



Invitation To Tender – Community Roots Cornwall CIC



1.0 Introduction

The Contractor is invited to tender for the proposed Garden Room building at Mount Pleasant Eco Park, Porthtowan, Cornwall. The intention of the project is to provide a multi-purpose hall, complete with kitchen area, office, store, plant room, Changing Places facility and external terrace and pergola.

The project is being commissioned by Community Roots Cornwall CIC, who are a not-for-profit community interest company whose aim is to grow food in the community in a planet positive way, with a vision to become a model to inspire other communities to do the same. The contract is being funded by the Good Growth Cornwall and Isles of Scilly Shared Prosperity Fund. All funding will need to be expended by the end of March 2025. Planning approval has been received (PA/08079).

1.2 Community Roots – Who we are

We are Community Roots, a 1 acre, not-for-profit community interest company based at the Mount Pleasant Ecopark just outside Porthtowan. Our aim is to grow food and community in planet positive ways, and our vision is to become a model to inspire other communities to do the same.

We believe passionately that good, healthy, locally grown food that is grown in ways which protect our beautiful planet should be available to everyone. We grow veg in ways which support nature, encouraging biodiversity on our plot, and growing to organic standards. We generate an income by selling our veg in weekly veg bags, and have a sliding price scale so people with more money can pay more to enable us to offer veg for reduced prices to those who otherwise couldn't afford them. Last year we helped donate over £5,000 worth of veg in our local community.

We grow our veg with the help of an incredible volunteer work force of people aged from 0 to 92! Our volunteers come for a whole host of reasons, some want company and friendship, some want to learn how to grow veg, some enjoy being outside and doing physical work, some people want to belong to a community. We welcome everyone, and we know that every single person, regardless of age, background or ability, can find a place at Roots and can contribute meaningfully to our project.

Unfortunately, feeding people good food, making people happy, and protecting the planet are not financially viable activities. So to help make our project more financially sustainable, we are very excited to have been given the funding to build an amazing "Garden Room" which will help us diversify our income, as well as allowing us to increase our activities, and the reach and benefit of our project. We



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will use the space to process surplus veg, to teach people about healthy eating and growing, to hold events and training, and also to have tea breaks out of the elements! This building will be an absolute game changer for us at Roots and will help us to continue to grow our project and expand our positive impacts. Anyone working on this project can expect to taste some pretty delicious veg during the course of the build, and probably some decent cake too!

2.0 Specification

2.1 The Specification is at Enclosure 1.

2.2 Site and Works Information

The Works Information for this tender and that will which form part of the JCT Intermediate Building Contract with contractor's design 2016 (ICD 2016). The following documentation comprises the Works Information:

Title	Doc Ref.	Rev.	Date	ITT Ref
Architect's Specification	2311	A	March 2023	Enclosure 1
Architect's Drawings	As Drawing Register	-	N/A	Enclosure 2
Structural Engineer's Drawings	As Drawing Register	-	N/A	Enclosure 3
M & E Engineer's Specification	TBC	TBC	TBC	Enclosure 4
M & E Engineer's Drawings	TBC	TBC	TBC	Enclosure 5
Site Investigation Information	N/A	TBC	TBC	Enclosure 6
Bills of Quantities	N/A	0	TBC	Enclosure 7

3.0 Site Visits

3.1 Site visits can be arranged through WWA. Due to the open nature of the site the visits can be either accompanied or not.

3.2 Please note, a site visit must be requested via email from:

liamaustin@wwa.uk.com

One hour will be available per Contractor for a site visit. The Contractor should note the existing market garden, polytunnels and environs will be used by the staff and volunteers throughout normal working hours. Any clarifications raised and answered on site will be noted and included in the clarifications posted on Contracts Finder in accordance with Section 9.

4.0 Context

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

4.1 This project is funded by the UK Government through the UK Shared Prosperity Fund. Cornwall Council has been chosen by Government as a Lead Authority for the fund and is responsible for monitoring the progress of projects funded through the UK Shared Prosperity Fund in Cornwall and the Isles of Scilly; as a result, to comply with all related requirements and guidance in delivery of a Cornwall and Isles of Scilly Good Growth Shared Prosperity Fund project the contractor will need to adhere to the UK Shared Prosperity Fund Branding and Publicity requirements. (Please see enclosure 8).

4.1.2 All recipients, delivery partners and sub-contractors should ensure that they have provisions in place to notify those taking part in activities associated with the project about the support received from Government through the UK Shared Prosperity Fund at the start of their activity. This can be achieved in the following ways (list is non exhaustive):

- Mention during induction sessions as part of a training course
- Note the support in any contracts or paperwork given to participants
- State the support in internal newsletters and bulletins
- Ensure that plaques, billboards and posters are used.

4.2 Contract, Contracting Authority and Agents

4.2.1 The delivery contract will be a JCT Intermediate Building Contract with contractor's design 2016 (ICD 2016) and will be executed between Community Roots Cornwall CIC and the successful Contractor.

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4.2.2 Operate as the Main Contractor of the site under the current CDM legislation.

4.2.3 Complete the proposed works to the required specification.

4.2.4 Work in accordance with the Building Regulations. A copy of the Full Plans Approval will be provided when obtained.

5.0 Tender and Commission Timetable

The anticipated timetable for the project is set out below.

Activity	Date
Date ITT available on Contracts Finder	26 th April 2024
Contractor site visits	08 th May 2024 PM and 09 th May 2024 All Day
Last date for raising queries	13 th May 2024
Clarifications to queries	17 th May 2024
Deadline to return ITT	17:00 22 nd May 2024
Contractor Interviews	24 th May 2024
Evaluation of ITT	23 rd May 2024 – 30 th May 2024
Preferred supplier is notified	30 th May 2024
Award of Contract	30 th May 2024
Target date for works to commence	15 th July 2024
Target date for works to complete	17 th January 2025

6. Budget

The funding available for the construction works is £325,000 (excluding VAT). VAT will be added to the overall Contract Sum. Payments will be monthly in accordance with the Contract.

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Community Roots Cornwall CIC during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c. Confirmation that the tenderer will adhere to the UK Shared Prosperity Fund Branding and Publicity requirements (*see section 4.1*)
- d. Confirmation that the tenderer accepts all the Terms and Conditions of the JCT Intermediate Building Contract with contractor's design 2016 (ICD 2016).
- e. Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence.
- f. Provide a Conflict of Interest statement (section 8.7).
- g. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence (section 8 .9)

7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the

deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:

- 7.2.1 Tasks required to be undertaken during construction period.
- 7.2.2 Critical long lead in items requiring early placement of orders.
- 7.2.3 Tasks required to be undertaken during commissioning and handover.
- 7.2.4 A critical path for the overall programme

7.3 Suitability Statement. The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.

The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub criterion:

- 7.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)
- 7.3.2 Please provide details of your proposed key project personnel to include the project manager. The Contractor must demonstrate their ability to provide suitable experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)

7.4 Community Roots Cornwall CIC require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should 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. The document should address such points as:

- a) Energy and fuel consumption
- b) Re-use and recycling of resources and waste reduction
- c) Use of environmentally friendly and ethically sourced goods
- d) Protection and enhancement of the local natural environment for the benefit of local people and wildlife
- e) Equality and Diversity
- f) Care of employees including pay and working conditions.

The Cornwall and Isles of Scilly Good Growth Shared Prosperity Fund have their own aims and ambitions which can be explored further with the following link [Good Growth Approach - Shared Prosperity Fund \(ciosgoodgrowth.com\)](https://ciosgoodgrowth.com)

7.5 Contract Sum

The Contractor is to complete the Bills of Quantities in detail to provide their pricing

8. Corporate requirements

Community Roots Cornwall CIC wishes to ensure that its Contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the Contractor can evidence their ability to meet these requirements when providing the services under this commission.

8.1 Equality and Diversity

Community Roots Cornwall CIC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

8.2 Environmental Policy

Community Roots Cornwall CIC is committed to sustainable development and the promotion of good environmental management. It is expected that



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the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

8.3 Prevention of Bribery

Tenderers are hereby notified that Community Roots Cornwall CIC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to antibribery and anti-corruption including, but not limited to, this legislation.

8.4 Exclusion

Community Roots Cornwall CIC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

8.5 Content ownership

All material issued in connection with this ITT shall remain the property of Community Roots Cornwall CIC and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to Community Roots Cornwall CIC or securely destroyed by the Tenderer at the conclusion of the procurement exercise. By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of Community Roots Cornwall CIC.



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8.6 Document Retention

All documentation (electronic and hard copy) produced and provided as part of this contract will need to be returned to Community Roots Cornwall CIC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

8.7 Conflicts of Interest

8.7.1 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 Community Roots Cornwall CIC 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.

8.7.2 Receipt of this statement will permit Community Roots Cornwall CIC 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.

8.8 Sub Contractors

The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender

8.9 Indemnity and Insurance

The Contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- Public liability insurance with a limit of liability of not less than £5 million;
- Employers liability insurance with a limit if liability of not less than £5 million

All insurances shall cover for any one occurrence or series of occurrences arising out

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of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

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:

liamaustin@wwa.uk.com

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

Responses to clarifications will be anonymised and uploaded 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 Community Roots Cornwall CIC 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 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 8	Pass/ Fail

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Ref 7.2 Programme	
<p>7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:</p> <p>7.2.1 Tasks required to be undertaken during construction period.</p> <p>7.2.2 Critical long lead in items requiring early placement of orders.</p> <p>7.2.3 Tasks required to be undertaken during commissioning and handover.</p> <p>7.2.4 A critical path for the overall programme</p>	<p>Pass/ Fail</p>

Ref 7.3 Suitability Statement	10
<p>The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.</p> <p>The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:</p> <p>7.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)</p> <p>7.3.2 Please provide details of your proposed key project personnel to include the design manager. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)</p>	
Ref 7.4 Social Value, Environmental and Sustainability	25
<p>Community Roots Cornwall CIC require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should 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. The document should address such points as:</p> <ul style="list-style-type: none"> a) Energy and fuel consumption b) Re-use and recycling of resources and waste reduction c) Use of environmentally friendly and ethically sourced goods d) Protection and enhancement of the local natural environment for the benefit of local people and wildlife e) Equality and Diversity f) Care of employees including pay and working conditions. <p>The Cornwall and Isles of Scilly Good Growth Shared Prosperity Fund have their own aims and ambitions which can be explored further with the following link Good Growth Approach - Shared Prosperity Fund (ciosgoodgrowth.com)</p>	

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Ref 7.5 Price	65
<p>A fixed price for this work (excluding VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 65 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 = 65 x lowest bid / bid</p>	

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.

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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.
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During the tender assessment period, Community Roots Cornwall CIC 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. Community Roots Cornwall CIC is not bound to accept the lowest price or any tender. Community Roots Cornwall CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Community Roots Cornwall CIC internal procedures and the UK Shared Prosperity Fund grant being able to proceed.

12. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with section 5

Emailed tenders should be sent electronically to:

liamaustin@wwa.uk.com

with the following message clearly noted in the Subject box, **“Community Roots Cornwall CIC – Tender submission”**.

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

13. Disclaimer

The issue of this documentation does not commit Community Roots Cornwall CIC builds 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 Community Roots Cornwall CIC builds or its agents and any other party, or any part thereof, shall be taken as constituting a contract,

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agreement or representation between Community Roots Cornwall CIC and any other party (save for a formal award of contract made in writing by or on behalf of Community Roots Cornwall CIC.

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 Community Roots Cornwall CIC or any information contained in Community Roots Cornwall CIC 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 Community Roots Cornwall CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Community Roots Cornwall CIC 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 Community Roots Cornwall CIC liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosures:

1. Architect's Specification
2. Architect's Drawings
3. Structural Engineer's Drawings
4. M & E Engineer's Specification
5. M & E Engineer's Drawings
6. Site Investigation Information
7. Bills of Quantities
8. UK Shared Prosperity Fund – Branding and Publicity