**Invitation to Tender**

**Retractable Seating Platform at**

**Probus Village Hall, Cornwall**

**Ref:CAP06005\_1**

# 1. About Probus Village Hall Committee

Probus Village Hall is a well-loved and much-used community asset. The Main Hall is a bright and airy space with a capacity to hold 200 people. It is used for a wide variety of activities by many local groups and societies.

# 2. Background and Context

While Probus Village Hall is a valued community resource, it is currently not being utilised to it’s full potential. We have an ambitious vision of our community space, which will create improved facilities and deliver against our long-term business plan, ensuring the resilience of the hall and safeguarding it as a community resource into the future.

Our project proposes a scheme of capital and revenue work to make improvements to the building. Capital works will improve our ability to raise income from rental and events (notably through popular theatre activities) and will increase the number of visitors. As part of this project we are seeking the procurement of a retractable seating platform.

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

The successful tenderer will be expected to undertake the following activities:

3.1 Outline specification

1. The Village Hall require a retractable tiered platform system that can be set up in a reasonable timely manner. This shall be operated efficiently by an authorised member of our village hall management team.
2. The seating platform shall be able to be used with partial rows deployed for smaller events where a large seating capacity is not required.
3. The retractable platform shall be capable of having a total seating capacity of approximately 110 persons using the hall’s existing plastic chairs.
4. The retractable platform shall have a centre aisle with approximately six seats each side.
5. The retractable platform shall have the provision of class ‘O’ FR rated facia panels that give a closed face/surface when the unit is in its retracted position.
6. The retractable platform shall have the provision of class ‘O’ certified panels to close off the underside of the tiering.
7. The retractable platform shall have front rails to each side to protect the leading edge to each side. These shall be at an appropriate hight to allow correct sightlines to the stage/performer.
8. The retractable platform shall have safety rails to each side of the platform. These shall be at an appropriate hight to comply with health and safety requirements.
9. The rear row of the retractable platform shall have a minimum of 2.1 meters clearance to the ceiling level which is at 4.6 meters.

3.2 Specific Requirements

1. The seating platform shall be operated to enable all or part of the platform to be used safely for audience seating.
2. The seating platform shall be fixed to the rear wall and the floor closing to the back wall of the hall and shall have electrical safety interlocks and a plug-in handheld control unit. A dedicated electrical supply shall be fitted with a 16amp CEE17 socket mounted central to the seating unit at a height of 1.5 meters above the finished floor level at the rear of the hall.The platform shall operate smoothly extending and retracting.
3. The platform shall comprise ten rows each row shall have a depth of approximately 1.0 meter. It is envisaged that this will allow room to fit approximately 108 hall plastic chairs per row which are locked together when in position.
4. The seating platform unit width shall be a maximum of 7.3 meters allowing for a 1.2 to 1.3 meter wide emergency exit path if needed via the kitchen to the rear of the hall.
5. The seating platform shall have a closed-up depth of no more than 1.5 meters.
6. The seating platform shall have an open position length of no more than 10 meters.
7. The seating platforms shall have a rise of between 260 mm and 340 mm.
8. The seating platforms shall have a centre aisle of between 1.0 meter and 1.2 meters wide each with an intermediate step unit. The edge of these step units shall have a coloured insert with a minimum LRV 30 points different to the deck carpet colour.
9. The seating platforms shall have 2 sets of side rails at each end of the rows and supplied to meet the relevant Building Regulations and shall be between 830 mm and 1.1 meters.
10. The seating platforms shall have 2 sets of front rails supplied to meet the relevant Building Regulations and shall be of a suitable height bearing in mind sight line requirements.
11. The contractor may supply an extra to form an infill to the rear od the retractable platform in place of rear handrails.
12. The seating platform Decks and Aisle steps shall be covered with a heavy-duty contract carpet to reduce audience noise when moving around.
13. The seating platform shall have one set of side drapes manufactured from DFR fabric, black Bolton Twill or Black Wool Serge to mask the underside at each end of each row.
14. All platform steel work shall be powder coated to a RAL colour to the manufacturer’s choice.
15. All packaging materials, waste timber and steel shall be removed by the contractor and disposed of. The client (Probus Village Hall) will arrange to dispose of any small amounts of plastic and packaging materials on a day to day basis to keep the site tidy.
16. The contractor shall arrange a site visit and carry out a full survey to ascertain that the site is suitable for the installation of the retractable platform and produce a set of drawings for the client’s approval and sign off prior to letting the contract.

3.3 **System acceptance, operation, maintenance and warranty**

1. On completion of the installation the contractor shall commission and carry out their own handover inspection following which the contractor shall hand over and demonstrate the system to appropriate staff of the Village Hall who shall be authorised to operate the seating platform system for such events that may require its use.
2. The contractor shall provide details of any requirements for general maintenance, regular servicing visits to maintain the conditions associated with the warranty
3. Warranty term and conditions

4**. Budget**

The total maximum budget available for this commission is £45,000.00 (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 Probus Village Hall Committee. 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 | 23 January 2024 |
| Last date for clarifications to queries to be raised | 1700:31 January 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 01 February 2024 |
| Deadline to return ITT | 1700: 13 February 2024 |
| Evaluation of ITT | 14 February 2024 |
| Preferred supplier notified | 19 February 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |

# 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 and return the compliancy and costing matrix Enclosure 1.

**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 Probus Village Hall Committee.

**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 Probus Village Hall Committee 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 Probus Village Hall Committee 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:

[ivankmyles2022@outlook.com](mailto:ivankmyles2022@outlook.com)

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

Responses to clarifications will be anonymised and uploaded by Probus Village Hall Committee 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 Probus Village Hall Committee 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.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the 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

[ivankmyles2022@outlook.com](mailto:ivankmyles2022@outlook.com)

with the following message clearly noted in the Subject box:

Retractable Seating Platform at Probus Village Hall, Cornwall

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

**15.** **Disclaimer**

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

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 Probus Village Hall Committee or any information contained in Probus Village Hall Committee’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 Probus Village Hall Committee for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Probus Village Hall Committee 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 Probus Village Hall Committee liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Compliancy Matrix