

**INVITATION TO TENDER**

**FOR**

**EXTENSION AND INTERNAL REFURBISHMENT OF THE PART OF THE SPORT PAVILION AT GREENWOOD  
PARK COMMUNITY CENTRE 37 TIPPENDALE LANE CHISWELL GREEN ST ALBANS AL2 3HW**

**ST STEPHEN PARISH COUNCIL REF: 259**

**CONTRACT NOTICE REF: 45210000-2 AND 45453100-8**

**Return Date of ITT: Thursday 6<sup>th</sup> October 2016 at 17.00 Hours**

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**SECTION 1 Covering Letter**

30 August 2016

Dear Sir/Madam

Invitation to Tender Ref: 259  
OJEU Ref: 45210000-2 AND 45453100-8  
Scope of Service: Extension and Internal Refurbishment of the part of the Sport Pavilion

St Stephen Parish Council is pleased to invite you to tender for extension and internal refurbishment of the part of the sport pavilion.

The Invitation to Tender will open at 09.00 am on 30<sup>th</sup> August 2016. Once open, you will have access to an electronic tender box for downloading the document "Sports pavilion" and all associated Appendices

The tender documents comprise this ITT letter, rules of tendering and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their quality assurance processes, relationship management, pricing, service levels and innovative solutions to meet the requirements of St Stephen 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 attached documents and the contract to be placed with the successful applicant.

The contract will be subject to St Stephen 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 St Stephen Parish Council email no later than 26<sup>th</sup> September 2016.

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 through the St Stephen Parish Council web site

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

St Stephen 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 St Stephen Parish Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should St Stephen 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 St Stephen 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) which will be included as part of the Contract Documents including any amounts or additional made and agreed during the tender proposal assessment period.

The information supplied within this ITT and accompanying documents reflects St Stephen 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:

- St Stephen 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;
- St Stephen 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 St Stephen 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 the Tenderer Declaration Form, **Appendix 1**, and return with the completed proposal, as per the instructions set out in this ITT.

**Tender Contact:**

Clerk to the Council, Mrs Juliet Pienaar  
St Stephen Parish Council  
Station Road,  
Bricket Wood,  
St. Albans AL2 3PJ

[clerk@ststephenparishcouncil.gov.uk](mailto:clerk@ststephenparishcouncil.gov.uk)

01923 681443

## **SECTION 2 – Scope of Procurement**

St Stephen Parish Council is looking to procure Building Construction Work and Refurbishment Work.

St Stephen 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 St Stephen 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 18<sup>th</sup> November 2016, with the exact dates to be agreed depending on the agreement between the successful provider and St Stephen Parish Council.

St Stephen 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 **Most Economical Advantageous Tender** submitted.

The principle benefits anticipated by St Stephen 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 St Stephen Parish Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include:

- Pavilion extension, new build to provide:
  - Enlarged social space
  - Viewing terrace
  - Undercroft storage areas
- Existing changing rooms refurbished to provide
  - Four toilet cubicles
  - Additional changing room
  - Modifications and alterations to existing building services

### **SECTION 3 – Procurement Process**

#### **3.1 Procurement Stages**

This is a procurement exercise conducted in accordance with the **Restricted Procedure** commonly used in public sector procurement exercises.

During this stage we may wish to conduct site visits to your references' sites identified in order to moderate the score given in Section 4. St Stephen Parish Council will advise Tenderers of such requests during the tender process.

### **SECTION 4 – Award Criteria**

#### **4.1 Award Criteria**

The Contract will be awarded on the basis of the following weighted award criteria:

	<b>Award Criteria</b>	<b>Weighting</b>
<b>4.1.1</b>	<b>Conformance to Specification</b> Submissions which do not, in the opinion of St Stephen Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	<b>PASS/FAIL</b>
<b>4.1.2</b>	<b>Price</b>	<b>50%</b>
<b>4.1.3</b>	<b>Technical Merit (Quality)</b>	<b>50%</b>
	<b>TOTAL</b>	<b>100%</b>

The **Technical Merit** criteria are made up of the following sub-criteria:

<b>4.1.3.1</b>	<b>Adequate skilled man power for the specified tasks</b>	<b>50%</b>
<b>4.1.3.2</b>	<b>Adequate machinery and tools to perform specified tasks</b>	<b>30%</b>
<b>4.1.3.3</b>	<b>Awareness of current construction legislations</b>	<b>10%</b>
<b>4.1.3.4</b>	<b>Ability to execute given tasks with minimal supervision</b>	<b>10%</b>

Tenderers may then be taken forward the final stage of an interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

#### **4.2 Interview**

<b>4.2.1</b>	<b>Interview</b>	<b>Not Scored</b>
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**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.**

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

### 4.3 Submissions Evaluation

The evaluation of submissions will be on the criteria listed below in **4.3.1 & 4.3.2**. The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criteria stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

#### 4.3.1 Price (50%)

**The Price criteria carry a weighting of 50%** of the overall achievable score.

Please see **Appendix 2** Pricing Schedule to be completed and returned by all suppliers.

A price score shall be calculated for each tender by reference to the lowest tender, which is given a point's score of 100. One point shall be deducted from each of the other tenders for each percentage point above the lowest in accordance with the following formula:

$$100 \times (a / b) = \text{score}$$

where -

**a** = price of lowest Bidder

**b** = price of tender being evaluated

4.3.1.1 Prices submitted as part of this ITT must remain open for acceptance for a **minimum of 120 days** from the closing date for the receipt of offers.

4.3.1.2 Prices must be exclusive of **VAT**. Please see Appendix 2 for pricing schedule that should be completed and returned as part of your tender response.

4.3.1.3 The contract price will be **fixed** for the duration of the contract.

4.3.1.4 Contract prices applicable to any extension of the contract will be agreed by negotiation prior to that extension.

4.3.1.5 Bidders must demonstrate how their proposals represent overall value for money and how they will assist St Stephen Parish Council with cost initiatives.

#### 4.3.2 Technical Merit (Quality) (50%)

Quality – This criteria carries a weighting of 50% of the overall achievable score and is broken down into the following areas and respective weightings.

**WEIGHTING**

<b>Relevant Experience</b>	<b>20%</b>
<b>Past Performance</b>	<b>10%</b>
<b>Technical Skills</b>	<b>20%</b>
<b>Resources</b>	<b>20%</b>
<b>Management Skills</b>	<b>20%</b>
<b>Methodology</b>	<b>5%</b>
<b>Geographical Location</b>	<b>5%</b>

Please see **Appendix 5** Tender Technical Questions & Answer sheet to be completed and returned by all tenderers.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements might render a tender liable to disqualification.

St Stephen Parish Council reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

**NOTE:** *If any criteria within the specification document are classed as non compliant St Stephen Parish Council will not be able to take your tender through to the next stage. If however you state that you are non compliant and are able to provide an alternative solution, then this may be considered but not a guarantee that it will be accepted.*

#### **4.4 Scoring Principles**

Submitted Tenders will be assessed against the above criteria and scored using the following point's system principles:

<b>Key</b>	<b>Performance</b>
<b>0</b>	<b>No Requirement Met</b>
<b>1</b>	<b>Meets Very Little Requirements</b>
<b>2</b>	<b>Meets Some Requirements</b>
<b>3</b>	<b>Partially Meets Requirements</b>
<b>4</b>	<b>Mostly Meets Requirements</b>
<b>5</b>	<b>Fully Meets Requirements</b>



#### **4.5 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 St Stephen 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.

#### **4.6 Contract Term**

The contract will be for a period of **25 weeks**.

### **SECTION 5 – PRICING SCHEDULE**

As given in **Appendix 2**

### **SECTION 6 – Terms For Submission of Electronic Tenders**

#### **6.1 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 Thursday 6<sup>th</sup> October 2016**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via e mail to: [Clerk@ststephenparishcouncil.gov.uk](mailto:Clerk@ststephenparishcouncil.gov.uk).

Or

Via post to:

The Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ  
Marked for the attention of: Juliet Pienaar, Clerk to the Council.

Tender Documents can be found at St Stephen Parish Council's web site:  
<http://www.ststephenparishcouncil.gov.uk/local-news-2>.

## 6.2 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 St Stephen Parish Council reserves the right to extend and / or amend the timetable as necessary. Any major changes will be discussed with potential tenderers.

Activity	Start Date	Finish Date
Invitation to Tender (ITT) Submission (via St Stephen Parish Council web site)	<b>30/08/2016</b>	<b>06/10/2016 (5.00pm)</b>
Tenderers must submit questions and comments regarding tender documents (ITT) by	<b>12/09/2016</b>	<b>26/09/2016</b>
ST STEPHEN PARISH COUNCIL responds to questions and comments via email to all tenderers	<b>26/09/2016</b>	<b>28/09/2016</b>
Tender Closes	<b>5.00pm 06/10/2016</b>	
Interviews	<b>14/10/2016</b>	<b>14/10/2016</b>
Proposals evaluated		<b>18/10/2016</b>
Recommendation to Main Council		<b>20/10/2016</b>
Bidders notified of contract award		<b>21/10/2016</b>
Standstill Period	<b>21/10/2016</b>	<b>04/11/2016</b>
Contract signing		<b>04/11/2016</b>
Mobilisation Period	<b>04/11/2016</b>	<b>18/11/2016</b>
Contract to start		<b>18/11/2016</b>

## 6.3 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 St Stephen Parish Council commits St Stephen Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. St Stephen Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in St Stephen 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 St Stephen 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 St Stephen Parish Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from St Stephen Parish Council dated **30<sup>th</sup> August 2016** as the St Stephen Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of St Stephen 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 St Stephen Parish Council.

#### **6.4 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 5)**

#### **6.5 Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: **Clerk@stephenparishcouncil.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 6.2 of this document.

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

#### **6.6 Material Misrepresentation**

St Stephen Parish Council shall rely 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.

#### **6.7 Collusive Bidding**

Collusive bidding is unacceptable by St Stephen Parish Council. Any tenderer that is caught by St Stephen 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 St Stephen 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 St Stephen Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

## **6.8 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 or the holder of any office under 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: ST STEPHEN PARISH COUNCIL REF: 259

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 St Stephen 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 St Stephen Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as St Stephen Parish Council may decide. St Stephen 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 St Stephen 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**

Available at:

<http://www.ststephenparishcouncil.gov.uk/local-news-2/>

**APPENDIX 3 – KEY PERFORMANCE INDICATORS (KPI'S)**

Client Satisfaction  
Defects  
Construction Time & Cost  
H&S  
Employee Satisfaction  
Staff Turnover  
Sickness Absence  
Working Hours  
Qualifications & Skills  
Impact on Environment  
Waste



#### **APPENDIX 4 – CONDITIONS OF CONTRACT**

This will be a JCT Minor Works Building Contract

The successful contractor must sign a Statement of Compliance issued by Sport England agreeing to carry out the works in accordance with the following Construction Conditions and provide all relevant documents where necessary:

- All works will be carried out in accordance with current Building Regulations where appropriate. Building regulation approval notices and/or equivalent certificates (Fensa, NICEIC, Gas safe, etc.) and/or a statement of compliance from a suitably qualified person or Project Manager will be provided on request
- All Health and Safety and Construction Design and Management Regulations (including new CDM Regulations 2015) will be met where appropriate. Details of CDM Co-ordinator appointment, details of relevant Health and Safety policies, and/or a statement of compliance from a suitably qualified person will be provided on request.
- Due consideration of relevant Statutory Safety requirements will be taken prior to construction or during demolition stage where appropriate. If applicable, a Refurbishment/Demolition Survey will be carried out if the premises, or part of it, need upgrading, refurbishing or demolishing. Surveys will be carried out by a competent surveyor, and the survey will locate and identify all Asbestos Containing Material (ACM) before any work begins at a stated location or on stated equipment at the premises. Copies of relevant reports or a statement of compliance from a suitable qualified person or Project manager will be provided on request.

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

There will be a retention of up to 10%, or as otherwise agreed with the Parish Council, pending receipt of certified completion.

These Conditions of Contract are also available at:

<http://www.ststephenparishcouncil.gov.uk/local-news-2>.

**APPENDIX 5 – SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET**

i) RELEVANT EXPERIENCE

ANSWER FEEDBACK

ii) PAST PERFORMANCE

ANSWER FEEDBACK

iii) TECHNICAL SKILLS

ANSWER FEEDBACK

iv) RESOURCES

ANSWER FEEDBACK

v) MANAGEMENT SKILLS

ANSWER FEEDBACK

vi) METHODOLOGY

ANSWER FEEDBACK

vii) GEOGRAPHICAL LOCATION

ANSWER FEEDBACK

## **APPENDIX 6 - DRAWINGS**

Available at:

<http://www.ststephenparishcouncil.gov.uk/local-news-2>.

## **APPENDIX 7 – STRUCTURAL INFORMATION**

Available at:

<http://www.ststephenparishcouncil.gov.uk/local-news-2>.