

MELTON BOROUGH COUNCIL

**Tender for CONSULTANCY: EXTRA CARE FACILITY FEASIBILTY REVIEW**

**WITH AN OPTION TO EXTEND TO PROJECT MANAGEMENT**

**Tender DOCUMENT One (1)**

**Information and Instructions**

Thank you for expressing interest in this procurement for Consultancy to review the feasibility of redeveloping the Gretton Court Sheltered Housing / Extra Care facility in Melton Mowbray as a larger, purpose built Extra Care facility on the same site.

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

* Document One – Information and instructions (including the timetable) (this document)
* Document Two –Specification
* Document Three – General Terms and Conditions
* Document Four – Tender Response Document

When completed, please return **one hard copy and a copy electronically saved on a CD** ofthe response document (Document Four).

Please mark envelopes/packages with only “**Tender Response: EXTRA CARE FEASIBILITY REVIEW (Private and Confidential)**”and with ***no company markings*** to:

Solicitor to the Council

Melton Borough Council,

Parkside,

Station Approach,

Burton Street,

Melton Mowbray,

LE13 1 GH

|  |
| --- |
| **To be received not later than 12:00 noon on 30th September 2016**  **Late submissions, or submissions by e-mail, will be disregarded.** |

Please ensure that you register your interest with the procurement contact named in this Document now in order to receive updates, questions responses etc.

**TENDER – DOCUMENT ONE**

**INFORMATION AND INSTRUCTIONS**

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1. **Introduction**

**1.1 How this tender is structured**

This tender is arranged in four sections:

**Document One**, this document, contains instructions on how to respond to the Invitation to Tender; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response Document (Document Four).

**Document Two** contains the detailed Specification for the services required.

**Document Three** contains the General Terms and Conditions which apply to this tender and to the ensuing contract.

**Document Four** is the Tender Response Document which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

Additionally, there is a **site plan** and a **condition survey report**.

* 1. **The commissioning background**

1. This contract is issued by Melton Borough Council (the Council).
2. In compliance with the Public Contract Regulations 2015 (As Amended), for public contract opportunities that are advertised with a value below £164,000, a single stage tender process is being followed.
3. This means that the tender response document combines a Suitability Questionnaire, a set of Tender Evaluation Questions/Pricing Schedule and a Form of Tender.
4. The Council, as the contract holder, requires that the process of awarding this contract is to involve the circulation of the tender documentation to locally known suppliers who may have the right experience, and advertising on Contracts Finder.
5. The eventual contract between the successful tenderer and the Council will consist of the following documents:
   1. Documents 1 to 3 of this tender developed by the Council.
   2. Document 4 of this tender – the response document completed by the Bidder.
   3. ‘Letter of Acceptance’ confirming the conditions of acceptance of the tender.

5. The requirement under this tender is set out in the Specification, Document 2.

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**1.3 Procurement Timetable**

* + 1. The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | Deadline for clarification questions | 19th September 2016 |
|  | Deadline for Submission of Tenders | 30th September 2016 |
|  | Evaluation by | 19th October 2016 |
|  | Clarification meetings (if required) by | 25th October 2016 |
|  | Contract Awarded | 2nd November 2016 |
|  | Contract Start | 10th November 2016 |

1.3.2 The Council reserves the right to amend this timetable and steps 3, 4, 5, and 6 are provided for indicative purposes only.

* + 1. Throughout the evaluation process, the Council reserves the right to seek clarifications from tenderers, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any tender then that tender may, regardless of its other merits, be excluded from further consideration.

**1.4 Instructions on responding to this tender**

1. Bidders shall treat the details of the tender document as private and confidential. However such information may be disclosed as necessary for the purpose of obtaining quotations or insurance quotes.
2. All costs associated with the preparation and submission of the response to this Invitation to Tender shall be borne in full by the Bidders. The Council will not be liable, under any circumstances, for any costs or charges incurred in submitting a tender or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender in the tender document must be signed by the Bidder. The whole document (Document Four) should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the Invitation to Tender documents should be clearly stated.
5. No unauthorised alterations or additions should be made to the Form of Tender, or to any other component of the tender document.
6. Tenders must not be qualified but must be submitted strictly in accordance with the tender documents. Bidders must not make unauthorised changes to tender documents.
7. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
8. The tender submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the tender request are to be addressed. The submission is to be self contained. The Bidder should not rely on the Council’s past experience as tender evaluations will be based only on the information contained within the submission.
9. Bidders will not be allowed to alter their tenders after the closing date, except that arithmetical errors may be corrected.
10. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Council’s contact ([Section 7](#Contacts)) as soon as possible in writing (via email is acceptable) and in any case by 19th September 2016.
11. Tenders and supporting documents must be written in English. Any mistakes or alterations should be initialled by the tenderer.
12. Bidders should note that the tender document may include a requirement for element(s) of the services to be completed by a certain date as shown.
13. Tenders should arrive at the address shown on the first page not later than 12:00 noon on the date indicated on the front of this document. Late tenders will not be considered. Fax and email submissions will not be considered even if received before the date indicated.
14. The envelope or package should not bear any indication of the identity of the Bidder either on the envelope or in the franking.
15. Bidders must hold their tender open for acceptance for a minimum of ninety (90) days from the date of opening.
16. The Council does not bind itself to accept the lowest or any tender.

**2. PROCUREMENT APPROACH**

1. This is a single stage tender process, this being the Invitation to Tender. You may ask questions in writing via e-mail regarding the tender documents or the details of the goods or service required.
2. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of tenders has been reached, the Council will evaluate the written tenders. The Suitability Questions will be assessed first, as Bidders who do not meet the Council’s expectations may be excluded.
4. The responses to the evaluation questions will then be scored and weighted as explained in [Sections 3](#Scoring), [4](#CriteriaforPQQ) and 5 below.
5. Once the submitted bids have been evaluated, the Council reserves the right to hold clarification meetings with no fewer than the top two highest scoring bidders. No new criteria will be introduced at these interviews, rather on the basis of these interviews the Council may choose to revise a bidder’s score for each response to an evaluation question, either up or down, to reach a final score.
6. The Council will then make its award decision, if appropriate.
7. The procurement timetable is detailed in section 1.3 above, and the tender evaluation process is shown below.
8. The process is subject to the completion of formal contract documents.

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**3** **SCORING**

**3.1 Non-Price Scoring**

Each written tender will be scrutinised by a small panel and each of the scoring criteria ([Sections 4](#CriteriaforPQQ) and [5](#CriteriaforTenders) below) will be awarded points out of 10 according to the following scale.

| **Score** | **Criteria for awarding score** |
| --- | --- |
| 0 | No response or response is unacceptable |
| 1 | Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses |
| 2 | Response is weak, and falls well below expectations in a number of respects |
| 3 | Response is weak and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others |
| 4 | Response is below expectations but meets the required standard in some respects |
| 5 | Response meets expectations regarding the required standard |
| 6 | Response slightly exceeds expectations regarding the required standard |
| 7 | Response is good and is well above expectations in some respects |
| 8 | Response is very good and is well above expectations in most respects |
| 9 | Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements |
| 10 | Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

The weighting available for a score of 10 points is shown below in section 4, and a pro rata weighting will be applied to the score.

**3.2 Price Scoring**

The total price figure will be converted into points by applying the formula:

Lowest price bid divided by tenderer’s price multiplied by 100%

For example, if the tenderer’s price is £100, and this is also the lowest price, the calculation is 100 x 100% = 100% of the available weighting

100

A bid of £200 would be calculated as 100 x 100% = 50% of the available weighting.

200

**4** **CRITERIA FOR ASSESSING SUITABILITY QUESTIONS**

The Public Contract Regulations 2015 came into force on 26th February 2015 and prohibited shortlisting in all procurements carried out by local government that are advertised but below the EU Threshold for Goods/Services (currently £164,000).

For contracts advertised in this value range, instead of a pre qualification questionnaire, local authorities must assess a Bidder’s suitability to deliver the requirements as stated in the Specification/Contract. Those bidders who satisfy the suitability assessment will have their tenders evaluated. Those who do not will be excluded from the process. The suitability assessed is based on a template document issued by Central Government. Many of the suitability questions will be the same for every tender but some may be specific to the subject matter of the contract. Please see below for further details about the evaluation of the suitability questions.

| **Section Headings and Sub-Headings** | **Maximum Available Section Score** |
| --- | --- |
| **Supplier Information**  Supplier Details  Bidding Model  Contact Details  Licensing and Registration | Not scored |
| **Grounds for Mandatory Exclusion** | Pass/Fail |
| **Grounds for Discretional Exclusion** | Pass/Fail |
| **Economic and Financial Standing** | Pass/Fail |
| **Technical and Professional Ability**  Technical Capability | Pass/Fail |
| **Project Specific Questions to Assess Technical and Professional Ability**  Brief indication of your organisation’s relevant expertise in relation to this project (the tender questions ask for more detail) | Pass/Fail |
| **Insurance** | Pass/Fail |
| **Compliance with Equality Legislation**  Findings of Unlawful Discrimination  Complaint Upheld  Subcontractor management | Pass/Fail |
| **Environmental Management**  Convictions  Subcontractor Management | Pass/Fail |
| **Health and Safety**  Compliant policy  Enforcement/remedial Orders  Sub-contractor management | Pass/Fail |
|  |  |

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**5** **CRITERIA FOR ASSESSING TENDER RESPONSES**

Only those Bidders which pass the Suitability Questions, will have their tenders evaluated using this scheme.

| **Section Headings and Sub-Headings** | **Maximum Weighting Available** | **Weighting Within Sub-Heading** |
| --- | --- | --- |
| **Quality**  Nominated consultant(s)  Two tier local government experience  Experience of relevant build projects  Experience of capacity modelling  Familiarity with local government finance  Awareness of funding options  Developing a business case | 60.0% | 5.0%  6.0%  10.0%  10.0%  7.0%  10.0%  12.0% |
| **Price** |  |  |
| Fixed price including expenses\* | 40.0% | 40.0% |
| **Total** | **100%** |  |

**\*** Please note that the lowest cost tender will receive the highest mark in the Price sub-heading, all other tenders will receive a pro rata score based on that lowest price; see section 3.2.

**6.** **INVITATION TO TENDER**

When completed, please return **one hard copy and a copy electronically saved on a CD** ofthe response document (Document Four).

Please mark envelopes/packages with only “**Tender Response: EXTRA CARE FEASIBILITY REVIEW (Private and Confidential)**”and with ***no company markings*** to:

Solicitor to the Council

Melton Borough Council,

Parkside,

Station Approach,

Burton Street,

Melton Mowbray,

LE13 1 GH

***Please take care that******no other identifying mark appears on the envelope. Failure to observe this will mean the disqualification of the tender.***

|  |
| --- |
| **To be received not later than 12:00 noon on 30th September 2016.**  **Late submissions, or submissions by e-mail, will be disregarded.** |

7. CONTACTS

In the event of any queries or requests for further information arising from this tender, please contact:

Harry Rai, Head of Communities and Neighbourhoods

e-mail: hrai@melton.gov.uk

***Note that the Council cannot accept the return of completed tender responses by e-mail.***

If the Council considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all service providers / suppliers who have responded.

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