**Invitation to Tender**

**Cladding and Insulation of Premises Longdowns, Penryn, Cornwall**

**BUS001 BG 069\_1**

# 1. About Ultimate Protection Ltd

Ultimate Protection Group is a team of commercial coatings and flooring installers working across all industries, providing high performance, industry-specific finishes proven in some of the world’s most demanding conditions, from intumescent protection to boat paint.

Our roots are in Cornwall’s long-standing maritime and port sector. We're specialists in superyacht finishing. And today we deliver resin flooring and commercial coating services, and products, to customers operating in a wide range of sectors, from education to warehousing.

# 2. Background and Context

Ultimate Protection big expansion plans, and a major part of these plans is the relocation to a new premises which will support business growth goals and provide much needed space, infrastructure and equipment. This will allow us to increase our operational capacity and productivity, offer new services, and streamline our processes.

This move is planned for May 2024 and the premises that we have chosen requires infrastructure improvements; the main improvement being cladding and insulation.

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 lowest compliant Tender.

# 3. Tender requirements

Quote to supply and erect proposed works. The successful tenderer will be expected to undertake the following activities:

3.1 Background

The premises is located in Longdowns, Penryn, Corwnall. Building Details:

1. Open sided
2. 60’ long x 30’ wide
3. 16’ to eaves
4. Roof pitch 12 degrees
5. Erected in 3 x 20’ bays

The scope of this tender is the following works:

1. Foundation improvements
2. Supply and install door posts
3. Supply and install cladding rails
4. Supply and install cladding and insulation
5. Supply and install roof cladding
6. Supply and install gutters
7. Supply and install doors
8. Concrete floor

3.2 Foundation work

Excavate pocket foundations (spoil can be left on-site). Hold down bolts set in C25 conrete and grouted. Allowance for 2m3.

3.3 Supply and install door posts

2 x door posts, Length 5m (203mm x 133mm x 25kg). Steel finish – hot dipped galvanised.

3.4 **Supply and install cladding rails**

Metsec cold rolled system, or equavalent specification / standard.

**3.5 Supply and install cladding**

 80mm thick composite panels to all elevations, clad down to FFL. Omitting openings.

**3.6 Supply and install roof cladding**

115mm thick composite panels with 1 x sky light per bay, per side.

**3.7 Supply and install gutters**

 Plastisol coated trim line gutters with 1 x down pipe per side.

**3.8 Supply and install doors – 1 x electrically operated roller shutter door, 1 x personnel door**

1 x 4m wide x 4.2m high plastisol coated, electrically operated roller shutter door.

 2 x 1m wide x 2.1m high powder coated steel personnel doors.

**3.9 Concrete floor**

 Supply 80t of type 1 hardcore grade and compact in the building area. Supply and lay C35 concrete 175mm thick with 1 layer of A252 reinforcing mesh laid on a raddon membrane with a full power float finish. Spray with proseal hardener. Cut expansion joints off of all structural steels. Fill joints with a floor grade mastic.

4**. Budget**

The total maximum budget available for this commission is £80,000.00 (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 acceptance by the client. The timetable for submission of the Tender, completion of the programme are set out below.

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| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 3 May 2024 |
| Site visiy to be arranged by email withinfo@up-group.uk | 10 May 2024 |
| Last date for clarifications to queries to be raised | 1700: 17 May 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 1700: 18 May 2024 |
| Deadline to return ITT | **1700: 30 May 2024** |
| Evaluation of ITT | 3 June 2024 |
| Preferred supplier notified | 4 June 2024 |
| Award of Contract  | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |
| Subject to obtaining grant funding, commencement of work | 8 July 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets.

6.2 Complete the compliancy matrix enclosure 1. This should demonstrate how you meet or exceed the requirement in section 3. Where necessary please answer by cross referring to any proposal or technical or specification sheets provided in 6.1.

6.3 Copy of your company’s Terms and Conditions and Payment Plan

**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 Ultimate Protection Ltd.

**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 Ultimate Protection Ltd 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 Ultimate Protection Ltd 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:

info@up-group.uk

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

Responses to clarifications will be anonymised and uploaded by Ultimate Protection Ltd 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 Ultimate Protection Ltd 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. The award of the contract will be to the LOWEST COMPLIANT BID.

11**. Tender Award**

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

# 12. 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

info@up-group.uk

 with the following message clearly noted in the Subject box;

‘BUS001 BG 069\_1’

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

**13.** **Disclaimer**

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

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 Ultimate Protection Ltd or any information contained in Ultimate Protection Ltd’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 Ultimate Protection Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Ultimate Protection Ltd 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 Ultimate Protection Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

# 14. Enclosures

1. Compliancy Matrix