**NEW ALRESFORD TOWN COUNCIL**

**SUPPORTING INFORMATION AND INSTRUCTIONS FOR TENDERING**

# INVITATION TO TENDER – Roofing Works, Alresford Recreation Centre,

# The Avenue, New Alresford, Hampshire, SO24 9EP

Tenders must be submitted in accordance with the instructions. Tenders not complying with these instructions, in any particular way, may be rejected by the Council, whose decision on the matter is final.

**Invitation to Tender**

New Alresford Town Council ‘The Council’ is seeking to invite tenders from contractors that are experienced in roof works.

**1.BACKGROUND**

The Alresford Recreation Centre (ARC) is a community building frequented by the public. The building is two storeys. The ground floor consists of council offices, meeting room and cellar. The first floor is bar/café main hall, kitchen, toilets and meeting room. There are stairs and lift to the first floor. The building is open 7 days a week.

A picture containing sky, outdoor, cloudy

Description automatically generated

**Photo: Front view of the ARC building**

The supplier should take into consideration the building use as there is no intention to close the building during the period of repairs.

**Overall Design and materials**

Please see attached Pricing document prepared by Ridge and Partners LLP

**CONTRACT ISSUES**

**Performance of contract and after Sales and Service Level Agreements**

At the start of the Contract the Tenderer and the Council shall agree the programme of work. The Tenderer must be able to meet the conditions and the penalties set out in the Pricing document and respond quickly and effectively to any post installation maintenance requirements.

**Project Completion**

The project will not be deemed complete until all snagging issues are resolved and the Post Installation Inspection is complete and satisfactory.

**TENDER PROCESS**

**Tender Evaluation**

Tenders will be evaluated in line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers should therefore identify within their tender how they meet each of the categories.

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Score*** | ***Detail*** |
| Cost | 40% | Total cost of project and value for money |
| Quality of submission | 60% | To include proof of insurances, previous experience of similar projects within last 3 years, completed documentation including all Health and Safety for the company and a sample risk assessment, method statement and programme of works |

**Scoring System**

|  |  |  |
| --- | --- | --- |
| Quality | Points | Criteria |
| Superior | 4 | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project’s aims or requirements. Response highly relevant with comparable contract value. |
| Good | 3 | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project’s aims or requirements with no negative indications or inconsistencies. |
| Below  Expectations | 2 | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable. |
| Poor to  deficient | 1 | Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading |
| Unacceptable | 0 | Totally deficient and non-compliant for that criterion. |

**Tender Timeline**

|  |  |
| --- | --- |
| ***Action:*** | ***Date:*** |
| Invitation to tender | 18 March 2022 |
| Deadline for submission of tender clarification questions | 1 April 2022 |
| Deadline for submission of Invitation to Tender  Acknowledgement Form (Appendix 1) | 8 April 2022 |
| NATC to answer outstanding questions | 15 April 2022 |
| Tender Response Due | 22 April 2022 |
| Tender selected and decision notified | No later than 20 May 2022 |
| Order Date and Contract issued | Immediately |
| Work to commence | Immediately |

**Preparation of Tender and Tender Duties.**

Tenderers will be asked to complete the documentation requested and provide a number of supplementary documents as part of their Tender submission. The key documents are:

* Invitation to Tender Acknowledgement – Appendix 1
* Form of Tender – See attached Pricing document Section 4

**Invitation to Tender Acknowledgement - Appendix 1**

Please acknowledge receipt of this Information To Tender (ITT) Pack and confirm your intention or otherwise to submit a Tender by returning the form enclosed as Appendix 1 by no later than 8 April 2022

Please note that only those companies who confirm their ITT Acknowledgement by 8 April 2022 will be sent any future correspondence relating to this tender including clarification information.

**Form of Tender – Pricing document**

The Tender shall be signed in ink on the Form of Tender - Section 4 Pricing document.

**Supplementary Tender Documents**

Supporting documentation is welcomed

**Site Visit**

Before submitting a tender for the service, bidders are advised to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the project.

**Tender Questions and Clarifications**

Tenderers are advised to study the Invitation to Tender. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the tender documents) with the Council prior to submitting a tender.

Any questions or matters of clarification regarding the ITT procedure, contract documentation, brief or requests for further information should be submitted by e-mail to townclerk@newalresford-tc.gov.uk

By 8 April 2022 all questions and the Council’s responses, will be circulated to all Tenderers who have submitted the Invitation to Tender Acknowledgement (Appendix 1).

**Submission of Tender**

Tenders must be received by no later than 1pm on 22 April 2022

No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.

Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the organisations who submit a proposal.

**Costs in Tender**

All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.

The prices/fees to be inserted in the Form of Tender shall be the full inclusive value of the goods, works and services described (The Services). They shall represent all costs and expenses which may be incurred in order to provide the Services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.

**Inducements**

Offering an inducement of any kind, as defined in the Bribery Act 2010, in relation to obtaining this or any other contract with the Council will disqualify your proposal from being considered and may constitute a criminal offence.

**Payments**

Payments will be made within 28 days of receipt of an invoice subject to all Services being completed to the satisfaction of New Alresford Town Council.

**Sub-contracting**

When submitting its Tender, the Tenderer must notify the Council of any parts of the services which it proposes to sub-contract. Failure to do so will invalidate any such tender.

The Council’s prior written approval must be obtained before any part of the services is sub-contracted.

The Council reserves the right to refuse such approval at its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

**Award of Contract**

The Council expect to award the Contract by at least 20 May 2022. The successful Tender together with the Council’s written acceptance shall constitute the contract.

**Health and Safety**

Tenderers will be required to comply with the Health and Safety at Work Act 1974 and all other regulations made under the Act.

**Accuracy**

Information supplied to Tenderers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

**Confidentiality**

All information supplied by the Council in connection with this Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council

**Freedom of Information**

The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000. Tenderers should state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information shall be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the public interest in favour of disclosure outweighs a Tenderer’s commercial interests in maintaining non-disclosure.

**Publication of Successful Tender**

The Council may publish the amount of the successful tender and the name of the successful Tenderer.

**Appendix 1**

**INVITATION TO TENDER ACKNOWLEDGEMENT**

**TENDER FOR ARC ROOF WORKS**

\*I/ We intend to submit a tender by the required date and confirm that all of the information required, will be enclosed with our formal submission.

\* I/We are unable / do not wish to submit a tender and our reasons for this are set out below.

Please insert here your reasons for not submitting a tender, or include in a separate letter:

We confirm that we will treat all information supplied by the Council as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Tender.

Signed:  Date:

On behalf of:

Address:

Name (Block Capitals)

Position:

E-mail address for further Correspondence:

*\*Delete as appropriate*

***This form must be returned by no later than 8 April 2022 to ensure receipt of any further correspondence including clarification responses.***

To be returned by e-mail to: townclerk@newalresford-tc.gov.uk

Or by post to: *Town Clerk*

*New Alresford Town Council,  
Arlebury Park  
The Avenue  
New Alresford  
Hampshire  
SO24 9EP*