

Invitation to Tender

Building Works for Studio 4 Dance CIC

1 Background/Introduction

Studio 4 Dance CIC is a dance company that provides classes and performance opportunities to the community in and around St Austell. We have taken on 3 redundant units in the town centre. 2 units are already being developed to provide the dance school space and workshop space for the community. This project is to develop the 3rd unit as a performance and event space/theatre. Location is Old Vicarage Place, St Austell PL25 5YY

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 as a whole. We will compare tenders received on a compliance basis only.

2 Project Specifications

Quote to include supply of materials, fittings and labour for the following in accordance with FITOUT OF UNIT 3 INTO COMMUNITY EVENTS SPACE 2138/SK01 dated June 2022 (Enclosure 1). Please note the tender is meet the specification as detailed below. The tenderer, may however, offer an alternative to specific items providing the tenderer demonstrates that their solution meets or exceeds the specification.

2.1 To build new studwork around whole perimeter of the unit, install new toilets to comply with document M of the building regulations; exact route of waste to be determined by best fit. Toilets to include the provision of extraction fans as per Enclosure 1, entrance porch, tech room and storage areas, to include all timber, insulation, plasterboard and fixings. (Approximately 450sqm). See Enclosure 1

2.2 To plaster all new walls, ceilings in new areas (not including industrial ceiling) ready for decoration, including all materials. See Enclosure 1

2.3 Plumbing of 2 new toilets (1 accessible) to include all pipework, waste pipes and sanitary ware to be included, 2 toilets, 2 hand basins with hot and cold single taps. Toilets are to be Vitreous China, Mixed Plastics and Metals each with two tap hole basin. Colour: Exposed Grey Rails. Tap: Sequential Lever Tap (not TMV3). Inlet: Bottom Inlet - LH or RH. Flushing Volume (L): 6ltr Single Flush. To comply with Document M of the Building Regulations (2004) and BS8300-2009 provide government guidance on the layouts of an accessible wash-room in non-domestic settings. It ensures consistent levels of installation and function designed for all users. CE Compliant, LANTAC & WRAS Approved.

2.4 Plumbing of a new sink (to include taps as per 2.3) area and for a commercial dishwasher (dishwasher will be provided by the client) for bar area, all pipework, waste pipes

2.5 Electrics to include all new cabling in trunking for industrial look, 8 switches, 4 pir sensors, 20 sockets for bar and storage area, tech room and main floor space, electric hand dryers in toilet areas, emergency lighting and 10 main strip lights and 10 wall lights around venue. Emergency lighting to be linked with the fire alarm system. The emergency lighting to meet BS 5266 part 1 and

escape signage (to be supplied and fitted) to meet BS 5499 Part 1. Supply and fit fire alarm system to BS 5839 Part 1 (see 2.11).

2.6 Supply and 2nd fix carpentry of all exterior and interior doors and associated fittings as per Enclosure 1. Eight Internal doors are to be compliant with building regulations and be painted plywood flush fd30 fire doors, access doors to be grey aluminium as stated. The new doors to 2 external openings, 1 emergency exit and 1 new double aluminium doors to front are to meet building regulations and details as per Enclosure 1.

2.7 Supply and fitting of approx 130 linear metres of square edge mdf skirting board and 85 linear metres of architrave. Square edge mdf skirting board Client to spec.

2.8 Construction of bar area as per Enclosure 1 Bar area is to be melamine carcass units with wooden counter tops, keyclamp shelving to the rear wall. Front of bar finish to be corrugated roof sheeting with artificial industrial finish

2.9 Decorating to include painting of all new plastered areas and ceilings (see enclosure 1). Ceilings are to be of a matt black spray, with white walls customer to choose desired colour scheme.

2.10 Ground floor to be prepared as required. Floor coverings to be supplied by client but fitted by the tenderer. Dark grey vinyl flooring throughout the community event space, with altro walkway 20 safety flooring in bar area and toilets.

2.11 Supply and fit smoke detectors with battery backups integrated with sounder and break glass points. Supply and fit fire extinguishes; number and type to be determined by the tenderer in consultation with a specialist fire safety company.

2.12 Fire alarm system to BS5839 Part 1. Provide emergency lighting to BS 5266 Part1. Provide escape signage to BS5499 Part 1. Provide illuminated exit signage on external exits.

2.13 Provide flashing beacon alarm within both disabled toilets interlinked with existing fire alarm system.

2.14 Provide panic alarm in both DPTs

2.15 Modification of the toilet in the existing kitchen to be meet document M of the building regulations

2.16 Heating. 4 off IR heaters <https://www.manomano.co.uk/p/cosmic-beam-smart-24-infrared-radiant-heater-2400w-app-control-remote-control-34900429> to be installed and integrated to the existing system by suitably qualified heating engineer

2.17 Hearing loop to be provided by the client but fitted by the supplier of the loop and the tenderer. This is to be either individual systems for each space or a system for the overall space

2.18 Work commence in July/early August and complete by October 2022.

Please complete the Compliancy matrix at Enclosure 1

PLEASE NOTE: The maximum budget for this commission is £105,000 exclusive of VAT

3 ITT Timetable

The anticipated timetable for submission of the tender and commission milestones are set out below:

Activity	Date
Date ITT available on Contracts Finder	28 June 2022
Date for site visit	4 July 2022
Last date for raising queries	6 July 2022
Last date for clarifications to queries to be posted on Contracts Finder	7 July 2022
Deadline to return ITT	1700 on 18 July 2022
Evaluation of ITT	20 July 2022
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation

4 Conflicts of Interest

Please provide a statement with regards to a conflict of interest for this procurement through the provision of either:-

A Declaration that to your knowledge there is no conflict of interest between your company and the Studio4 Dance 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 their impartiality and independence in the contexts of this procurement procedure.

Or

A Declaration that there is a likely conflict of interest between your company and Studio4 Dance 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 their impartiality and independence in the contexts of this procurement procedure, please provide details of this connection.

This will permit Studio4 Dance CIC, that in the event of a conflict of interest, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial party.

Exclusion

Studio4 Dance CIC shall exclude applicants from participation in this procurement procedure where they have established or are otherwise aware that the applicant, to include administrative,

management or supervisory staff that have powers of representation, decision or control of the applicants 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

5 Consortium or sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant (greater than 25%) role in the delivery of the services under any ensuing Contract.

6 Tender Application Requirements

Please complete the following in the compliancy matrix (Enclosure 2):

1. Confirmation that **you the supplier** are able to meet the requirements outlined in the brief above and completion date
2. **Dated** your response, used our company's full postal address (albeit you submission might be by email) and included the **Reference: Building Works for Studio 4 Dance CIC**
3. Details of who to **contact** in your company in relation to this tender
4. **Company registration Number and VAT number**
5. **Conflict of Interest Statement**
6. Confirmation of the scope of supply as per section 2
7. Total cost of providing the goods/services

7 Tender Scoring Criteria

The tender will be scored only on their compliance to the specification set out in section 2 and awarded to the lowest compliant tender.

8 Tender Returns

Tenders are to be returned by email.

Tenders are to be returned by:-

Latest date to be returned: 18/07/2022

Latest time to be returned: 1700

Emailed tenders should be sent electronically to alice@studio4dance.com with the following message **clearly noted in the Subject box**; “Building Works for Studio 4 Dance CIC”

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

9 Clarification

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries will be answered. Any clarification queries arising from the Tender Documents which may have a bearing on the offer should be raised as soon as possible in writing. The deadline for clarification questions is as Section 3. All e-mailed queries should be sent to:-

Name: Alice Walker

E-mail: alice@studio4dance.com

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 us unless such representation is in writing and duly signed by Alice Walker of Studio4 Dance CIC. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Tenderers must provide a single point of contact in their organisation for all contact between the Tenderer and Studio4 Dance CIC

Responses to any queries will be shared through Contracts Finder website

10 Disclaimer

The issue of this documentation does not commit Studio4 Dance CIC to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Studio4 Dance CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Studio4 Dance CIC and any other party (save for a formal award of contract made in writing by or on behalf of Studio4 Dance CIC).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by Studio4 Dance CIC or any information contained in Studio4 Dance CIC's publications are supplied only for general guidance in the preparation of the tender response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Studio4 Dance CIC for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response. Studio4 Dance 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 Studio4 Dance CIC liable for any costs or expenses incurred by bidders during the procurement process.

Enclosures:

1. FITOUT OF UNIT 3 INTO COMMUNITY EVENTS SPACE 2138/SK01 dated June 2022 revision 25 July 2022
2. Compliancy Matrix