**Invitation to Tender**

**Refurbishment of 3a Alverton Street**

**Penzance TR18 2QH**

**Ref: PZ00080**

# 1. About Justin Duance Limited

Justin Duance Limited are an established contemporary jewellery design and manufacturing company with an international client base. Founded 23 years ago,

Justin has built a business on the foundations of a highly skilled workforce, sustainable practices and ethical employee culture.

# 2. Background and Context

We have outgrown our current rented premises and fulfilled a long-term dream to own our own workshop space. The building we have bought is

currently empty and in a poor state of repair. This refurbishment would enable us to carry out a **full restoration tha****t is sensitive to both the historical**

**building and its surroundings** whilst working with the latest green technologies for power and heat to future-proof this beautiful building.

The necessity for our project stems from the current limitations imposed by our small and rented premises. Our business is constrained in a space that hinders our growth potential, limits production capacity, and impedes customer interaction. The inefficiency of the layout further impairs these challenges, with staff lacking privacy for meetings and facing inadequate welfare facilities.

The expanded space not only accommodates our current needs but also provides room for diversification and innovation, ensuring sustainable growth in the long term.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

It is very important to the client that any potential supplier undertakes the refurbishment with sensitive to both the historical building and its surroundings whilst working with the latest green technologies for power and heat to future-proof this beautiful building.

The refurbishment has been split into 2 Lots and the supplier is to deliver Lot 1 and 2 as one project.

**3.1 Location**

3a Alverton Street Penzance TR18 2QH (Enclosure 1).

**3.2 Drawing Set and Specifications**

1. Enclosure 2. Building regs details
2. Enclosure 3. Original elevations
3. Enclosure 4. Original plan
4. Enclosure 5. Proposed elevations
5. Enclosure 6. Proposed plan
6. Enclosure 7. Contract Particulars
7. Enclosure 8. Asbestos Refurbishment Demo Survey, 3A Alverton Street, Penzance, Cornwall, TR18 2QH, 02-10-23
8. Enclosure 9. Asbestos sample result SCO-23-25934
9. Enclosure 10. A24\_02513-ACFULZ\_-\_CONDITIONAL\_APPROVAL-8076431
10. Enclosure 11. Alverton st Electrics plan. V2

**3.3 Schedule of Works/Bill of Materials**

3.3.1 Enclosure 12.

**3.4 Pricing Document**

3.4.1 Enclosure 12 completed

**3.5 Form of Tender**

3.5.1 Enclosure 13 Form of Tender

**3.6** **Other contractors**

3.6.1 The client has engaged the following specialist contractors with whom the supplier will be required to liaise with:

1. Extraction
2. PV/Heat Pump

**3.7 Environment and Sustainability**. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 14):

1. Attitude to collaborative problem solving within a defined team structure
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

4**. Budget**

The total maximum budget available for this commission is £230,000 (exc VAT) but inclusive of all expenses.

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 in accordance with the JCT Minor Works Building 2016 Edition (MW 2016) form of contract but must complete no later than 30 June 2025. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 23 September 2024 |
| Site visit to be arranged by email with:  justin@justind.co.uk | 24 September to 8 October 2024 |
| Last date for raising queries | 1700: 8 October 2024 |
| Last date for clarifications to queries | 1700: 9 October 2024 |
| Deadline to return ITT | **1700: 1 November 2024** |
| Evaluation of ITT | 4-6 November 2024 |
| Preferred Supplier notified | 7 November 2024 |
| Start of work | 18 November 2024 |
| Completion of work | 30 June 2025 |

# 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 supplier and Justin Duance Limited during the tender selection process, and for further correspondence.
2. Confirmation that the supplier has the resources available to meet the requirements outlined in this brief and its timelines.
3. Confirmation that the supplier 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. Completed SOW (see Section 3)
9. Completed Form of Tender (see Section 3)

6.2 Environment and Sustainability. The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as (see also Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 Enclosure 10):

1. Attitude to collaborative problem solving within a defined team structure.
2. Anticipate and note the likely challenges and how they would be accommodated
3. How you will reduce energy and fuel consumption in the provision of the contract
4. How you will re-use resources
5. How you will increase recycling levels and reduce the amount of waste
6. How you will use environmentally friendly and ethically sourced goods
7. How you will contribute to reducing the carbon footprint
8. How you will contribute to pollution reduction

6.3 Details of 2 similar projects of value and size at least one should demonstrate how you have undertaken work fulfilling the general requirement listed in section 3: *It is very important to the client that any potential supplier undertakes the refurbishment with sensitive to both the historical building and its surroundings whilst working with the latest green technologies for power and heat to future-proof this beautiful building.*  Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.

6.4 Project Method Statement. This should include:

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. How you plan to cooperate with the 2 other subcontractors listed at 3.6

d. Details of any design proposals

e. Monthly valuation forecast

6.6 Budget including total amount (£) to be 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.

**7. Sub-contracting**

Suppliers 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 Justin Duance Limited.

**8. Conflicts of Interest**

Suppliers 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 Justin Duance Limited 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 Justin Duance Limited 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:

[justin@justind.co.uk](mailto:justin@justind.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Justin Duance Limited to Contracts Finder and will be viewable to all suppliers.

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 Justin Duance Limited unless such representation is in writing and duly signed by a Director/Partner of the supplier. 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 Environment and Sustainability. | 10 |
| The funders of this project require a strong focus on environmental sustainability and equality and diversity. Please provide information that demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. Your response should address such points as:    a. Attitude to collaborative problem solving within a defined team structure  b. Anticipate and note the likely challenges and how they would be accommodated  c. How you will reduce energy and fuel consumption in the provision of the contract  d. How you will re-use resources  e. How you will increase recycling levels and reduce the amount of waste  f. How you will use environmentally friendly and ethically sourced goods  g. How you will contribute to reducing the carbon footprint  h. How you will contribute to pollution reduction |  |
| Ref 6.3 Previous examples | 10 |
| Details of 2 similar projects of value and size at least one should demonstrate how you have undertaken work fulfilling the general requirement listed in section 3: It is very important to the client that any potential supplier undertakes the refurbishment with sensitive to both the historical building and its surroundings whilst working with the latest green technologies for power and heat to future-proof this beautiful building. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed. |  |
| Ref 6.4 Project Method Statement | 20 |
| Project Method Statement. This should include:  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 |  |
| Ref 6.5 Budget including Social Value 50/10 | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 marks. 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 = 50 x lowest bid / bid  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 is to be detailed in your response. Marks awarded = 10 x Contract Value to be spent in Cornwall/Total Contract Value |  |

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, Justin Duance Limited reserves the right to seek clarification in writing from the suppliers, 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.

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

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance JCT contract.

# 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

[justin@justind.co.uk](mailto:justin@justind.co.uk)

with the following message clearly noted in the Subject box;

‘PZ00080 ITT Return’

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

# 15. Disclaimer

The issue of this documentation does not commit Justin Duance Limited 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 Justin Duance Limited or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Justin Duance Limited and any other party (save for a formal award of contract made in writing by Justin Duance Limited or on behalf of Justin Duance Limited).

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

Justin Duance Limited 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 Justin Duance Limited liable for any costs or expenses incurred by suppliers during the procurement process.

# 16. Enclosures

1. Location

2. Building regs details

3. Original elevations

4. Original plan

5. Proposed elevations

6. Proposed plan

7. Contract Particulars

8. Asbestos Refurbishment Demo Survey, 3A Alverton Street, Penzance, Cornwall, TR18 2QH, 02-10-23

9. Asbestos sample result SCO-23-25934

10. A24\_02513-ACFULZ\_-\_CONDITIONAL\_APPROVAL-8076431

11. Alverton st Electrics plan. V2

12. Schedule of Works/Bill of Materials

13. Form of Tender

14. Guide for Construction Projects With a Project Value Over £100,000