

CORBY BOROUGH COUNCIL

**Tender forTHE CORBY CUBE**

**4th FLOOR OFFICE FIT-OUT**

**Tender DOCUMENT One**

**Information and Instructions**

Thank you for expressing interest in this procurement for The Corby Cube 4th Floor Office Fit-Out.

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, three documents have been provided:

* Document One [this document] – Information and Instructions (including the Timetable)
* Document Two – Specification; comprising –
  + 2a – Preliminaries & General Conditions
  + 2b – Specification Preambles (Main Works)
  + 2c – Mechanical Specification T3
  + 2d – Electrical Specification T3
  + 2e – Drawings (see Drawing Schedule in Preliminaries & General

Conditions)

* Document Three – Tender Response Document

When completed, please return **one hard copy and a copy electronically saved on a CD** ofthe response document (Document Three).

Please mark envelopes/packages with only “**Tender Response: THE CORBY CUBE 4th FLOOR OFFICE FIT-OUT (Private and Confidential)**”and with no company markings to:

The Democratic Services Manager,

Corby Borough Council, Corby Cube,

Parklands Gateway, George Street,

Corby, Northamptonshire,

NN17 1QG.

|  |
| --- |
| **To be received no later than 12 noon on Thursday 11th May 2017.**  **Late submissions will be disregarded.** |

Please ensure that you register your interest with the procurement contact named in this Document in order to receive updates, questions responses etc.

**TENDER – DOCUMENT ONE**

**INFORMATION AND INSTRUCTIONS**

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1. **Introduction**

**1.1 How this tender is structured**

This tender is arranged in three sections:

**Document One**, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Three).

**Document Two** contains the Preliminaries & General Conditions which apply to this tender and to the ensuing contract, plus documents & drawings detailing the Specification for the goods or services required.

**Document Three** is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

* 1. **The commissioning background**

1. This contract is issued by Corby Borough Council (the Council).
2. In view of the size of the contract the Welland Procurement Service (a shared procurement service representing the Council) is supporting the conduct of this procurement.
3. In compliance with the Public Contract Regulations 2015 for public contract opportunities that are advertised with a value over £164,176, it has been decided to use a single stage/open tender process.
4. This means that the tender response document combines the Standard Selection Questionnaire (SSQ), a set of Tender Evaluation Questions, Pricing Schedule, a Form of Tender, a Collusive Tendering Certificate and a Confidential and Commercially Sensitive Information form.
5. The Council, as the contract holder, requires that the process of awarding this contract is to involve the circulation of the tender documentation to locally known suppliers who may have the right experience, and advertising on OJEU, Contracts Finder and Source.
6. The eventual contract between the successful bidder and the Council will consist of the following documents:
   1. Documents 1 & 2 of this tender developed by the Council.
   2. Document 3 of this tender – the response document completed by the Bidder, including those elements of Contractor’s Design.
   3. ‘Letter of Acceptance’ confirming the conditions of acceptance of the tender.

5. Reason for Requirement

When the Corby Cube was opened in November 2010, the fourth floor was split between a large roof terrace and an undeveloped space for future use, with only the toilet facilities being completed at that time.

In 2015 following improvements to the roof terrace, the undeveloped fourth floor space further benefitted from the installation of a raised flooring system and glazed cladding to its incomplete westerly elevation.

The building’s owner, Corby Borough Council (CBC) now wishes to create four premium offices within this space for rent to individual private tenants. These offices will essentially be fitted out ready for use to Category B (excluding branding, furniture & office equipment) and include a communal corridor from the existing fourth floor lobby and a new tea bar area.

To this end, CBC would like to appoint a specialist office fit-out contractor, who can demonstrate extensive experience / expertise in this construction sector, including elements of design and the ability to work “seamlessly” in and integrate with, such a relatively complex building.

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**1.3 Procurement Timetable**

* + 1. The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | Tender documents Issued | 30th March 2017 |
|  | Deadline for clarification questions | 18th April 2017 |
|  | Deadline for Submission of Tenders | 11th May 2017 |
|  | Evaluation | 17th May 2017 |
|  | Clarification meetings (if required) | 24th May 2017 |
|  | Notification of Award | 25th May 2017 |
|  | Standstill Period | 26th May to 6th June 2017 |
|  | Contract Awarded | 7th June 2017 |
|  | Contract Start | 12th June 2017 |

1.3.2 The Council reserves the right to amend this timetable and steps 4, 5, 6, 7, 8 and 9 are provided for indicative purposes only.

* + 1. Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

**1.4 Instructions on responding to this tender**

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed, as necessary, for the purpose of obtaining quotations or Insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender and the Collusive Tendering Certificate in the tender document must be signed by the Bidder. The Confidential and Commercially Sensitive Information form must be completed. The whole document (Document Three) should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, Collusive Tendering Certificate or to any other component of the tender document.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self contained. The Bidder should not rely on the Council’s past experience as tender evaluations will be based only on the information contained within the submission.
9. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
10. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council’s contact ([Section 7](#Contacts)) as soon as possible in writing (via email is acceptable) and in any case by 27th January 2017.
11. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the tenderer.
12. Bidders should note that the tender document may include a requirement for element(s) of the goods or services to be completed by a certain date as shown.
13. Tenders should arrive at the address shown on the first page no later than 12 noon on the date indicated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered even if received before the date indicated.
14. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking. Failure to comply with this rule may result in the bid being disqualified.
15. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
16. The Council does not bind itself to accept the lowest or any tender.

**2. PROCUREMENT APPROACH**

1. This is a single stage/open tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The Standard Selection Questionnaire will be assessed first, as Bidders who do not meet the Council’s expectations may be excluded. Suppliers who self certify that they meet the requirements for insurance, economic and financial standing and technical and professional ability will be required to provide evidence of this if they are successful at contract award stage.
4. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#Scoring) , [4](#CriteriaforPQQ) and [5](#CriteriaforTenders) below.
5. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring bidders. No new criteria will be introduced at these meetings, rather on the basis of these meetings the Council may choose to revise a bidder’s score for each response to an evaluation question, either up or down, to reach a final score.
6. The Council will then make its award decision, if appropriate.
7. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
8. The process is subject to the completion of formal contract documents.

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**3** **SCORING**

**3.1 Non-Price Scoring**

Each written tender will be scrutinised by a small panel and each scoring criteria (Section [5](#CriteriaforTenders) below) will be awarded points out of 10 according to the following scale.

| **Score** | **Criteria for awarding score** |
| --- | --- |
| 0 | No response or response is unacceptable |
| 1 | Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses |
| 2 | Response is weak, and falls well below expectations in a number of respects |
| 3 | Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others |
| 4 | Response is below expectations but meets the required standard in some respects |
| 5 | Response meets expectations regarding the required standard |
| 6 | Response slightly exceeds expectations regarding the required standard |
| 7 | Response is good and is well above expectations in some respects |
| 8 | Response is very good and is well above expectations in most respects |
| 9 | Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements |
| 10 | Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

The weighting available for a score of 10 points is shown below in Section 5, and a pro rata weighting will be applied to the score.

**3.2 Price Scoring**

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by tenderer’s price multiplied by 100%

For example, if the tenderer’s price is £100, and this is also the lowest price, the calculation is 100 x 100% = 100% of the available weighting

100

A bid of £200 would be calculated as 100 x 100% = 50% of the available weighting.

200

**4** **CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE**

The Public Contract Regulations 2015 came into force on 26th February 2015, in compliance with those regulations – this is a single stage/open tender process.

Local authorities must assess a Bidder’s suitability to deliver the requirements as stated in the Specification/Contract. Those bidders who satisfy the selection assessment will have their tenders evaluated. Those who do not will be excluded from the process. The selection process is based on a template document issued by Central Government. Many of the selection questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the Standard Selection Questionnaire.

| **Question**  **No.** | **Section Headings and Sub-Headings** | **Maximum Available Section Score** | **Weighting Within Sub-Heading** |
| --- | --- | --- | --- |
| **1.1**   * 1. (a)   1.1 (b) (i)  1.1 (b) (ii)  1.1 (c)  1.1 (d)  1.1 (e)  1.1 (f)  1.1 (g)  1.1 (h)  1.1 (i) (i)  1.1 (i) (ii)  1.1 (j) (i)  1.1 (j) (ii)  1.1 (k)  1.1 (m)  1.1 (n)  1.1 (o)  1.1 (p) | **Potential Supplier Information**  Full name  Registered office  Registered website address  Trading status  Date of registration  Company registration number  Charity registration number  Head Office DUNS number  Registered VAT number  Appropriate professional/trade registration  If yes, details  Legal required for professional/trade registration  If yes, details  Relevant classifications  SME  Persons of Significant Control  Details of immediate parent company  Details of ultimate parent company | 0% | 0% |
| **1.2**  1.2 (a) (i)   * 1. (a) (ii)   2. (a) (iii)   1.2 (b) (i)  1.2 (b) (ii) | **Bidding Model**  Bidding as lead contact for a group of economic operators  Name of group of economic operators  Proposed legal structure  Use of sub contractors  Sub Contractor details | 0% | 0% |
| **1.3**  1.3 (a)-(h) | **Contact Details and Declaration**  Details completed | 0% | 0% |
| **2**  2.1 (a)  2.1 (b) | **Grounds for Mandatory Exclusion**  Regulations 57(1) and (2):  Criminal organisation  Corruption  Fraud  Terrorist offences  Money laundering  Child labour/human trafficking  Breach of environmental obligations  Breach of social obligations  Breach of labour obligations  Bankrupt/insolvency or winding-up proceedings  Grave professional misconduct  Agreements with other economic operators to distort competition  Conflict of interest  Preparation of procurement procedure  Early termination of contract /damages/comparable sanctions  In breach of obligations re: tax/social security contributions  Measures taken | Pass/Fail | Pass/Fail |
| 2.2 | Self cleaning measures | Pass/Fail | Pass/Fail |
| 2.3 (a)  2.3 (b) | Breach of tax/social security obligations  If yes, further details | Pass/Fail | Pass/Fail |
| **3**  3.1 (a)  3.1 (b)  3.1 (c)  3.1 (d)  3.1 (e)  3.1 (f)  3.1 (g)  3.1 (h)  3.1 (i)  3.1 (j)  3.2 | **Grounds for Discretionary Exclusion**  Regulation 57 (8)  Breach of environmental obligations  Breach of social obligations  Breach of labour obligations  Financial administration  Guilty of grave professional misconduct  Distorting competition  Conflict of interest  Involved in preparation of procurement  Significant or persistent deficiencies  Statement response  If yes, self cleaning | Pass/Fail | Pass/Fail |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question**  **No.** | **Section Headings and Sub-Headings** | Maximum Available Section Score | Weighting Within Sub-Heading |
| **4 and 5**  4.1  4.2  5.1  5.2  5.3 | **Economic and Financial Standing**  Audited accounts or alternative means of demonstrating financial status  Minimal financial threshold  Parent company accounts  Parent company guarantee  Bank guarantee | Pass/Fail | Pass/Fail |
| **6**  6.1  6.2 | **Technical and Professional Ability**  Details of up to three contracts  Evidence of healthy supply chains maintained with sub-contractors  Sub contract supply chain management | Pass/Fail | Pass/Fail |
| **7**  7.1  7.2 | **Requirements under Modern Slavery Act 2015**  Relevant commercial organisation  Compliant with annual reporting requirements | Pass/Fail | Pass/Fail |
| **8** | **Additional Questions:** |  |  |
| **8.1** | **Insurance** | Pass / Fail | Pass/Fail |
| **8.2**  (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k) | **Health and Safety**  Formal health and safety policy/statement  Accredited health and safety system  Responsible person for health and safety policy  Health and safety professional/consultant  Health and safety training (staff/sub-contractors)?  Accident records  Staff consultation on health and safety matters  Risk assessments  Investigated / prosecuted for health and safety offence  Civil action for health and safety offence  Prohibition / improvement notices for breaches of health and safety legislation | Pass/Fail/% | Pass/Fail/% |
| **8.3**  (a) | **Environmental Management**  Policy re: safe management of the environment | Pass/Fail | Pass/Fail |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question**  **No.** | **Section Headings and Sub-Headings** | Maximum Available Section Score | Weighting Within Sub-Heading |
| **8.4**  (a)  (b)  (c)  (d)  (e) | **Equal Opportunities**  Compliant policy  Findings of unlawful discrimination / harassment  Investigated by the Equality and Human Rights Commission  Complaints procedure  Equality awards | Pass/Fail | Pass/Fail |
|  |  |  |  |

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**5** **CRITERIA FOR ASSESSING TENDER RESPONSES**

Only those Bidders which pass the Standard Selection Questionnaire (SSQ), will have their tenders evaluated using this scheme.

| **Section Headings and Sub-Headings** | **Maximum Score Available** | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **Quality**   1. Ability of Proposed Project Manager 2. Quality / Robustness of Contractor’s Design Elements 3. Time 4. Added Value 5. Risk Register | 40 | 5  20    5  10  0 |
| **\* Price (exclusive of VAT)** |  |  |
| 1. Fixed Lump Sum Price 2. Pricing Schedule | 60 | 60  0 |
| **Total** | **100%** | **100%** |

**\*** Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price (See: 3.2 Price Scoring).

**6.** **INVITATION TO TENDER**

When completed, please return **one hard copy and a copy electronically saved on a CD** of the response document (Document Three) to:

The Democratic Services manager, Corby Borough Council, Corby Cube, Parklands Gateway, George Street, Corby, Northamptonshire, NN17 1QG.

To arrive by **no later than 12 noon on Thursday 2nd March 2017.**

***Please note that******no other identifying mark should appear on the envelope. Failure to observe this will mean the disqualification of the tender.***

7. CONTACT

In the event of any queries or requests for further information arising from this tender, please contact:

Charlotte Milligan-Everett / Policy & Strategy Officer / [charlotte.milligan-everett@corby.gov.uk](mailto:charlotte.milligan-everett@corby.gov.uk)

***Note that the Council cannot accept the return of completed tender responses by e-mail.***

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.

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