency services should be called without delay.
  2. The Contractor’s Operatives will be required to ensure that they have ID visible during the time they are onsite either via an approved lanyard, or card holder or branded apparel.
  3. By undertaking their duties, the Contractor’s Operatives shall be mindful of their actions in a manner that prevents unauthorised persons access to materials and equipment that may cause harm, theft or damage as a result of their actions.

**Apparel**

* 1. Contractor Operatives will be required to look professional and presentable when working on Council premises. Apparel for Contractor Operatives will be practical for the Services performed, but readily distinguish the Operative as an appointed person to work on the premises. Therefore, to help provide clarity to others all Operatives will have the same outfit / uniform which includes clear reference to the Contractor’s company name / logo, as well as a photo badge which also includes the name for the individual Operative.

**Materials**

* 1. For the purposes of performing the Contract the Contractor will be responsible for the provision of all materials and equipment necessary to fulfil the Works.
  2. An expressed aim of the contract is for cleaning product to be effective and fit for their intended purpose required, but also minimises impacts on the environment. The Contractor will work in a manner supporting the reductions of Single Use Plastic.

**Health and Safety matters**

* 1. The Contractor is reminded of their obligations under the Health and Safety at Work Act 1974 and other supplementary Health and Safety Regulation that is relevant. The Contractor shall note the following and undertake due measures to ensure Health and Safety matters are duly undertaken and complied with in any resulting contract but not limited to, the following:

1. Health & Safety at Work Act 1974
2. Management of Health & Safety at Work 1999
   * 1. Provision & Use of Work Equipment Regulations 1998
     2. Care of Substances Hazardous to Health 2002
   1. The Contractor should inform the Council of any unsafe feature or any matter of cause of public concern at any location at which the services are being provided

Substances:

* 1. The Contractor shall comply with all aspects of Control of Substances Hazardous to Health (COSHH) Regulations, with all substances being handled, used and ultimately disposed of in line with manufacturer’s recommendations and COSHH Regulations.
  2. COSHH Assessments and Material Safety Data Sheets for all substances used on Council premises will need to be made available to the Council by the successful applicant. COSHH folders should be made available to all staff carrying out cleaning activity on the facilities who will also be provided with appropriate training.
  3. In addition, Operatives will as part of delivery of the services, be required to work with substances that at variable temperatures may become hazardous, such as hot water for through cleaning, and as such due precautions shall be taken.

Working at Heights:

* 1. All operations are to be carried out in a manner that wherever possible avoids the need for the operative to gain access to areas via means of steps, platforms or other temporary vertical staging.
  2. Ladder access should not be required without the provision of the correct equipment. In the case where access is required by means of steps, platforms or other temporary vertical staging means, then a work at height assessment should be carried out and agreement of the Council’s Authorised Officer obtained.
  3. Where access is required by means of steps, platforms or other temporary vertical staging means, then a work at height assessment should be carried out and agreement of the Council’s Authorised Officer obtained. Access equipment for short duration cleaning (e.g. step ladders) must be provided by the contractor and evidence of suitable training in correct use of equipment may be required. Contractors working unsafely at height will be instructed to leave the building.

Trips, slips and falls:

* 1. The prevention of trips, slips and falls will be a key priority as part of the Works being performed, especially considering the Services being carried out in both operational and public settings. When undertaking Works, suitable warning signage shall be prominently displayed at approach points to the Services being carried out, along with suitable signage / protection being in place around wet surfaces, leads / cables to appliances that can cause hazards to others in the area.
  2. To remain effective and ensure premises users do not become complacent, hazard warning signs must be removed as soon as practicable after the hazard is eliminated. Hazard signs left for an unreasonable amount of time after the hazard is eliminated will be removed by Corporate Health and Safety to be held until claimed.

Personnel Protective Equipment (PPE):

* 1. The Contractor will ensure that the Contractor’s Employees are provided with, and use, required PPE when undertaking their duties as identified in the COSHH assessment.
  2. When working in external sites, where there is likely pedestrian and / or vehicular access in the vicinity then the Operatives shall be required to wear class 2 high visibility vests.

Risk Assessment

* 1. The Contractor shall undertake all necessary risk assessments ahead of undertaking the Works and ensure that operatives are fully informed of outcomes and requirements identified in the risk assessments to mitigate risks identified.

Reporting of Incidents and Hazards:

* 1. In the event that a Health and Safety incident occurs resulting in injury or not, then this shall be reported as soon as practically possible by the Contractor to the Council’s Authorised Officer. This does not forgo any wider responsibilities and duties that the Contractor may have under the Health and Safety Legislation such as notifiable incidents.

Electrical Equipment:

* 1. All electrical equipment used shall have suitable safety checks (including Portable Appliance Testing – PAT where they apply) and certification and used in compliance with manufacturer’s instructions.

Excavations and Groundworks

* 1. The Contractor shall ensure that excavations are suitable protected both from falls into excavations but also sides and bases to excavations from collapse or falls.
  2. The Contractor shall also be mindful of undertaking all necessary due diligence to identify services and utility undertaker equipment both in the ground and any overhead before undertaking the Works and during.

Lifting operations

* 1. The Contractor shall ensure that all works required to lift in materials or buildings are subject to the necessary risk assessments before operations commence and are duly supervised by competent personnel.

**Training:**

1. New and existing Operatives shall be suitable trained and have appropriate refresher training in relation to Health and Safety. In the event of lone working the Contractor shall have a clear policy in how this is to be operated.

Working around stakeholders / General Environment:

1. As highlighted, the Services are to be carried out in an operational or public environment with mixed stakeholders and hazards, for example any of the properties or schemes may contain hazards resulting from the following:

* Vandalism,
* Public utilities may be disconnected
* People with mental health difficulties and / or substance abuse difficulties

Disposal of Waste

1. Waste arising from the Contractors operations in delivery of the Works and the safe disposal of such waste will form part of the Contractor’s responsibilities under the Contract in line with waste and environmental standards.

**Contractor Employee Personnel**

1. The Contractor will be responsible for providing suitably trained and qualified Operatives to fulfil the requirements of the Contract, this includes requirements around cleaning standards, Health and Safety, as well as vetting as required (e.g. Police Vetting and Data Barring Service DBS checks).

**PART B – Specification (****Design Considerations)**

**Layout:**

* 1. Changing rooms and toilets for both home and away football teams – to be in accordance with Sports England guidelines and to have space for 20 people. Bench space of 500mm per person. Separate entrance from pitch. WC accessed directly from changing room. Approx area of 18-20 m2 per changing room.
  2. Changing rooms to include sight screen to prevent direct view in.
  3. Separate shower cubicles are preferred over communal facilities.
  4. Separate changing room for match officials. Approx area of 6-8 m2
  5. Kitchen space with a sink and ~2.5m worktop.
  6. Community group space. Approx area of 35-40 m2. Flexible multi use space
  7. Public Toilets to be accessible when the community space is not open. To include disabled WC, and 3 unisex WC’s.
  8. Secure Storage room (min 4sqm) to provide storage for nets, flags and associated sports equipment.
  9. Outdoor terrace/decking space connected to main building. Surface finish to be slip resistant (especially outside changing rooms) and vandalization resistant. This decking space will be optional.
  10. Further layout guidance is available via the sports England website.

**Security:**

* 1. Anti-vandal materials to be used throughout the building, including the roof finish.
  2. Anti vandal glazing and/or roller shutters to cover all glazed doors and windows. Shutters need to be suitably specified to be secure and resist vandalisation.
  3. Means of securing building when not occupied is essential.
  4. All doors and windows to have high quality locks to British Standard - BS3621 (or equivalent).

**Materials generally:**

* 1. Materials to be in keeping with the rest of the site proposals, industrial materials such as corrugated metal will be hardwearing, vandal resistant and fit in with the industrial history of the site. Steel framing, with possible areas of timber boarding could be appropriate, but must all be hardwearing and vandal resistant.
  2. Building to be structurally designed by a competent structural engineer and to Building Regulations approval.

**Roof:**

* 1. Waterproof roofing finish as specified by supplier / manufacturer (profiled aluminium or coated steel or other finish subject to approval) in colour and finish appropriate for location and to be vandal resistant.
  2. Roof not to be able to be climbed onto.
  3. Insulated to minimum U values as required if spaces are to be heated.
  4. Ceilings internally – painted plasterboard or other hardwearing surface.

**Floor Slab:**

* 1. Reinforced concrete floor slab, as required to support building loading.
  2. Insulated to minimum U values as required if spaces are to be heated.
  3. Damp Proof Membrane and radon barrier to Building Regulation specifications.

**Doors and Windows:**

* 1. Double glazed doors and windows.
  2. Double-glazed aluminium windows and entrance door, U-value to minimum building regs requirements
  3. Glazing to be laminated safety glazing in accordance with BS6206.
  4. Safe opening and closing to all doors and windows to be considered.

**Thermal performance and heating / electrical use:**

* 1. The whole building is to be designed as an unheated space, but with minimum levels of insulation within walls, floor and ceiling to satisfy building regulations for condensation, and to regulate temperatures as far as practical. Building to be designed to current Building Regulations as a minimum, assuming no permanent heating system. Supplier to be responsible for all statutory approvals and consents including any SBEM and EPC calculations required.
  2. All power to be electrical – possible renewable technologies such as solar to be incorporated if practical.
  3. Individual point of use heated or shared system electric showers, to be fit for purpose and vandal resistant.
  4. Point of use water heater to kitchen.

**Electrical supply and installation:**

* 1. Contractor / suppler to allow for connection and all associated fittings.
  2. Appropriate low maintenance and vandal resistant fittings to be used throughout.
  3. New electrical installations to be carried out by an Electrician registered under NIC / EIC, OR Electricians suitably trained and qualified to issue BS 7671 – Design, Installation and Test Certificates for electrical work may also be used.
  4. Switches and socket outlets will be provided at suitable heights, to assist people whose reach is limited. All light switches and controls to be located between 750mm and 1200mm above the floor.
  5. Energy Efficient fittings to be used throughout.
  6. Suitable light fittings, power points and extractor fans all to be included.

**Ventilation:**

* 1. Suitably designed ventilation system to be installed to the changing rooms, WC’s and kitchen area.
  2. Extract to be in accordance with Building Regulations minimal standards.
  3. Natural ventilation via openable window recommended to the function room.
  4. Artificial ventilation to all changing and WC rooms.

**Sound Insulation:**

* 1. Sufficient sound insulation between spaces for building regulations approval, and for reasonable levels of noise transference between rooms.

**Fire Alarm and Detection:**

* 1. Fire alarm and detection system to be installed and maintained in accordance with Building Regulations and British Standards.

**Foul Drainage:**

* 1. Contractor / supplier to allow for all connections to nearest existing mains drainage and for all associated approvals and consents.
  2. Contractor to arrange for any drainage surveys required to establish location and suitability of existing drainage connections.

**Surface water drainage:**

* 1. Contractor / suppler to allow for all surface water drainage from building roof, deck and any associated hard standing immediately around the building.

**Internal fittings and finishes:**

* 1. To include all fit out of kitchen including worktops, units, and splashbacks, to be suitable to general community use and fit for purpose.
  2. To include WhiteRoc or similar lining of all shower cubicles and WC’s. Finishes all to be good quality and vandal resistant. Shower, WC and basin fittings all to be by a standard manufacturer to allow for ease of maintenance and replacement.
  3. All fittings to public WC’s to have fully concealed services and to be steel lined throughout.
  4. Handwash and dryer systems to be steel with high vandal resistance.
  5. Internally whole building to be decorated throughout in diamond hard matt emulsion.
  6. WhiteRoc or similar linings to low level (approx. 900mm high) to high traffic areas of changing rooms to reduce wear to walls.
  7. Floors to be slip resistance high quality Altro (or approved alternative) vinyl flooring suitable for use with studded boots.

**Level access and thresholds:**

* 1. All doors and thresholds to comply with Part L of the building regulations and all entrance doors and the approach to the building to be wheelchair accessible.
  2. Tenderers are to be responsible for all building regulations approvals and submissions and all associated calculations. As the building is to be unheated, it is not anticipated that an SBEM calculation is required. Should heating be required to any/all of the spaces, this may then be a requirement.
  3. Tenderer to satisfy themselves that services are available and suitable for connection.

**SECTION 4 Applicants Response to Tender**

Method Statement Responses:

1. Section 4 to be completed by all Applicants looking to submit a formal response to this Tender.
2. The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

|  |  |  |
| --- | --- | --- |
| **Ref** | **PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:** | **Please delete as appropriate** |
| 1 | You will contract with the Council under the JCT Design and Build 2016 JCT –and is to include all associated groundworks and services connection | Yes / No |
| 2 | You will be able to deliver the and hand over the building as complete to the Council by 24/05/2024 | Yes / No |
| 3 | You will be appointed as Principal Contractor as defined under the Construction Design Management (CDM) Regulations and appoint the nominated Contractors acting as coordinator to deliver the total project. | Yes / No |

Method Statement Responses:

1. Please detail your response in regard to this specific Method Statement.

|  |
| --- |
| **Method Statement Topic Areas – Supporting Proposal** |
| **Council requirements for the Applicant’s response to this Method Statement:**  The Supplier is asked to produce a Supporting Statement which provides details on how the Supplier will deliver the outcomes required by the Council as set out in the supporting Preambles and Specification.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response by the Supplier would demonstrate that they have a credible solution that matches the outcomes set out in the Preambles Specification.  The proposal would include design and internal layouts of the unit and elevation.  The proposal would clearly set out requirements around the work required to be undertaken by the Council to enable the installation and how the Supplier would work proactively with the Council’s contractor.  It would set out a clear plan as to the key dates and timeline to delivery and install in accordance with the deadline as required by the Council.  As strong proposal would also provide details on the quality controls which the Supplier would provide to ensure that both delivery and outcomes are to a high standard.  A strong response would clearly indicate an understanding of the requirements as set out within the Statement of Requirements and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified themes will be approached and met by the bidder.  A strong response would clearly set out a structured approach understanding and approach to ensure that the Contract is delivered in a timely orderly and professional manner.  A strong response would be clear on how the Supplier would work with both the Council and key stakeholders and other contractors, the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.  The proposal must also provide the details in relation to the costs for the supply and installation, including clarity on total costs and any exclusions. |
| **PLEASE ADD RESPONSE:** |

**SECTION 5 Certificates and Declarations**

## Price Schedule

* 1. Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.
  2. The fee proposal should include all members of the proposed design team. The team will need to work with the client to gain statutory consents for the scheme and be available to attend relevant meetings and presentations as necessary.

## Price Validity Period

* 1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Price Review Proposals**

* 1. The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.

**Price Validity Period**

* 1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Contract Renewal**

* 1. No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Authority in writing.

**Conditions of Tender**

|  |  |
| --- | --- |
| **CONDITIONS OF TENDER** | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid. |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. |

**Pricing Schedule Declaration**

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

|  |
| --- |
| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. |

**Certificate of Confidentiality**

|  |
| --- |
| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

|  |
| --- |
|  |

**Conflict of Interest**

|  |
| --- |
| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |

**Signatures**

|  |  |
| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |