**Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room.**

**Beach Rd. Portreath TR16 4NN**

**CAP12003**

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**September 2023**

# 1. About Portreath Parish Council

* 1. The Parish of Portreath spans a stretch of the North coast between Porthtowan and Gwithian, bordering with the village of Illogan to its South. Its closest towns are Redruth and Camborne.
  2. In the past, Portreath prospered from its busy harbour, exporting tin ore and importing coal for the mining industry. Fishing also played a major role in village life, and continues into the present

1.3 Today, Portreath is a very popular tourist destination and the village welcomes our visitors every year. Evidence of our industrial and war time past can still be found all over the Parish. Surfers flock here, as well as families looking for a friendly relaxed holiday.

# 2. Background and Context

# 2.1 The contractor is invited to tender for the demolition of the redundant toilet block and construction of a new parish office and community meeting room. The intention of the project is to create a suitable working space for the parish clerk and also to provide a meeting place for community groups.

# 2.2 The project is part of a CLUP grant funded application process and therefore procurement will be subject to grant approval of the project. This will not be known before November 2023. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to deliver the demolition of redundant toilet block and construction of Portreath Parish Council (PPC) Office and Meeting Room:

3.1 Design Specifications and Drawing set

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Doc Ref** | **Date** | **E**nclosure |
| 4280 10A | Bldg Regs. Existing plans, elevations, site plan and location plan | Feb-23 | 1 |
| 4280 11A | Bldg Regs. Proposed plan | Feb-23 | 2 |
| 4280 12 | Bldg Regs. Section A | Feb-23 | 3 |
| 4280 13 | Bldg Regs. Section B | Feb-23 | 4 |
| 22-0427-001 | Topographical Survey | 14-Feb-23 | 5 |
| JHA-1392-01 | Piling and ground beam layout | Jul-23 | 6 |
| JHA 2013 RC | RC Beam details | 26 Jun 23 | 7 |
| JHA 2031 SK | Bar schedules | 28 Jun 23 | 8 |

**3.3 Bill of Materials and Pricing Document**

The Bill of Materials for Pricing by the supplier is at Enclosure 9

**3.4 Form of Tender**

See Enclosure 10. This is to be completed and returned with your tender response.

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

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

PPC will provide the Plaque and Billboard, but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

**3.6 Report.** The successful supplier will be required to submit a report to PPC on how the construction has met some of the Guide for Construction Projects with a Project Value Over £100,000 Sections 2-5 (Enclosure 11 – SPF Construction Project Guidance).

4**. Budget**

The total maximum budget available for this commission is £180,000.00 (exc. VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

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

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance and rectification period as per the JCT Minor Works Terms and Conditions (Enclosure 12). The timetable for submission of the Tender and completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 25 September 2023 |
| Site Visit | 4 October 2023 |
| Last date for raising queries | 1700: 15 October 2023 |
| Last date for clarifications to queries | 1700: 17 October 2023 |
| Deadline to return ITT | **1700: 30 October 2023** |
| Evaluation of ITT | 1-3 November 2023 |
| Preferred supplier notified | 7 November 2023 |
| Contract start date and commencement of work | 2 January 2024 |
| Work complete | 30 June 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and PPC during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement.
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.5 above).
9. Confirmation the supplier will provide a report to PPC on how the construction has met some of the Guide for Construction Projects with a Project Value Over £100,000 Sections 2-5 (Enclosure 11).

**6.2 Social Value**

a. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode.

b. How the supplier is going to contribute to Portreath Parish Climate Action Plan Adopted 20-07-20 (Enclosure 13).

6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.4 Project Method Statement. This should include:

1. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).
2. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.
3. Details of any design proposals.
4. How you are going to meet some of the Guide for Construction Projects with a Project Value Over £100,000 Sections 2-5 (Enclosure 11).

6.5 Completed and costed Bill of Materials and completed and signed Form of Tender.

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with PPC.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and PPC or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit PPC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

Ian Stewart [ianstewartppc@outlook.com](mailto:ianstewartppc@outlook.com)

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

Responses to clarifications will be anonymised and uploaded by PPC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind PPC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria:**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Social Value | 10 |
| Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode. This will be calculated by the value of the local purchases divided by the total contract value x 5 marks.  How the supplier is going to contribute to Portreath Parish Climate Action Plan Adopted 20-07-20 (Enclosure 13). (5 Marks) |  |
| Ref 6.3 Previous examples | 10 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.4 Project Method Statement | 20 |
| a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.  c. Details of any design proposals.  d. How you are going to meet some of the Guide for Construction Projects with a Project Value Over £100,000 Sections 2-5. (Enclosure 11). |  |
| Ref 6.5 Budget | 60 |
| A **fixed fee** for this work (exc. VAT) including travel and other expenses.  The lowest bid will be awarded the full 60marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e., Marks awarded = 60 x lowest bid/bid. |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, PPC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

PPC is not bound to accept the lowest price or any tender. PPC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with PPC’s internal procedures and PPC being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached JCT Minor Works Contract (part completed) at Enclosure 12.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to :

portreathparishcouncil@gmail.com

with the following message clearly noted in the Subject box; ‘Demolition of redundant toilet block and construction of Parish Council Office and Meeting Room.’

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

# 15. Disclaimer

The issue of this documentation does not commit PPC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between PPC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement, or representation between PPC and any other party (save for a formal award of contract made in writing by PPC or on behalf of PPC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by PPC, or any information contained in PPC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by PPC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

PPC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render PPC liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

