**Invitation to Tender**

***Pendeen Community Cemetery Project***

**Ref: CLUP**

# 1. About Land’s End Peninsula Community Land Trust

Pendeen Village is an isolated rural community in far West Cornwall around 7 miles from Land’s End. The sense of belonging, and connection, to this wild unspoilt land, and to each other is incredibly strong here. This connection to ancestors and to the land is perhaps made stronger by the fact that this was historically a proud Cornish mining community. In the not-too distant past it has suffered a number of mining tragedies, and finally the loss of the mines themselves in the 1980's.

There is a huge intergenerational community spirit that exists, and residents support one another on many levels – physically, emotionally, spiritually, and even financially when they can (and have done so for decades, not just during the recent Covid crisis). The existing graveyard in Pendeen village (which served not only the village but also several other outlying hamlets) is now completely full.

Currently there are no burial places for those wishing to be laid to rest in their community, close to many generations of their family and friends. Neither the church nor the local authority will take on any extra provision.

The Covid pandemic exacerbated the anxiety of this situation, particularly amongst the elderly residents. Many residents are fearful that their loved ones will have to be buried some distance away - in cemeteries that are difficult to reach from our isolated village, and that are not close to previous generations of their family that lie buried here in Pendeen.

# 2. Background and Context

The aim of the project is to establish a community-run cemetery, open to all (or no) faiths, beliefs, and lifestyles without discrimination. We believe this to be the first venture of its kind in the UK. All necessary local authority planning permissions have been obtained, along with the required Environmental Agency stipulations, and South West Water agreements. All that remains to be done is the groundworks, and construction elements that will turn what is essentially just a field at the moment, into a fully operational, accessible, functioning community cemetery

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:

3.1 Design Specifications

3.1.1 20-0044-001 Pendeen Community Cemetery Project, Pendeen - Topographical Survey (Enclosure 1)

3.1.2 19416 Pendeen Community Cemetery Initial Investigation (Enclosure 2)

3.1.3 19452 Pendeen Community Cemetery Site Investigation (Enclosure 3)

3.1.4 19846 - Pendeen Letter Report Wells (Enclosure 4)

3.1.5 PCC Planning Permission (Enclosure 5)

3.1.6 Planning Granted Enclosure 6

3.1.7 Pendeen Burial Space Landscaping Plan (Enclosure 7)

3.1.8 Car park (Enclosure 8)

**3.2 Location**

Land adjacent To Institute Pendeen Cornwall TR19 7SG (see also Enclosure 7)

**3.3 Fencing**

To fence off area with Heras fencing and to mark out areas of South West Water Buffer. To supply welfare unit and compound area for duration of works; assume 20 weeks. (see Enclosure 7)

**3.4 Grave Preparation**

Scraping off of the topsoil for the site, filling of area with subsoil to a depth of 7 feet; if this is not possible to a minimum of 6 feet, the reinstating of the topsoil to create depths for the digging of 341 burials and the re-seeding of area after depths for graves have been achieved.

**3.5 New Lychgate**

To erect new steel five bar gate to entrance of proposed new community graveyard (see Enclosure 7)

**3.6 Car Park Extension**

To clear off area of small extension to existing Car Park and to kerb between Community Centre and line spaces and tarmacking the whole car park area ~~the~~ (see Enclosure 8)

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

To erect and supply signs for the entrance of Community Cemeteryand during the construction activity in accordance with the specification found:

<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.*

The permanent plaque should be painted coated metal.

4**. Budget**

The total maximum budget available for this commission is £125,000 (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 acceptance by the tenderer. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 21 December 2023 |
| Site visit to be arranged by email to  [deliawebb@btinternet.com](mailto:deliawebb@btinternet.com) | 8 January 2024 |
| Last date for raising queries | 1700 15 January 2024 |
| Last date for clarifications to queries | 17 00 17 January 2024 |
| Deadline to return ITT | **1700:31 January 2024** |
| Evaluation of ITT | 1-2 February 2024 |
| Preferred bidder notified | 5 February 2024 |
| Award of Contract will be subject to obtaining grant funding | TBC |
| Contract start | 1 March 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 Land’s End Peninsula Community Land Trust 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 3.8 above)

6.2 Details of 3 similar landscaping projects of value and size. Each Example should be no more than 2 sides of A4; links to websites will not be viewed.

6.3 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.

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 Land’s End Peninsula Community Land Trust.

**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 Land’s End Peninsula Community Land Trust 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 Land’s End Peninsula Community Land Trust 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:

Jeremy-spanton@hotmail.co.uk

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

Responses to clarifications will be anonymised and uploaded by Land’s End Peninsula Community Land Trust 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 Land’s End Peninsula Community Land Trust 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 Previous examples | 30 |
| Details of 3 similar landscaping projects of value and size. Each Example should be no more than 2 sides of A4; links to websites will not be viewed. |  |
| Ref 6.3 Project Method Statement | 10 |
| 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. |  |
| 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 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, Land’s End Peninsula Community Land Trust 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.

Land’s End Peninsula Community Land Trust is not bound to accept the lowest price or any tender. Land’s End Peninsula Community Land Trust will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Land’s End Peninsula Community Land Trust’s internal procedures and Land’s End Peninsula Community Land Trust 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 bidder’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:

[Jeremy-spanton@hotmail.co.uk](mailto:Jeremy-spanton@hotmail.co.uk)

with the following message clearly noted in the Subject box:

‘Pendeen Community Cemetery Project’

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

# 15. Disclaimer

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

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 Land’s End Peninsula Community Land Trust or any information contained in Land’s End Peninsula Community Land Trust’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 Land’s End Peninsula Community Land Trust for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Land’s End Peninsula Community Land Trust 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 Land’s End Peninsula Community Land Trust liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures:

1. 20-0044-001 Pendeen Community Cemetery Project, Pendeen - Topographical Survey

2 19416 Pendeen Community Cemetery Initial Investigation

3 19452 Pendeen Community Cemetery Site Investigation

4 19846 - Pendeen Letter Report Wells

5 PCC Planning Permission

6 Planning Granted

7 Pendeen Burial Space Landscaping Plan

8 Car park plan