INVITATION TO TENDER FOR

EXTENSION AND INTERNAL REFURBISHMENT OF PART OF THE SPORTS PAVILION AT KING GEORGE V PLAYING FIELD, POUND LANE, SONNING, RG4 6XE

SONNING PARISH COUNCIL REF: A0002

Return Date of ITT: Tuesday 27th August 2024 at 17.00

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Dear Sir/Madam

Invitation to Tender Ref: A0002

Scope of Service: Extension and Internal Refurbishment of part of the Sports Pavilion

Sonning Parish Council is pleased to invite tenders for the extension and internal refurbishment of the part of the sports pavilion as laid out in this Invitation to Tender and more fully in the Specification.

The tender documents comprise this Invitation to Tender and the ITT documents. This procurement is being advertised on the Crown Commercial Services Contracts Finder portal.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their relevant experience, past performance, technical skills, resources, management skills and methodology to meet the requirements of Sonning Parish Council for extension and internal refurbishment of the part of the sport pavilion.

The successful applicant will be required to deliver services in accordance with all documents & specifications and the JCT contract to be placed with the successful applicant.

The contract will be subject to Sonning Parish Council’s requirements and satisfactory performance through continuous monitoring and performance review. During the contract life, the successful applicants will need to achieve continuous improvement. Failure to do so may result in the contract being terminated.

Any questions concerning this document, or the tendering process should be sent via Sonning Parish Council email **no later than 2nd August 2024.**

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

Sonning Parish Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Sonning Parish Council reserves the right not to contract or contract only in part with any applicant.

Applicants:

* Shall either destroy or return all documentation related to the tender process if Sonning Parish Council so directs.
* Shall ensure that tenders are both technically and arithmetically correct. Should Sonning Parish Council discover any arithmetical errors in the Applicant’s tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Sonning Parish Council.
* Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
* Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

The contract will be entered into on the basis of the total tender package (inclusive of VAT).

This will be a JCT Minor Works Building Contract in line with the document “22-010-Full Spec V3” included in the supporting documents.

Payment terms will be 30 days or as otherwise agreed with the Parish Council.

The information supplied within this ITT and accompanying documents reflects Sonning Parish Council’s current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

* Sonning Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates.
* Sonning Parish Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant.
* Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
* Neither this ITT nor any information supplied by Sonning Parish Council should be relied on as a promise or representation as to its future requirements.
* This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete and return either electronically or by post:

1. **Appendix 1 -** Tenderer Declaration Form
2. **Appendix 2 –** Pricing Schedule
3. **Appendix 3 –** Supplier Technical Questions & Answer Sheet

**Tender Contact:**

Clerk to the Council, Mrs Lesley Bates

Sonning Parish Council

Pearson Road,

Sonning,

Reading RG4 6UL

[clerk@sonning-pc.gov.uk](mailto:clerk@sonning-pc.gov.uk)

01189697753

**SECTION 2 – Scope of Procurement**

Sonning Parish Council is looking to procure Building Construction Work and Refurbishment Work for an extension and internal refurbishment of the Sonning Pavilion.

Sonning Parish Council are looking for a high-quality solution for the specified extension and internal refurbishment of the part of the sport pavilion from high quality providers that deliver a service that is demonstrably focused around the needs of Sonning Parish Council. Tenderers are requested to study the specification document in detail and ensure that the specified requirements can be met that are stated within the document and thus your understanding of our requirements is reflected in your Pricing schedule return.

The contract for the provision of the building construction and refurbishment work is expected to commence late October 2024, with the exact dates to be agreed depending on the agreement between the successful provider and Sonning Parish Council.

Sonning Parish Council wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation, achieved through the **M**ost **E**conomical **A**dvantageous **T**ender submitted.

The principle benefits anticipated by Sonning Parish Council in this procurement include;

* Ability to maximise opportunities for best value and efficient services.
* To allow bidders to explore efficiencies, this may be possible by suggesting innovative and cost-effective solutions.
* Presentation of cost savings to Sonning Parish Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include the erection of a single storey side extension to existing Pavilion to include partial removal of existing structure, internal alterations and upgrading to existing Pavilion.

Table A – Supporting Documents (below) includes the documents which outline the scope and specification for this work, copies of these will be made available on the SPC website (see link in Appendix 4).

Please note one correction in that the dates within paragraph 1.20 in the specification included with this tender should read:-

Commencement Date  - late October 2024

Completion Date – no later than April 2025

Table A – Supporting ITT Documents

|  |  |
| --- | --- |
| ID | Document |
| 1 | 22-010 SU01 - SURVEY SITE PLAN |
| 2 | 22-010 SU02 - SURVEY PLANS AND ELEVATIONS |
| 3 | 22-010 Document Issue Sheet TENDER 2024 |
| 4 | 22-010 W010 B - GA SITE PLAN |
| 5 | 22-010 W011 C- GA FLOOR PLAN |
| 6 | 22-010 W012 B- GA ELEVATIONS |
| 7 | 22-010 W013 C- GA SECTIONS AND DETAILS |
| 8 | 22-010-Full Spec V3 |
| 9 | 22-079 110624 Structural Calculations |
| 10 | 22-079-OMK-DR-S-100\_C |
| 11 | 4999-PAVI-ICS-01-XX-M2-C-0200-P03(S2)-Drainage |
| 12 | 4999-PAVI-ICS-01-XX-M2-C-0400-P01(S2)-Drainage Details 1 of 2 |
| 13 | 4999-PAVI-ICS-01-XX-M2-C-0401-P01(S2)-Drainage Details 2 of 2 |
| 14 | 4999-PAVI-ICS-01-XX-M2-C-0402-P01(S2)-Car Park Details |
| 15 | cellular soakaway calculation - Sports Pavillion |

**SECTION 3 – Award Criteria**

**How bids will be evaluated**

The award will be based on the highest scoring Bid on the basis of the following weighting: Price 40% and Quality 60%.

References obtained from the submitted referees will be assessed for relevance on a pass or fail basis. Where either the responses from referees or relevance give rise to concerns about the bidders, ability to undertake the contract, then at the discretion of the Council, the bid may be considered a fail.

**Price**

Price will be assessed as follows:  
The lowest cost will be awarded the maximum 40% of the total evaluation marks. All other Bidders' scores will be evaluated by dividing the lowest cost by the Bidders comparison cost and multiplying that proportion by 40% to provide each Bidder with their percentage of the total evaluation marks available. The following is a worked example:

Bid A lowest cost (£1): Score 40  
Bid B comparison cost (£2): Score 20

(The lowest cost divided by the comparison cost multiplied by 40 equals their percentage of the total evaluation marks available.  
1/2 x 40 = 20)

**Quality**

Quality therefore accounts for 60% of the score with the breakdown. 60% will be awarded based on responses to the questions in Appendix 4 in the Invitation To Tender and with the evaluation of answers as per the Table B below. These scores might be revised based on any written clarifications and your responses to questions during an interview stage should SPC invite you to attend this stage. We anticipate that the two bidders with the highest scores will be invited to meet with the council for a final round of clarification questions to determine the overall winning bid.

Bidders’ responses to the questions will be scored out of a possible maximum of (5) marks. The following table explains how the Council will evaluate and score answers:

|  |  |
| --- | --- |
| **Evaluation of answer** | **Marks** |
| Proposal meets the required standard in all material respects | 5 |
| Proposal meets the required standard in most material respects,  but is lacking or inconsistent in others | 4 |
| Proposal falls short of achieving expected standard in a number of identifiable respects | 3 |
| Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals | 2 |
| Completely fails to meet required standard or does not provide a proposal | 1 |
| Nil response (no answer provided) | 0 |

Table B: Evaluation of answers

**Tenderers invited to the Interview stage will be expected to provide any equipment, consumables and suitably qualified/skilled staff required during this process free of charge.**

Sonning Parish Council reserves the right to invite other Tenderers, by rank order, to participate in the Interview stage if required.

**Evaluation Process**

Each Offer Schedule will be scored in accordance with the evaluation process stated above.

Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of Sonning Parish Council are unrealistically low or not reasonably sustainable (in terms of Quality or Price) may be rejected.

The weighted scores within each sub-criteria will be added together to arrive at the total score.

* 1. **Contract Term**

It is intended that any resultant Contract Period shall commence within 4 weeks after receipt of formal letter of award or any extension of such period as may be agreed in writing. The Tender shall be valid for acceptance for a period of 3 months from date of Tender Submission. The contract will be for a period of **18 weeks**.

**SECTION 4 – PRICING SCHEDULE**

As given in **Appendix 2**

**SECTION 5 – Terms For Submission of Tenders**

**5.1 Closing Date & Submission**

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **17:00** hours (**5pm**) on **Tuesday 27th August 2024**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via e mail to: [clerk@sonning-pc.gov.uk](mailto:clerk@sonning-pc.gov.uk)

Or

Via post to:

The Council Office, Pearson Road, Sonning, Reading, RG4 6UL

Marked for the attention of: Lesley Bates, Clerk to the Council.

Tender Documents can be found at Sonning Parish Council’s web site:

<https://www.sonning-pc.gov.uk>

**5.2 Proposed Schedule of Events**

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as Sonning Parish Council reserves the right to extend and / or amend the timetable as necessary. Any major changes will be discussed with potential tenderers.

Please note one correction in that the dates within paragraph 1.20 in the specification included with this tender should read:-

Commencement Date  - late October 2024

Completion Date – no later than April 2025

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start Date** | **Finish Date** |
| Invitation to Tender (ITT) | **22/07/2024** | **27/08/2024** |
| **(17:00)** |
| Tenderers to submit any clarification questions or requests for a site visit | **22/07/2024** | **02/08/2024** |
| Sonning Parish Council responds to questions and comments via email to all tenderers | **16/08/2024** | **16/08/2024** |
| Submission Deadline | **27/08/2024 (17:00)** | |
| Interviews and reference checks (as req’d) | **27/08/2024** | **06/09/2024** |
| Tenders evaluated | **06/09/2024** | **20/09/2024** |
| Bidders notified of contract award | **09/10/2024** | |
| Standstill Period | **09/10/2024** | **21/10/2024** |
| Contract signing |  | **22/10/2024** |
| Works to start |  | **Late October 2024** |

**5.3 Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance, but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Sonning Parish Council commits Sonning Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Sonning Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Sonning Parish Council’s procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of Sonning Parish Council in connection with this ITT. The

firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Sonning Parish Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Sonning Parish Council as the Sonning Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Sonning Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Sonning Parish Council.

**5.4 Response/Return of Invitation to Tender**

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include “Not applicable” where appropriate.

Tenderers are advised that it is **compulsory** to complete and return all of the following documents. Failure to do so will mean that your tender is not considered.

1. **Completion of Tenderer Declaration (Appendix 1)**
2. **Completion of the Pricing Schedule (Appendix 2)**
3. **Completion of Supplier Technical Question & Answer sheet (Appendix 3)**

**5.5 Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: **clerk@sonning-pc.gov.uk**. Only questions submitted to this email will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in 5.2 of this document.

All responses to received and any communication from tenderers will be treated in strict confidence.

**5.6 Material Misrepresentation**

Sonning Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

**5.7 Collusive Bidding**

Collusive bidding is unaccepted by Sonning Parish Council. Any tenderer that is caught by Sonning Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

**a).** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or

**b).** Communicates to any person other than Sonning Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or

**c).** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or

**d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Sonning Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

**5.8 Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

**6.9 Relationship with Members of the Council**

If a candidate for any tender is to his knowledge related to any Member of the Council, the holder of any office under the Council, or any association with the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate’s ability, experience or character for submission to the Council with an application for appointment.

**APPENDIX 1 Tenderer Declaration Form**

Declaration by Tenderer

ITT Title: SONNING PARISH COUNCIL REF: A0002

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I am the person duly authorised to sign tenders for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*,* the tenderer, and having read the documents, offer to supply the goods, services or works:

* as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
* under the terms and conditions indicated.
* at the price (or prices) specified in the attached tender documentation.

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.

3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:

* Communicate to a person other than Sonning Parish Council, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
* Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted.
* Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.

4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.

5. I understand that Sonning Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as Sonning Parish Council may decide. Sonning Parish Council is not bound to accept the lowest or any tender.

6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.

7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by Sonning Parish Council.

|  |  |
| --- | --- |
| Authorised Signatory |  |
| Date |  |
| Name in BLOCK LETTERS |  |
| Job Title |  |
| Telephone Number |  |
| E-mail address |  |

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time. Use the checklist to ensure that you have submitted the relevant documents (see paragraph 6.4)

**APPENDIX 2 – PRICING SCHEDULE**

Please provide an itemised quote for the full scope of works broken down by stages (minimum of 4). Please make clear the scope of works that will be completed at each stage of the project and the associated payment relating to those. Prices quoted should be in £ GBP and inclusive of VAT.

**APPENDIX 3 – SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET**

i) RELEVANT EXPERIENCE – Please provide three examples of projects of similar size/complexity undertaken within the last five years (including high level description of works, approximate budget and duration).

ANSWER FEEDBACK

ii) PAST PERFORMANCE – please provide two references for construction work undertaken within the last three years (including contact details for the customer).

ANSWER FEEDBACK

iii) TECHNICAL SKILLS – Please provide details on the skills you (and your employees) possess that will enable you to meet the scope of the Specification, including relevant certifications and qualifications.

ANSWER FEEDBACK

iv) RESOURCES – Please explain how you will ensure you have the required resources available to complete the work in accordance with the schedule and whether you plan to subcontract any aspects of the project.

ANSWER FEEDBACK

v) MANAGEMENT SKILLS – Please outline your management experience from similar projects, including how you will ensure SPC are provided with regular updates on progress (against agreed quality, budget and scope criteria)

ANSWER FEEDBACK

vi) METHODOLOGY – what methodology will you use to manage this construction and where have you used this successfully before

ANSWER FEEDBACK

vat

ANSWER FEEDBACK

**APPENDIX 4 – Supporting Documents**

Available at: <https://sonning-pc.gov.uk/>