**Invitation to Tender**

**Little Acorns Playgroup Building Refurbishment**

**Ref: CLUP12012**

# About Little Acorns Playgroup

Little Acorns Preschool has been located in our current building on the grounds of Penponds School since March 2004. During this time the preschool has become widely used by members of the local communities of Penponds and Barripper and those from further afield. The preschool has grown in popularity due to the fact that it is led by a qualified teacher and forest school leader and also the excellent provision for SEND children. Our partnership with parents is excellent and we have built up a good committee who assist in the running of the preschool.

# 2. Background and Context

The building is over twenty years old and consequently, in spite of constant maintenance, is visibly deteriorating. Upon entering the preschool, you cannot escape the fact that the building is damp due to the odour. This also prevents preschool staff accessing all available spaces which in turn is putting a limit on how many spaces we can offer; we have the option to have 24 children per day, currently on our busiest session we have 16 children.

It is the opinion of staff and committee members that the appearance of the building is incredibly off-putting to potential new families. Due to the limitation of space, we cannot provide a break out space for our children with ASD.tions. Our SENDCo comes highly recommended by outside agencies such as CDC staff whom she regularly works alongside, due to her qualifying with the NASEN accredited level 3 SENDCo award in September 2020. We do not want to continue to be in a position whereby we cannot fully meet the needs of children with SEND and in particular ASD, because we cannot provide them with a sensory / breakout space; the room we used in the past is simply too damp. Making improvements to the building would mean that we could offer more SEND spaces and in doing so, we would be able to employ new staff members / increase the hours of existing staff members.

In 2022 we had a new roof installed. Unfortunately, the building is still damp and deteriorating in spite of this. We do not feel that the building will be usable for much longer if no improvements are made.

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 and Drawing set**

1. Enclosure 1 Design Specifications and Drawing set
2. Enclosure 2. Location Plan
3. Enclosure 3. Supporting pictures

**3.2 Schedule of Works/Bill of Materials**

3.2.1 Enclosure 4.

**3.3 Form of Tender**

3.3.1 Enclosure 5

**3.4** **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 6):

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

**3.5** Shared Prosperity Fund Branding and Publicity Guidance <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.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.*

Little Acorns Playgroup 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 £180,000 (exc VAT) but inclusive of all expenses.

**Tenders above the maximum budget figure will not be assessed**

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. Please note Please note VAT due to the Pre-School’s charitable status the project costs are exempt of VAT.

# 5. Tender and commission timetable

The timescale of the programme is in accordance with the bidder’s terms and conditions subject to agreement by Little Acorns Playgroup. The contract must complete no later than 30 August 2024. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 30 April 2024 |
| Site visit to be arranged by email with: fmburbery@gmail.com | 7 May 2024 |
| Last date for raising queries | 1700: 14 May 2024 |
| Last date for clarifications to queries | 1700: 15 May 2024 |
| Deadline to return ITT | **1700: 24 May 2024** |
| Evaluation of ITT | 28-30 May 2024 |
| Preferred Supplier notified  | 31 May 2024 |
| Start of work | 22 July 2024 |
| Completion of work | 30 August 2024 |

# The commencement of the contract and its completion cannot be moved as the school will be shut for this period and must be able to open for the new school term on 2 September 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 Little Acorns Playgroup 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. 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. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (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. 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. Details of any design proposals

 d. Monthly valuation forecast

6.5 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 Little Acorns Playgroup.

**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 Little Acorns Playgroup 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 Little Acorns Playgroup 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:

fmburbery@gmail.com

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

Responses to clarifications will be anonymised and uploaded by Little Acorns Playgroup 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 Little Acorns Playgroup 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 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 | 20 |
| Details of 2 similar projects of value and size. 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 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe 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, Little Acorns Playgroup 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.

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

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance JCT Minor Works with Contractors Design (to M&E portion).

# 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

fmburbery@gmail.com

with the following message clearly noted in the Subject box;

‘Little Acorns Playgroup Building Refurbishment’

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

# 15. Disclaimer

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

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 Little Acorns Playgroup or any information contained in Little Acorns Playgroup’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 Little Acorns Playgroup for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Little Acorns Playgroup 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 Little Acorns Playgroup liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Design Specifications and Drawing set

2. Location Plan

3. Supporting pictures

4. Schedule of Works/Bill of Materials

5. Form of Tender

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