



Bridgwater Town Council

Projects Department

THARS01 – Bridgwater Town Hall Theatre Auditorium Rostra & Seating Invitation to Tender (ITT) Information

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Section 1 - Project Information

Project Name	Bridgwater Town Hall Theatre Auditorium Rostra & Seating 2024
Scope of Work	To manufacture, supply, and install new rostra and seating for Bridgwater Town Hall Auditorium
Client	Bridgwater Town Council
Site Address	Town Hall, High Street, Bridgwater, Somerset TA6 3AS
Project Lead(s)	Geoff Sawyer / Plann Theatre Consultants
Programme (from appointment)	15 weeks
Current Forecast Cost	£50-£150k
Site Visits (if required)	Tuesday 2 nd – Friday 5 th April 2024
Clarification Requests	By Friday 5 th April (1700hrs) 2024
Clarification Responses	By Friday 12 th April (1700hrs) 2024
Tender Return	By Friday 19 th April (12 noon) 2024
Tender Opening	Friday 19 th April (PM) 2024
Tender Bid Review & Evaluation	Monday 22 nd – Thursday 25 th April 2024
Supplier Award & Appointment	Friday 26 th April 2024
Manufacturing Period	Monday 29 th April – Friday 26 th July 2024
Installation & Commissioning	Monday 29 th July – Thursday 8 th August 2024
Completion & Handover	Friday 9 th August 2024

Section 2 - Professional Team

The Council's Consultant Team comprises:

- Project Officer – Geoff Sawyer
- Architect – Connolly Wellingham Architects (CWA)
- Fire Consultant – Jenson Hughes
- Building Control – Clarke Banks
- Theatre Consultant – Plann

Section 3 – Project Detail

Bridgwater Town Council is pleased to invite tenders for the manufacture, supply, and installation of new rostra & seating for the Town Hall Theatre Auditorium as laid out in the invitation to tender, and more fully within the specification documents. The Auditorium is located within the northern side of the Town Hall island site and within a Grade II listed building.

The tender documents comprise of the invitation to tender and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure and advertised on Bridgwater Town Council's website.

This ITT sets out the information which is required in order to assess the suitability of suppliers in terms of their relevant experience, past performance, technical skills, resources, management skills, and methodology to meet the requirements of Bridgwater Town Council for the procurement of the stated goods.

The successful applicant will be required to manufacture, supply, and deliver goods & services in accordance with all documents & specifications.

The successful supplier will be responsible for acting in the best interests of Bridgwater Town Council, and their design team, and collaborating with them in the delivery of this project.

A list of requirements is stipulated within the invitation to Tender and will be required as part of the submission of the Tender; failure to submit will invalidate your Tender. You must submit your fixed price on the THARS06 form and all requested documents by noon on **19th April 2024**. Late or incomplete Tenders will not be considered. There must not be any markings showing your company name on the envelope and the envelope must be marked 'Town Hall Theatre Auditorium Rostra & Seating Tender.'

Each bidder will have the opportunity of making an escorted site visit w/c **1st April 2024**. Please contact Geoff Sawyer, Bridgwater Town Council Project Officer to arrange a convenient time for your visit.

Queries should be submitted in writing by no later than **Friday 5th April 2024** through the tender email address and responses will be circulated the following week.

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.

Bridgwater Town Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Bridgwater Town 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 Bridgwater Town Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should Bridgwater Town 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 Bridgwater Town 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).

Payment terms will be 30 days or as otherwise agreed with Bridgwater Town Council.

The information supplied within this ITT and accompanying documents reflects Bridgwater Town Council's current view of the goods or 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:

- Bridgwater Town 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.
- Bridgwater Town 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 Bridgwater Town 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 and return:

1. **THARS04** – Application for Bridgwater Town Council Approved Supplier.
2. **THARS05** - Tenderer Declaration Form.
3. **THARS06** – Form of Tender.
4. **THARS07** – Pricing Schedule.
5. **THARS08** – Supplier Technical Questions & Answer Sheet.
6. Any supplementary documentation requested within the covering letter.

Section 4 - Scope of Procurement

Bridgwater Town Council wishes to appoint a supplier for the manufacture, supply, delivery, and installation of new Auditorium Rostra & Seating for the Town Hall Theatre. We are looking for a complete and costed solution for this work.

Bridgwater Town Council are looking for a high-quality solution for the specified goods from high quality bidders that deliver a service that is demonstrably focused on the needs of Bridgwater Town 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 supply of the goods and services is expected to commence **29th April 2024**, with the exact dates to be agreed depending on the agreement between the successful supplier and Bridgwater Town Council.

Bridgwater Town 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 principal benefits anticipated by Bridgwater Town 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 Bridgwater Town Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include the supply of goods and services for the Town Hall theatre auditorium.

The successful bidder will be expected to ensure the integrity of the building. Alongside any necessary fixtures and fittings, retaining the integrity and character of the building is necessary.

The successful bidder, subject to financial limitations and the integrity of the building, will aim to improve energy efficiency. Sustainability should also be an important consideration when purchasing materials, furnishings, and fittings; with priority given to the re-use and up-cycling of existing resources along with using local supply chains where possible.

Bridgwater Town Council is a public sector body, and we have to observe various restrictions and decision-making processes. We therefore expect the successful bidder to understand the challenges of working within a Grade II public sector building in order to deliver a modern resource to the project.

Any materials removed to facilitate the installation remain the property of Bridgwater Town Council. The appointed supplier must get prior authorisation from Bridgwater Town Council before their disposal/removal from site.

This is an individual procurement separate from the current wider site development scheme. The design team are in the process of the design of the further phases which will be tendered for separately. The estimated cost of the entire capital project over all phases is circa £4m.

Bridgwater Town Council expect serious observation of energy efficiency and energy use.

The appointed supplier must ensure all works meet Fire and Building Regulations and are DDA compliant where possible. Guidance will be given on these requirements the design team and appointed consultants.

The successful bidder will be expected to formulate a project programme in line with the indicative timeline (THARS03).

Planning and listed building consent applications have been approved on the project.

The successful bidder will be required to consult with the client, the design team, any relevant authorities, and other stakeholders throughout the course of the project.

THARS02 – Supporting Documents (listed in table A below) includes the documents which outline the scope and specification for this procurement, copies of these are available on the Bridgwater Town Council website and through the links on Contracts Finder/Find a Tender.

Table A – Supporting ITT Documents

ID	REF	DOCUMENT
1	196	MADD Seating Tender Document
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Section 5 - Procurement Process

This is a procurement exercise conducted in accordance with an open Procedure commonly used in public sector procurement exercises.

This procurement will take place via an Invitation to Tender for the contract. As part of the tender process, we may wish to conduct site visits to your references' sites identified in order to moderate the score given in Section 6. Bridgwater Town Council will advise Tenderers of such requests during the tender process.

Section 6 - Award Criteria

6.1 How bids will be evaluated

The award will be based on the highest scoring Bids on the basis of the following weighting: Price 40% and Quality 60%.

The three highest scoring Bids will then be assessed and evaluated in more detail with references obtained from the submitted referees which will be assessed for relevance on a pass or fail basis. Where either the responses from referees or relevance give rise to concerns about the bidders, ability to undertake the contract, then at the discretion of the Council, the bid may be considered a failure.

6.1.1 Price

Price will be assessed as follows:

The lowest cost will be awarded the maximum 40% of the total evaluation marks. All other Bidder scores will be evaluated by dividing the lowest cost by the Bidder comparison cost and multiplying that proportion by 40% to provide each Bidder with their percentage of the total evaluation marks available. The following is a worked example:

- Bid A lowest cost (£1): Score 40
- Bid B comparison cost (£2): Score 20

(The lowest cost divided by the comparison cost multiplied by 40 equals their percentage of the total evaluation marks available.

$$1/2 \times 40 = 20$$

6.1.2 Quality

Quality therefore accounts for 60% of the score with the breakdown. 60% will be awarded based on responses to the questions in THDR08 in the Invitation to Tender and with the evaluation of answers as per the Table B in section 6.2 of this document. These scores might be revised based on any written clarifications and your responses to questions during an interview stage should Bridgwater Town Council invite you to attend this stage. We anticipate that the three bidders with the highest scores will be invited to meet with the council for a final round of clarification questions to determine the overall winning bid.

Bidders responses to the questions will be scored out of a possible maximum of (5) marks. The following table explains how the Council will evaluate and score answers:

6.2 Evaluation Process

Each Offer Schedule will be scored in accordance with the evaluation process stated above.

Table B – Evaluation of Answers

Evaluation of answer	Marks
Proposal meets the required standard in all material respects	5
Proposal meets the required standard in most material respects, but is lacking or inconsistent in others	4

Proposal falls short of achieving expected standard in a number of identifiable respects	3
Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals	2
Completely fails to meet required standard or does not provide a proposal	1
Nil response (no answer provided)	0

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 Bridgwater Town 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.

7. Pricing Schedule

Tenderers are required to provide a pricing schedule as set out in THARS07.

8. Terms for Submission

8.1 Closing Date & Submission

The closing date and time for the receipt of submissions and all requested documentation relating to this tender is **12:00** hours (**midday**) on **Friday 19th April 2024**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via post to:

Bridgwater Town Council, High Street, Bridgwater, Somerset, TA6 3AS
Marked for the attention of: Geoff Sawyer, Projects Officer.

Tender Documents can be found at Bridgwater Town Council's website:

[Bridgwater Town Council - Working with the community for the Community \(bridgwater-tc.gov.uk\)](https://bridgwater-tc.gov.uk)

8.2 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 Bridgwater Town 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)	22 nd March 2024	19 th April 2024
Tenderers to submit any requests for a site visit	22 nd March 2024	1 st April 2024
Tenderers to submit any clarification questions	22 nd March 2024	5 th April 2024
Tenderers site visits	2 nd April 2024	5 th April 2024
Bridgwater Town Council responds to questions and comments via email	8 th April 2024	12 th April 2024
Submission Deadline	19 th April 2024 (12 noon)	
Tender evaluations	19 th April 2024	25 th April 2024
Interviews or factory visits (where required)	19 th April 2024	25 th April 2024
Award of contract notification	26 th April 2024	
Order placed	26 th April 2024	
Contract to start	29 th April 2024	

8.3 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 Bridgwater Town Council commits Bridgwater Town Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Bridgwater Town Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Bridgwater Town 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 Bridgwater Town 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 Bridgwater Town Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Bridgwater Town Council as the Bridgwater Town Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Bridgwater Town 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 Bridgwater Town Council.

8.4 Response/Return of Invitation to Tender

Please provide a response to this ITT by completing the documents 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 Application for Bridgwater Town Council Approved Supplier (THARS04)**
- 2. Completion of Tenderer Declaration Form (THARS05)**
- 3. Completion of Form of Tender (THARS06)**
- 4. Completion of Pricing Schedule (THARS07)**
- 5. Completion of Supplier Technical Question & Answer sheet (THARS08)**

8.5 Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: procurement@bridgwater-tc.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 8.2 of this document.

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

8.6 Material Misrepresentation

Bridgwater Town 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.

8.7 Collusive Bidding

Collusive bidding is unacceptable by Bridgwater Town Council. Any tenderer that is discovered by Bridgwater Town 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 this bid by or in accordance with any agreement or arrangement with any other person, or
- b).** Communicates to any person other than Bridgwater Town 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 Bridgwater Town Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

8.8 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.

8.9 Relationship with Members of the Council

If a candidate for any tender is to his knowledge related to any Member of the Council, the holder of any office under the Council, or any association with 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.

9. Risk Register

A Risk Register is currently being updated, however some of the key risks are noted below:

- Working in a historic building
- Working in a partly occupied building
- Working in a complex urban location with constrained site access