**Invitation to Tender**

***Mevagissey Museum Building Upgrade***

**CLUP**

# 1. About Mevagissey And District Museum Trustees

The building that houses the museum is a museum piece in its own right. Dating from 1745 it was part of a boat builder's yard that at one time extended to the far corner of the cliff. It was built straight into the rock face that you can see behind the kitchen dresser. When it was first built, boats were constructed on the ground floor, while the first floor was the carpenter’s workshop and the top floor was used as a store. As the boatyard became more successful the yard expanded outwards and was a hive of activity for many years.

​When the last boat builder to work in this building, Arthur Frazier, retired, he kindly offered to sell the building to the museum at a reduced cost and thanks to the generosity of a local benefactor, Mrs Matson, the museum trustees were able to acquire the building for future generations.

Most of the roof supports are spars from old revenue-dodgers, refitted or broken up: the tools on display and the lathe upstairs, with its hand-turned wheel, built their replacements. Elsewhere in the museum, a wider picture emerges of life in Mevagissey through a broad collection of artifacts.

On display are larger exhibits such as the apple crusher and cider press, an original horse-drawn, rotating barley thresher, and a perfectly detailed Cornish kitchen with a working cloam oven. There is also a wonderful collection of photographs depicting village life in the 19th and 20th centuries, as well as many other small exhibits that perfectly depict life in Mevagissey over the years.

# 2. Background and Context

The trustees are looking to refurbished parts of the museum and build a new entrance foyer. Therefore, we are looking for a suitable construction supplier that has experience on working on Listed Buildings.

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

The successful tenderer will be expected to undertake the following activities with reference to the drawing supplied:

3.1 Drawing set

Enclosure 1. PA22\_10625-ACLBCZ\_-\_CONDITIONAL\_APPROVAL-7169508

Enclosure 2. ufm4\_ACLBCZ\_-\_Conditional\_approval

Enclosure 3. GRB01 Existing GF Plan

Enclosure 4. GRB11 Proposed GF Plan

Enclosure 5. GRB02 Existing FF Plan

Enclosure 6. GRB12 Proposed FF Plan

Enclosure 7. GRB04 Existing Front-North Elevation

Enclosure 8. GRB03 Existing Roof Plan

Enclosure 9. GRB013 Proposed Roof Plan

Enclosure 10. GRB05 Existing Side-East and West Elevations

Enclosure 11. GRB14 Proposed Front-North Elevation Rev A

Enclosure 12. GRB15 Proposed Side-East and West Elevations Shop front

3.2 New lobby (this will be started in September 2024 and completed no later than 31 October 2024)

1. Break out old slab, forming foundations to Building Control requirements, relaying slab with appropriate insulation, membranes, DPCs and Radon protection
2. Dismantle and dispose of pine lobby.
3. Lay 75mm reinforced Granolithic levelling screed to new lobby area after sealing existing concrete.
4. Build 150mm thick timber stud wall inside existing wall.
5. Line externally with render on render board on batten on breather membrane on 12mm the Stirling board.
6. Insulate with 150mm the wool insulation.
7. Line internally with 15mm ply on moisture barrier.
8. Timber frame over doors to be clad in black painted timber cladding.
9. Timber nibs to side of doors.
10. Lead detail to top of existing wall.
11. Form roof using structural timber overlaid with 19mm ply and waterproofed with Ruberoid roofing system including all flashing.
12. Insulate with wool insulation and underline with plasterboard and skim coat plaster.
13. Ensure ventilation to front and side.
14. Fix black painted facias to front and side
15. Fit and fix double shop front doors (Open out) with side panels. Level access. Doors to be the same or equivalent specification as that of [Commercial Shop Door Style 43 | Aluminium Commercial Doors (justvaluedoors.co.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.justvaluedoors.co.uk%2Fcommercial-shop-door-style-43&data=05%7C02%7Cgraham.woodworth%40cornwall.gov.uk%7Cdee0f3ae30494c9e23f308dc28162007%7Cefaa16aad1de4d58ba2e2833fdfdd29f%7C0%7C0%7C638429322697762347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=5qd%2Fei8BS2JAgY%2F8ApxXCh6aktmlyLRBoVoe7Sr9IK8%3D&reserved=0)
16. Doors to be etched with the Museum logo – the artwork will be supplied to the winning supplier.
17. Rainwater goods in black plastic as drawings. Including to adapt existing from main roof.
18. Electrical work to run a new light and 2 double sockets from existing.
19. Supply and lay 12mm slate flooring 600mm square tiles
20. Extend water tap to outside from WC area.
21. Make good all finishes

3.3Roof (Start in April 2024 and completed by 10 May 2024)

1. Erect scaffold to front and side of museum.
2. Clean roof of all debris and use a metroflex overlay system with powder catalyst over the existing felt. Then 300 gram graded matting, metroflex primer finished in grey.
3. Clean out all gutters on completion.
4. Clean and tidy after roofers and scaffolders

3.4 **Shared Prosperity Fund Branding and Publicity Guidance**

<https://ciosgoodgrowth.com/wp-content/uploads/2023/10/UK-SPF-_-Branding-and-Publicity-V8.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.*

Mevagissey And District Museum Trustees will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The total maximum budget available for this commission is £70,000.00 (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 from the date of signing the contract until acceptance by Mevagissey And District Museum Trustees . The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 8 February 2024 |
| Site visit. This is to be arranged by email with jrpolgooth@gmail.com | 21 February 2024 |
| Last date for raising queries | 1700 28 February 2024 |
| Last date for clarifications to queries | 1 March 2024 |
| Deadline to return ITT | **1700 13 March 2024** |
| Evaluation of ITT | 14 March 2024 |
| Preferred supplier notified and award of contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# 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 Mevagissey And District Museum Trustees 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. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
6. Conflict of interest statement
7. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.4 above)

6.2 Social Value. 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

6.3 Details of 3 similar projects of value and size. Each Example should be no more than 3 sides of A4. Links to websites will not be viewed.

6.4 Budget

**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 Mevagissey And District Museum Trustees.

**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 Mevagissey And District Museum Trustees 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 Mevagissey And District Museum Trustees 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:

[jrpolgooth@gmail.com](mailto:jrpolgooth@gmail.com)

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

Responses to clarifications will be anonymised and uploaded by Mevagissey And District Museum Trustees 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 Mevagissey And District Museum Trustees 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 is to be detailed in your response. Local Value/Total Value x 10 |  |
| Ref 6.3 Examples | 30 |
| Details of 3 similar projects of value and size. Each Example should be no more than 3 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60 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 = 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, Mevagissey And District Museum Trustees 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.

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

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the successful tenderer’s response.

# 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

[jrpolgooth@gmail.com](mailto:jrpolgooth@gmail.com)

with the following message clearly noted in the Subject box;

‘Mevagissey Museum Building Upgrade’

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

# 15. Disclaimer

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

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 Mevagissey And District Museum Trustees or any information contained in Mevagissey And District Museum Trustees’ 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 Mevagissey And District Museum Trustees for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Mevagissey And District Museum Trustees 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 Mevagissey And District Museum Trustees liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

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