**Invitation to Tender**

***Building Refurbishment – W H Harvey and Sons Newlyn Cornwall***

**Ref:PZ -180**

# 1. About W HARVEY & SONS LIMITED

William Harvey and his three sons – Ronnie, Jack and Gerald – began selling crabs, crawfish and lobsters in 1955 to satisfy a short seasonal market. The business originally traded from a small unit in The Fradgan, located behind the Fish Market, close to the Old Post Office, right in the centre of historic Newlyn.

A two-storey building at Tolcarne was also used as a maintenance base for fishing vessels, transport and property as well as for cold storage. The current Coombe headquarters were taken over unit by unit from neighbours as they retired or moved on. This building has always been associated with the fishing industry. Salt was shovelled into one large store and this was used to cure the locally caught pilchards; alongside the salt store, stables were provided for horses used to transport fish from boats landing on beaches; haylofts were used above the stables; at the southern end were fish packing stores.

The business had sole ownership in 1974 and adapted this building into a retail outlet, cooking, processing, storage and administration unit, whilst still retaining its historic charm and continues to source, cook and handpick crab meat and shellfish.

# 2. Background and Context

This project is to refurbish our live crab storage unit.

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 General

3.1.1 The supplier is to include provision in their quote for;

1. Labour
2. Hand tools
3. Materials
4. Fixings and sealers
5. Lift equipment
6. Scaffold access
7. Safety and Debris Nets
8. Waste disposal
9. All standard PPE, Hi-Vis, safety equipment to comply with site requirements

3.1.2 Exclusions

1. Fulltime none working supervisor / manager
2. Being the “Principal Contractor”
3. Welfare facilities
4. Any Electrical Work
5. Moving or clearing any existing obstacles from around the building
6. Replacing any of the existing downpipes
7. Security of materials and equipment
8. Security Fencing
9. Mains Power Supply
10. Structural engineer calculations
11. Rooflights and roof vents
12. Deep cleaning
13. Any permissions required
14. Access any Public Highway

3.1.3 The supplier may assume the following:

1. Onsite parking is made available adjacent to the work area
2. Laydown area for materials and waste disposal skips will be adjacent to the work area
3. Any electrical work required will be carried out by others prior to the commencement of the suppliers works, to include removing any external lights, cameras, alarms etc, where required
4. Construction site and adjacent surrounding areas will be clear of obstacles prior to the commencement of works to allow clear access for the erection of the scaffold, free movement of all materials and lift equipment. Any delays caused by others may incur further charges
5. The existing downpipes can be reused
6. Mains power supply will be supplied by others and available for the suppliers use.
7. Should structural engineer calculations be required, these will be carried out by other and supplied to the supplier at no cost
8. Skylights and roof vents are not required
9. Every effort will be made to minimise the release of Asbestos Fibres into the building and all debris will be picked up on a daily basis, should the interior of the building require Deep Cleaning after the completion of the roofing works, this will be carried out by others
10. Should a secure compound be required for the storage of materials etc, all fencing etc will be supplied and erected by others.
11. Welfare facilities will be supplied by others and available for the suppliers use

3.2 REQUIREMENT.

1. Remove the existing twin skin Asbestos roof and dispose of the waste materials
2. Supply treated timber rails and secure them to the existing concrete purlins using stainless steel banding. An additional two rows of treated timber rails to be installed either side of the ridge-line to support the top end of the panels, timber to be secured to the trusses using stainless steel banding
3. Supply and install Kingspan KS1000RW Quadcore XL Forte in a standard colour Merlin Grey RAL 180 40 05 composite roof panels with an insulated core and Aquasafe 55 liner sheet, roof area to have no skylights installed
4. Supply and install Plastisol coated ridge and barges
5. Supply and install a Plygene Gutter Liner to both gutters, Gutter liner to include stop ends and outlets
6. Supply and install stainless steel fixings
7. Tidy site and place all waste materials in skips ready for disposal
8. Supply Waste Transfer Notes as proof of correct waste disposal procedures
9. Composite panels to be a minimum of 80mm insulated core.

3.3 Supporting Information.

3.3.1 The planning application can be viewed:

[https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S4F4LOFGKL500](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fplanning.cornwall.gov.uk%2Fonline-applications%2FapplicationDetails.do%3FactiveTab%3Ddocuments%26keyVal%3DS4F4LOFGKL500&data=05%7C02%7Cgraham.woodworth%40cornwall.gov.uk%7C0178171892a8488a2f6608dc3d2cc114%7Cefaa16aad1de4d58ba2e2833fdfdd29f%7C0%7C0%7C638452509842753167%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Wxxm4az6iNY0uDMMtcZhmewIHwLvmSOI3heDE0avwZM%3D&reserved=0)

3.3.2 The site address:

W. Harvey & Sons Ltd

Shellfish Storage Tanks

South Pier, Newlyn

Penzance, Cornwall

TR18 5JZ

Google maps: [https://maps.app.goo.gl/7FHoWgiCsb21qh2S8](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.app.goo.gl%2F7FHoWgiCsb21qh2S8&data=05%7C02%7Cgraham.woodworth%40cornwall.gov.uk%7C0178171892a8488a2f6608dc3d2cc114%7Cefaa16aad1de4d58ba2e2833fdfdd29f%7C0%7C0%7C638452509842733734%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=vgvT80QR9Slgvgr%2BWgxYGgUMEjT6GKP8wS9VVVaHeGg%3D&reserved=0)

3.3.3 Supporting drawing. See enclosures 1-4

Enclosure 1. PA23\_09397-LOCATION\_PLAN-7685353

Enclosure 2. PA23\_09397-PROPOSED\_SITE\_PLAN-7685355

Enclosure 3. PA23\_09397-PROPOSED\_PLANS\_AND\_ELEVATIONS-7685356

Enclosure 4. PA23\_09397-EXISTING\_PLANS\_AND\_ELEVATIONS-7685357

Note:

Any equivalent materials the supplier might suggest must be agreed with the tenderer prior to the closure of clarifications (see section 5)

4**. Budget**

The total maximum budget available for this commission is £85,000.00 (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

**Note: Due to operational reasons the project cannot start until January 2025 and therefore your price offered must be fixed and valid until January 2025**

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by w Harvey a. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 07 March 2024 |
| Site Visit to be arranged with Julian Harvey by email julian@wharveyandsons.co.uk | 14 March 2024 |
| Last date for raising queries | 1700: 21 March 2024 |
| Last date for clarifications to queries | 1700: 22 March 2024 |
| Deadline to return ITT | **1700: 15 April 2024** |
| Evaluation of ITT | 16 April 2024 |
| Preferred Supplier Notified | 18 April 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# 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 W Harvey & Sons Limited 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. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
6. Conflict of interest statement
7. Confirmation your price is valid to January 2025

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 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 W Harvey & Sons Limited.

**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 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 W Harvey & Sons Limited 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:

[julian@wharveyandsons.co.uk](mailto:julian@wharveyandsons.co.uk)

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

Responses to clarifications will be anonymised and uploaded by W Harvey & Sons Limited 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 W Harvey & Sons Limited 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 | 40 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.3 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The 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, W Harvey & Sons Limited 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.

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

13**. Tender Award**

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

julian@wharveyandsons.co.uk

with the following message clearly noted in the Subject box:

‘Building Refurbishment – W H Harvey and Sons Newlyn Cornwall’

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

# 15. Disclaimer

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

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 W Harvey & Sons Limited or any information contained in W Harvey & Sons Limited’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 W Harvey & Sons Limited for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

W Harvey & Sons Limited 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 Harvey & Sons Limited liable for any costs or expenses incurred by tenderers during the procurement process.

16. Enclosures

1. PA23\_09397-LOCATION\_PLAN-7685353

2. PA23\_09397-PROPOSED\_SITE\_PLAN-7685355

3. PA23\_09397-PROPOSED\_PLANS\_AND\_ELEVATIONS-7685356

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