



TENDER FOR CHELTENHAM ROAD AFFORDABLE HOUSING SCHEME

TENDER – DOCUMENT ONE

INFORMATION AND INSTRUCTIONS

Thank you for expressing interest in this procurement for Cheltenham Road Affordable Housing Scheme.

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

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

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

- Document One – Information and Instructions (including the Timetable [this document])
- Document Two – Specification and Drawings
- Document Three – Preliminaries and General Conditions
- Document Four – Tender Response Document

When completed, please return **two hard copies and a copy electronically saved on a USB drive** of the response document (Document Four).

Please mark envelopes/packages with only “TENDER RESPONSE: CHELTENHAM ROAD AFFORDABLE HOUSING SCHEME (Private and Confidential)” and with no company markings or anything else which might identify your organisation e.g. personalised franking, and return to:

Democratic Services Manager
Corby Borough Council
Democratic Services Department
Corby Cube
Parklands Gateway
George Street
Corby, Northamptonshire
NN17 1QG

To be received not later than 12:00 noon on Friday, 10th January 2020.

Late submissions will be disregarded.

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1. INTRODUCTION

1.1. How this tender is structured

- 1.1.1. This tender is arranged in four sections:
- a. **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 Four).
 - b. **Document Two** contains the detailed Specification and Drawings for the Works required.
 - c. **Document Three** contains the Preliminaries and General Conditions which apply to this tender and to the ensuing contract.
 - d. **Document Four** 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.

1.2. The commissioning background

- 1.2.1. This contract is issued by Corby Borough Council (the Council).
- 1.2.2. Following the acquisition of a parcel of land off Cheltenham Road on the Oakley Vale Estate, the Council has obtained Full Planning Permission (18/00365/REG3 – Amended 28th May 2019) to construct a mix of 18 new dwellings for affordable rent.
- 1.2.3. The Council would like to use this development as an opportunity to “pilot” ultra-low energy homes to help tackle environmental concerns and fuel poverty within the Borough.
- 1.2.4. Therefore, the Council now wishes to appoint a competent design & build contractor (ideally with experience of delivering ultra-low energy homes) to complete the detailed technical design and build these dwellings, including all associated works.
- 1.2.5. In order to evaluate the cost benefit of an ultra-low energy scheme over that of a simply compliant build, all Bidders are required to submit both a **PRIMARY** Ultra Low Energy option (**Option 1**), for the provision of ultra-low energy homes and a **SECONDARY** Building Regulation Compliant option (**Option 2**), for homes that simply meet the minimum requirements of the Building Regulations.
- 1.2.6. In compliance with the Public Contract Regulations 2015, for public contract opportunities that are advertised with a value between £50,000 and the EU Threshold for Goods and Services, a single stage tender process is being followed.
- 1.2.7. This means that the tender response document combines a Standard Selection Questionnaire (SQ), a set of Tender Evaluation Questions/Pricing Schedule and a Form of Tender, a Collusive Tendering Certificate and a Confidential and Commercially Sensitive Information form.

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- 1.2.8. 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 Contracts Finder.
- 1.2.9. The eventual contract between the successful tenderer and the Council will consist of the following documents:
- a. Documents 1 to 3 of this tender developed by the Council.
 - b. Document 4 of this tender – the response document completed by the Bidder.
 - c. Letter of Acceptance – confirming the conditions of acceptance of the tender.

1.3. Procurement Timetable

- 1.3.1. The procurement is intended to follow the timeline set out in Table A, below.

TABLE A

1	Publish Tender Documents	Thursday, 21 st November 2019
2	Deadline for Questions from Bidders	17:00 on Tuesday, 31 st December 2019
3	Deadline to Provide Answers to Questions from Bidders	Tuesday, 2 nd January 2020
4	Deadline for Submission of Bids	12:00 noon on Friday, 10 th January 2020
5	Evaluation of Bids Received*	Wednesday, 15 th January 2020
6	Clarification Meetings (if required)*	Wednesday, 22 nd January 2020
7	Contract Award*	Monday, 17 th February 2020
8	Pre-Contact Meeting(s)*	Monday, 2 nd March 2020
9	Mobilisation and/or Transition Period*	Monday 9 th March 2020
10	Contract Start*	Tuesday, 31 st March 2020
11	Contract End*	Sunday, 30 th May 2021

- 1.3.2. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. *, are provided for indicative purposes only.
- 1.3.3. Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgment, 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

- 1.4.1. 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.
- 1.4.2. This procurement is subject to Data Protection Legislation (General Data Protection Regulation (GDPR)). Where applicable, please ensure you are

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familiar with this legislation and of your obligations as a data Processor. In certain circumstances, the Council is required to conduct a Data Protection Impact Assessment (DPIA) prior to any processing (see Article 35 of the GDPR). This may occur before a contract is entered into. Further guidance is available from the Information Commissioner's Office (ICO).

- 1.4.3. 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.
- 1.4.4. 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 Four) should be returned to the address shown on the front of this document.
- 1.4.5. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
- 1.4.6. 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.
- 1.4.7. 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.
- 1.4.8. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
- 1.4.9. 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.
- 1.4.10. Where the Council has imposed word limits, these are intended to be indicative only. Bidders are strongly requested to adhere as closely to these as possible, but there will be no penalty for responses which exceed these.
- 1.4.11. The Council asks that you do not use acronyms in your responses, or where these are necessary, that an explanation of the acronym be provided for clarity.
- 1.4.12. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.

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- 1.4.13. 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. These tender documents can be downloaded from websites, and so the Council may not be aware of your interest in this procurement. **Please e-mail the Officer detailed at the Contacts section of this document now with your contact details so that we can get in touch with you if necessary.** This does not commit you to submit a tender.
- 1.4.14. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Officer detailed at the Contacts section of this document as soon as possible and in any case by the time and date detailed in the timetable at Table A.
- 1.4.15. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the Bidder.
- 1.4.16. 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.
- 1.4.17. Tenders should arrive at the reception of the Corby Cube not later than the time and date detailed on the front of this document. Fax and e-mail submissions will not be considered, even if received before the date indicated.
- 1.4.18. The envelope should not bear any indication of the identity of the Bidder either on the envelope or in the franking.
- 1.4.19. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
- 1.4.20. The Council does not bind itself to accept the lowest or any tender.

1.5. Data Management / General Data Protection Regulation (GDPR)

- 1.5.1. As a Local Authority, Corby Borough Council processes a considerable amount of information, including personal data about the customers it serves, to allow it to provide services effectively. The Council recognises that this information is important to their customers and that it has a responsibility to these customers regarding the information it holds about them. As such, it takes seriously its responsibilities to ensure that any personal information it collects and uses is done so proportionately, correctly and safely and is committed to protecting the privacy and security of those individuals.
- 1.5.2. Should you wish to view Corby Borough Council's Privacy Notice, as it relates to the information we collect and hold, this can be viewed on our website at <https://www.corby.gov.uk/search/site/privacy%20notice>

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2. PROCUREMENT APPROACH

- 2.1. The following details outline the procurement approach to be adopted, throughout this process.
- 2.1.1. This is a single stage 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 Works required.
- 2.1.2. 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.
- 2.1.3. 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 may be required to provide evidence of this if they are successful at contract award stage.
- 2.1.4. The responses to the evaluation questions will then be scored and weighted as explained in Sections [3](#), [4](#) and [5](#) below. Bidders may be invited to an interview in order to clarify their proposals.
- a. Prior to Contract Award, the highest scoring compliant **PRIMARY** Ultra Low Energy option ([Option 1](#)) and **SECONDARY** Building Regulation Compliant option ([Option 2](#)) will be presented to the next appropriate Council Committee, who will make a final decision on which Option to choose, based on the principles of Best Value in accordance with the Local Government Act 1999 and Value for Money.
- 2.1.5. This procurement is evaluated in two distinct stages, The Standard Selection Questionnaire and then, if Bidders pass this, the Tender submission. The Evaluation Panel will not consider details provided in the Standard Selection Questionnaire (e.g. relevant experience and contract examples) during their evaluation of the Tender submission. Likewise, the answer to one question will not be considered as a part of the answer of another question. All questions and answers are self-contained.
- 2.1.6. 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.
- 2.1.7. The Council will then make its award decision, which will also be subject to the conditions set out in 2.1.4a.
- 2.1.8. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
- 2.1.9. The process is subject to the completion of formal contract documents.

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3. SCORING

3.1. Non-Price Scoring

- 3.1.1. All responses to Quality Questions will be assessed against the Evaluation Criteria set out in Table B, below.
- 3.1.2. Each written tender will be scrutinised by a small panel, which may include, but not be limited to, Council officers, Councillors, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels) and in particular each quality scoring criteria will be awarded points out of 10 according to Table B, below.

TABLE B

Score	Criteria for awarding score
0	No response is provided.
1	Response fails to answer the question asked and is inconsistent or in conflict with other responses provided.
2	Response answers some elements of the question, providing no detail and may be inconsistent or in conflict with other responses provided.
3	Response answers the majority of the question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
4	Response answers the whole question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
5	Response answers the whole question, providing a suitable level of detail.
6	Response answers the whole question, providing a suitable level of detail, taking account of some additional elements which may enhance the service being tendered.
7	Response answers the whole question, providing a considerable level of detail, taking account of some additional elements which may enhance the service being tendered.
8	Response answers the whole question, providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
9	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
10	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail. The response also takes account of additional factors, (economic or demographic, for example) and identifies price and / or quality initiatives, which may affect or enhance the service being tendered, demonstrating innovation and creativity.

- 3.1.3. 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.
- 3.1.4. A bid may not be accepted that significantly fails to satisfy any specific criterion, even if it scores relatively well against all other criteria.

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- 3.1.5. The score (0-10) as detailed in Table B, allocated to each Section Heading Percentage Quality Question submission will be calculated according to the following formula:
- a. A score of 5 represents 50% of scoring marks available.
 - b. As against question 1 (20%) this equates to:
 - i. $50\% \times 20 = 10\%$ for that question
 - c. A score of 6 represents 60% of scoring marks available.
 - d. As against question 2 (15%) this equates to:
 - i. $60\% \times 15 = 9\%$ for that question.
- 3.1.6. For the avoidance of doubt, there are no sub-criteria elements in the Quality Questions, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that Question in accordance with the calculation formula.
- 3.1.7. Where a particular question may list “elements”, Bidders are informed that no such individual element will be scored, per se; instead the “elements” as listed are given for information only to assist Bidders to submit their most comprehensive response and therefore their most competitive bid in all the circumstances.
- 3.2. Predicted Annual Energy Use – PRIMARY Ultra Low Energy Option (Option 1) ONLY**
- 3.2.1. The Bidder, by way of Predicted Annual Energy Assessment SAP Calculations, shall provide a single figure for the Total Predicted Annual Energy Use in kWh/Year for all energy used (i.e. space heating, water heating, electric pumps, fans and systems, lighting, etc.) across the entire development.
- 3.2.2. The Total Predicted Annual Energy Use in kWh/Year figure will be converted into points by applying the formula:
- a. Lowest Predicted Annual Energy Use figure divided by Bidder’s Predicted Annual Energy Use figure multiplied by 100%
 - b. For example, if the Bidder’s Predicted Annual Energy Use figure is 100 kWh/Year, and this is also the lowest Predicted Annual Energy Use figure, the calculation is:
 - i. $100 / 100 \times 100\% = 100\%$ of the available weighting
 - c. A bid of 200 kWh/Year would be calculated as:
 - i. $100 / 200 \times 100\% = 50\%$ of the available weighting.
- 3.2.3. Please note that the lowest Predicted Annual Energy Use figure will receive the highest mark for the Predicted Annual Energy Use question, all other submissions will receive a pro-rata score based on that lowest Predicted Annual Energy Use figure.
- 3.3. Price Scoring**
- 3.3.1. The total price figure will be converted into points by applying the formula:
- d. Lowest price bid divided by Bidder’s price multiplied by 100%
 - e. For example, if the Bidder’s price is £100, and this is also the lowest price, the calculation is:

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- ii. $100 / 100 \times 100\% = 100\%$ of the available weighting
- f. A bid of £200 would be calculated as:
 - j. $100 / 200 \times 100\% = 50\%$ of the available weighting.

3.3.2. Please note that the lowest cost submission will receive the highest mark in the Price sub-heading, all other submissions will receive a pro-rata score based on that lowest price.

3.4. Variable Price Scoring (Extra Over Rates for Use with Unpriced Variations)

- 3.4.1. Due to economic factors constraining public expenditure generally and the Council's available budget in particular for this tender exercise, the Council, in accordance with its duties for Best Value in accordance with the Local Government Act 1999 and Value for Money, wishes to avoid any ambiguity or lack of clarity in its tender instructions to bidders regarding the submission of their Variable Pricing Costs, identified as Extra Over Rates for Use with Unpriced Variations in the Response Document (specifically a and b, below), will not form a part of the standard price evaluation and are to be included for the Council's information only, should they be required throughout the project term.
- a. "Blended Trade" Daywork Rate (£ per hour); and
 - b. Percentage Addition for Overheads and Profit on Daywork Rate and associated Plant Hire and Material Costs (%)

3.5. Committee Approval

- 3.5.1. The highest scoring compliant **PRIMARY** Ultra Low Energy option (**Option 1**) and **SECONDARY** Building Regulation Compliant option (**Option 2**) will be presented to the next appropriate Council Committee, who will make a final decision on which Option to choose, based on the principles of Best Value in accordance with the Local Government Act 1999 and Value for Money.

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4. CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONNAIRE

- 4.1. The Public Contract Regulations 2015 came into force on 26 February 2015. Since this date, short-listing has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the EU Threshold for Goods and Services.
- 4.2. For contracts that are advertised between these two values, instead of a Pre-Qualification Questionnaire, Local Authorities must assess a Bidder's suitability to deliver the requirements as stated in the Specification / Contract. Those Bidders who satisfy the suitability assessment will have their tenders evaluated. Those who do not will be excluded from the process. **THOSE BIDDERS WHO FAIL ANY PASS/FAIL QUESTIONS, WILL NO LONGER BE CONSIDERED IN THE PROCUREMENT PROCESS.** The selection process is based on a template document issued by Central Government. Many of the suitability 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, set out in Table C, below.

TABLE C

Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1. Potential Supplier Information 1.1 (a) Full name (b) i Registered Office (b) ii Registered Web Address (c) Trading Status (d) Company / Charity Registration Number (e) SME (f) Contact Details	Pass/Fail	Pass/Fail
2. Grounds for Mandatory Exclusion 2.1 (a) i Criminal Organisation (a) ii Corruption (a) iii Fraud (a) iv Terrorist Offences (a) v Money Laundering (a) vi Child Labour / Human Trafficking 2.2 (a) In Breach of Obligations re: Tax / Social Security Contributions (b) Interest and/or Fines 2.3 (a) Measures Taken (Self Cleaning)	Pass/Fail	Pass/Fail
2.4 Grounds for Discretionary Exclusion (a) Breach of environmental obligations (b) Breach of social obligations (c) Breach of labour law obligations (d) Bankrupt or is the subject of insolvency or winding-up proceedings. (e) Guilty of grave professional misconduct	Pass/Fail	Pass/Fail

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Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
(f) Entered into agreements with other economic operators aimed at distorting competition (g) Conflict of interest (h) Been involved in the preparation of the procurement procedure (i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions		
3 Economic and Financial Standing 3.1 Audited Accounts or alternative means of demonstrating financial status 3.2 Minimal Financial Threshold 3.3 Parent Company Accounts 3.4 Parent Company Guarantee 3.5 Bank Guarantee	Pass/Fail	Pass/Fail
4 Technical and Professional Ability 4.1 Details of up to three contracts. Evidence of healthy supply chains maintained with sub-contractors	Pass/Fail	Pass/Fail
5 Requirements under Modern Slavery Act 2015 5.1 Relevant commercial organisation 5.2 Compliant with annual reporting requirements	Pass / Fail	Pass / Fail
6 Additional Questions:		
6.1 Insurance	Pass/Fail	Pass/Fail
6.2 Health and Safety (a) Formal health and safety policy / statement (b) Accredited health and safety system (c) Responsible person for health and safety policy (d) Health and safety professional / consultant (e) Health and safety training (staff/sub-contractors)? (f) Accident Records (g) Staff Consultation on Health & Safety Matters (h) Risk Assessments (i) Investigated / Prosecuted for Health and Safety Offence (j) Civil Action for Health and Safety Offence	Pass/Fail	Pass/Fail

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Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
(k) Prohibition / Improvement Notices for Breaches of Health and Safety Legislation		
6.3 Environmental Management	Pass/Fail	Pass/Fail
(a) Policy re: Safe Management of the Environment		
6.4 Equal Opportunities	Pass/Fail	Pass/Fail
(a) Compliant Policy		
(b) Findings of Unlawful Discrimination / Harassment		
(c) Investigated by the Equality and Human Rights Commission		
(d) Complaints Procedure		
(e) Equality Awards	Yes/No	Yes/No

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5. CRITERIA FOR ASSESSING TENDER RESPONSES

5.1. Only those Bidders who pass the Standard Selection Questionnaire (SSQ), will have their tenders evaluated, using the scheme set out in Table D.1 (Option 1) and Table D.2 (Option 2), below.

TABLE D.1: PRIMARY Ultra Low Energy Option (OPTION 1)

Section Headings	Weighting Within Total
QUALITY QUESTIONS (50%)	
Project Management and Design (45%)	
1. Predicted Annual Energy Use	35%
2. Experience of Delivering Ultra-Low Energy Homes	5%
3. Programme of Works	5%
Construction Charter (5%)	
4. Adherence to Construction Charter	Pass/Fail
5. Social Value	5%
PRICING (50%)	
A. Total Cost	50%
Grand Total	100%

TABLE D.2: SECONDARY Building Regulation Compliant Option (OPTION 2)

Section Headings	Weighting Within Total
QUALITY QUESTIONS (10%)	
Project Management and Design (5%)	
1. Predicted Annual Energy Use	Info Only
2. Programme of Works	5%
Construction Charter (5%)	
3. Adherence to Construction Charter	Pass/Fail
4. Social Value	5%
PRICING (90%)	
A. Total Cost	90%
Grand Total	100%

5.2. **Please Note:** The Council still requires a comparative figure of Predicted Annual Energy Use within the **SECONDARY** Building Regulation Compliant Option (OPTION 2) in order to gauge the cost benefit of the Primary Option (Option 1), however, this is for information only and **will not be scored** as a part of the evaluation for Option 2.

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6. INVITATION TO TENDER

- 6.1. When completed, please return **two hard copies and a copy electronically saved on a USB drive** of the response document (Document Four) to:

Democratic Services Manager
Corby Borough Council
Democratic Services Department
Corby Cube
Parklands Gateway
George Street
Corby, Northamptonshire
NN17 1QG

- 6.2. To arrive by **no later than date of tender return**.

- 6.3. ***Please note that no other identifying mark should appear on the envelope. Failure to observe this will mean the tender will be disqualified.***

7. CONTACTS

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

Tahir Majid (Development Programme Manager)
Care of procurement@corby.gov.uk

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

- 7.3. 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.