**Unity in Community – 372 Greenwood Avenue Yard and Depot Improvements**

**Invitation to Tender Part 1**

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**Tender Closing Date and Time: Monday 23rd August at 23:59hrs GMT**

**1 The invitation to tender**

The Contracting Agency for the purpose of this Invitation to Tender is Northern Hull Community Development Ltd (Unity in Community).

Northern Hull Community Development Ltd’s registered office is 501 Endike Lane, Hull, HU6 8AQ.

You are being invited to submit a tender to Northern Hull Community Development Ltd (the ‘Agency’) to carry out:

* Yard and Depot improvement works at 372 Greenwood Avenue (former council works depot).
  1. **Northern Hull Community Development Ltd**

Northern Hull Community Development Ltd is a charity dedicated to the development of the HU6 area of Hull.

The objectives of Northern Hull Community Development Ltd are:

* To support activities to aid the development of North Hull
* To provide accommodation & support services to community groups, individuals and projects
* To attract investment to build on the skills and energies of the community
* To communicate with local residents to establish the needs of the community
* To find new and innovative ways to meet those needs

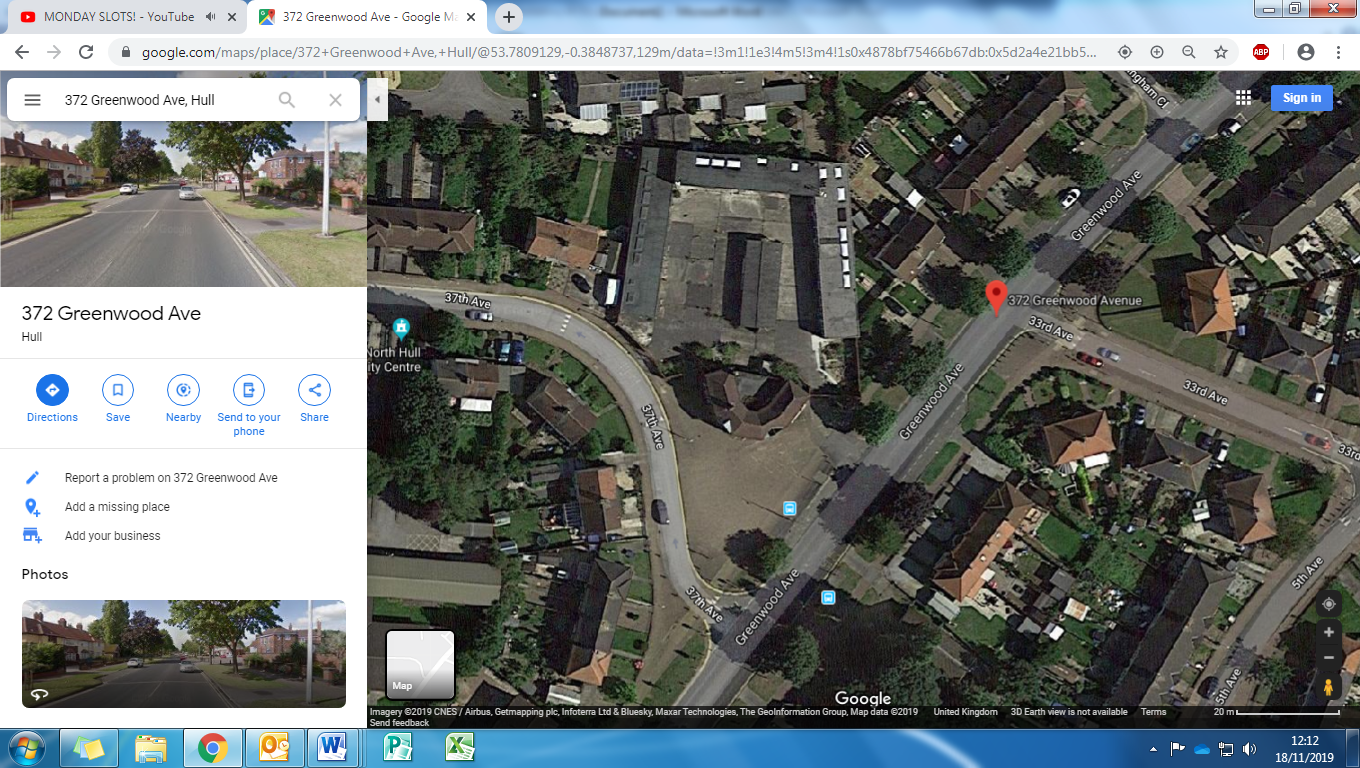
The Agency reserves the right to novate this Contract to any successor organisation at any point during the contract term.

The Agency reserves the right to terminate this agreement at any point by giving you one month’s written notice.

1. **Background**

Northern Hull Community Development Ltd has been awarded European Regional Development Fund funding for the refurbishment of 372 Greenwood Avenue (‘the site’). Northern Hull Community Development Ltd has a long term lease of the site and has held this since 2015.

The site consists of a two storey office building facing out to Greenwood Avenue, adjacent to 37th Avenue with a large depot to the rear consisting of a number of units and a large two storey work space. The yard and depot has been vacant for approx. 9 years and is in needs of repair and refurbishment.



1. **Specification**
   1. **Detailed requirements**

Northern Hull Community Development Limited is looking to appoint a contractor to undertake all of the improvement works at the site. The contractor will be able to display an accurate breakdown of costs and timescales for the works to be undertaken.

The agency has an indicative budget of £120,000 exc. VAT and applicants are asked to show economies of scale and also cost efficiencies. Any tender received in excess of this budget will be considered non-compliant and will be eliminated from the tender process.

The scope of the works required within the project includes, but is not expressly limited to the following:

1. Confirm any notable conflicts of interest in writing
2. Provide the agency with all relevant evidence that health and safety requirements have been met and Construction Design and Management Regulations 2015 has been complied with
3. Ensure that all work(s) carried out fall in line with the necessary legislation and regulations
4. Arrange with the agency to attend a site visit at your convenience. Dates for site visits are:

30/07/2021

02/08/2021

05/08/2021  
10/08/2021

1. Provide an accurate breakdown of all costs
2. Work to the project timetable. Delays may incur penalties.
3. Work to strict deadlines, inform the agency in advance of any potential delays where reasonably practicable.
4. Erect a site perimeter, ensuring that disruption to those working within the grounds is kept to a minimum as reasonably practicable
5. Manage and oversee all waste management and disposal on site
6. All information held by the contractor is GDPR compliant.
7. Manage and oversee all sub-contractors on site, ensuring they adhere to health and safety requirements.
8. All relevant certification of any build will be provided to the agency upon completion (i.e. FENSA or equivalent for windows)
9. All manufacturers guarantees activated, adhered to and provided to the agency.
10. Provide sufficient public liability employers liability and professional liability insurance (minimum of £5m is required).
11. Work to only be undertaken between the hours of 8am-5pm Monday to Friday. Weekend work can be undertaken with prior permission from the agency.
12. **Outputs required**
13. Evidence of health and safety compliance
14. Evidence of Construction Design and Management Regulations compliance
15. Arrange and attend a site visit
16. Accurate breakdown of costs
17. GDPR policy and procedure
18. Work signed off as competent from time served/competent worker
19. Records kept of all sub-contractors, and health and safety documentation
20. Evidence of certification of build
21. Manufacturers guarantees kept
22. Evidence of public liability and indemnity insurance
23. **Project Team**

Bidders should provide the names of key members of the proposed team for delivering the requirements

**6 Contract Management and Contract Requirements**

The successful bidder will be required to:

* Deliver the requirements outlined in Sections 3 and 4 above;
* Maintain full records including financial and accounting records for the contract;
* Be proactive rather than reactive;
* Provide weekly contract progress updates to the Agency.
* Host regular site visits and walk around for the agency staff and trustees

**6.1 Contract Price**

The anticipated budget for this contract is no more than £120,000 exclusive of VAT and inclusive of expenses.

Bidders should indicate prices for a range of services (as outlined in Section 3) which must be in line with the rates tendered. Costs should be clearly broken down to reflect the different elements of the methodology you propose, including any additional data collection as suggested.

**6.2 Contract term**

It is anticipated that the contract will commence on Monday 20th September 2021 and will run to Monday 14th March 2022.The successful bidder will be required to attend an inception meeting at Northern Hull Community Development Limited on Thursday 2nd September 2021 at 9am. Bidders are asked to keep this date free in anticipation. The Agency reserves the right to novate this Contract to any successor organisation at any point during the contract term.

**7 Quality Assurance**

Bidders should describe their procedures for quality assuring their work.

**8 Payment Arrangements**

Northern Hull Community Development Limited is committed to Prompt Payment and shall pay the Contractor within 30 days of the receipt of a valid invoice, provided that:

* A Purchase Order has been raised by the Agency and the PO number has been provided to You, the Contractor
* That all invoices submitted to the Agency quote the PO number
* The Agency is satisfied that the Services for which the invoice relates have been performed fully in accordance with the Contract.
* All invoices are submitted prior to the 28th day of the month.
* All invoices addressed to:

***Unity in Community***

***501 Endike Lane,***

***Hull,***

***HU6 8AQ***

**9 Tender Submissions**

Bidders should provide details within their tender proposals of:

* Their proposed model for delivery of the service, which will meet the required specification requirements in section 3 and will achieve the required outputs in section 4.
* Consortium or partnership bids are welcome to apply with lead partner identified
* The programming of the commission from start to the completion of the contract
* How their model for delivery will meet the outcomes and demonstrate added value by stage to the outcome of the contract
* A full cost breakdown of their proposal in line with the rates included within the original tender. This should include details of the numbers and status of staff involved, their time and associated costs. VAT and expenses should be identified separately.
* No organisations tendering will be able to claim costs in relation to producing their tender.

Tenders will be evaluated against the award criteria as set out in clause 11 and bidders should demonstrate

* Cost effectiveness
* Technical ability to meet the contract requirements
* Strong service delivery
* Quality
* Commitment to the environment

**10 Award Criteria**

The award for this tender will be weighed against the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Overall Weighting** | **Category** | **Category Weighting** | **Element** | **Element Weighting** |
| Price | 30% | Commercial | 30% | Cost/Competitiveness | Cost Matrix/Spreadsheet |
| Quality | 70% | Technical | 20% | Capability | 10% |
| Resources | 10% |
| Service Delivery | 15% | Flexibility & Responsiveness | 5% |
| Communication | 5% |
| Reaction to problems | 3% |
| Innovation & added value | 2% |
| Quality | 15% | Customer Care | 7% |
| Quality of service | 5% |
| Continuous improvement | 3% |
| Environment | 10% | Commitment | 8% |
| Environmental targets | 2% |
| Social Value | 10% | Opportunities for local people | 7% |
| Supporting local initiatives | 3% |
|  | 100% |  | 100% |  |  |

The successful bidder will be required to attend a meeting on Thursday 2nd September 2021 at 9am. Bidders as asked to keep this date free in anticipation.

Unsuccessful bidders will be notified by letter and electronically before or on Wednesday 1st September 2021.

**11 Tender Scoring and evaluation**

Any contract awarded following this procurement process will be on the basis of the tender that is most economically advantageous to Northern Hull Community Development Limited. The award criteria are:

* 70% Quality
* 30% Price

Scores are arrived at following the application of the Evaluation Criteria as set out below. Tenderers are required to submit their tender in accordance with the requirements set out to in this invitation to ensure that the agency has full and correct information to undertake this evaluation. Evasive or unclear or hedged tenders may be rejected and therefore disqualified from the process.

Each response given to the Quality and Price will be given a score on the scale of 0-5 in accordance with the table below.

| **QUALITY ASSESSMENT SCALE** | | |
| --- | --- | --- |
| Tenderers should be aware that when scoring evaluators will be considering the following:   * The extent to which the Tenderer’s response meets the Agency’s requirements * The extent to which the Tenderer’s response demonstrates an understanding of requirements * Whether the Tenderer’s response is supported by a sufficient level of evidence | | |
| ***Assessor Score*** |  | ***Rating*** |
| 5 | Significant assurance of an ability to deliver the requirements as evidenced by a robust, comprehensive response. The response contains no apparent errors or omissions. | excellent |
| 4 | Whilst not as fully comprehensive as an “excellent” response, evidences overall assurance of ability to deliver the requirements with no significant cause for concern. | good |
| 3 | Demonstrates an understanding of the requirements and ability to deliver but fails to provide full assurance. | satisfactory |
| 2 | Demonstrates an ability to deliver most of the requirements but contains a number of errors or omissions which raise questions over technical ability in some areas. | fair |
| 1 | Fails to demonstrate quality or technical ability to deliver the Works to the required level. | poor |
| 0 | Failure to respond to the question or response contains serious errors or omissions which indicate an inability to deliver the requirements. | very poor |

The evaluation criteria and maximum score attributed to them are set out below:

|  |  |  |
| --- | --- | --- |
| **Category** | **Formula** | **Example** |
| **Commercial** | **Cheapest price x Weighting** | **Tender A - £60,000/£60,000 x 30 = 30**  **Tender B - £60,000/£65,000 x 30 = 27.69**  **Tender C - £60,000/£70,000 x 30 = 25.71** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Weighting** | **Assessor Score** | **Actual Score** |
| **Technical** | **Assessor Score x 4** | **5** | **20** |
| **4** | **16** |
| **3** | **12** |
| **2** | **8** |
| **1** | **4** |
| **Service Delivery** | **Assessor Score x 3** | **5** | **15** |
| **4** | **12** |
| **3** | **9** |
| **2** | **6** |
| **1** | **3** |
| **Quality** | **Assessor Score x 3** | **5** | **15** |
| **4** | **12** |
| **3** | **9** |
| **2** | **6** |
| **1** | **3** |
| **Environment** | **Assessor Score x 2** | **5** | **10** |
| **4** | **8** |
| **3** | **6** |
| **2** | **4** |
| **1** | **2** |
| **Social Value** | **Assessor Score x 2** | **5** | **10** |
| **4** | **8** |
| **3** | **6** |
| **2** | **4** |
| **1** | **2** |

**12 Queries**

All queries made to Unity in Community in relation to this tender must be done so in writing and will receive a written response. Any written responses will immediately be published on the FAQ section of the Unity in Community website throughout the timetable.

All queries in relation to this tender must be submitted in writing to Dennis Woods, General Manager of Unity in Community. Dennis can be contacted via the following methods:

**E-mail** [Dennis@unityincommunity.org.uk](mailto:Dennis@unityincommunity.org.uk)

**Post**  Dennis Woods

501 Endike Lane,

HU6 8AQ

FAQ’s can be found on our website at [www.unityincommunity.org.uk/tenderfaq](http://www.unityincommunity.org.uk/tenderfaq)

**13 Tender Return**

The completed Tender and associated documents must be submitted via to e-mail to tenderapplications@unityincommunity.org.ukby no later than **23:59.59hrs on Monday 23rd August.** Any tenders that are submitted incomplete will not be considered.

**14 Timetable**

|  |  |
| --- | --- |
| **TASK** | **DEADLINE** |
| **Publication ITT** | **26/07/2021** |
| **Query Window Opens** | **27/07/2021** |
| **Site Visits begin (by appointment)** | **30/07/2021 02/08/2021 05/08/2021 10/08/2021** |
| **Site visits end** | **10/08/2021** |
| **End date for Query messages** | **18/08/2021** |
| **Response to all Queries Published** | **20/08/2021** |
| **ITT closes** | **23/08/2021** |
| **Notification of Award decisions issued** | **01/09/2021** |
| **Contract Entered Into** | **01/09/2021** |
| **Delivery Commences** | **20/10/2021** |
| **Delivery Ends** | **14/03/2022** |

**15 Confidentiality**

Any organisation or individuals wanting to submit a tender must do so in the strictest confidence. They must not tell any external organisations or individuals what their tender price is or will be. They must not attempt to obtain information about anyone else’s tender or proposed tender or make any arrangements with another organisation about whether or not they should tender, or about their or another’s tender price. Consortia or partnership bids are welcome.

**16 Freedom of Information Act**

The Agency is committed to meeting their responsibilities under the Freedom of Information Act 2000 (FOIA). This means, all information submitted to the Agency may need to be disclosed in response to a FOIA request.  If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain what harm may result from disclosure if a request is received, and include the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Agency should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**17 The Works**

Left Wing

1. Remove all woodwork & doors
2. Build brick walls to support structure
3. Build 3 x internal walls
4. Individually meter the electrics for each unit (4 in total)
5. Install lighting and 2x double socket to each unit

Central Block

1. Remove toilet block
2. Install staircase & landing area
3. Build lift shaft
4. Install lift
5. Install 1 x disabled W/C to ground floor (former toilet block area)
6. Plaster all walls
7. Decorate in Magnolia
8. Replace entrance door with a glass door
9. Install door entry system with call button
10. Install office carpet
11. Install fire alarm system
12. Install lighting & emergency lighting
13. Install 24 x double sockets
14. Install 6 x electric radiators with thermostat control
15. Remove redundant heating system and fill hole (access to Unit 6)

Yard

1. Remove metal gates to Greenwood Avenue & 37th Avenue
2. Brick up gate to 37th Avenue
3. Install electric gate with fob access (30x fobs) and reception call button
4. Remove metal poles and fill holes to raised parking area
5. Draw line markings for 13 x parking spaces
6. Install 4 x raised planters with low maintenance trees/shrubs
7. Remove existing perimeter anti-climb fencing
8. Install new anti climb fencing above existing walls/gate – approx. 160ft

**17 Funding Condition**

Please note that the awarding of this contract is subject to Unity in Community being awarded additional European Regional Development Fund (ERDF) funding.

**THIS AGREEMENT** is made on 2021

**BETWEEN:**

1. **[Northern Hull Community Development Limited** of the 501 Endike Lane, Hull, HU6 8AQ](herein referred to as the "Agency")
2. **[ ]** of [ ](Company No. [ ]) whose registered office is at [ ] (the "Contractor").

**WHEREAS:**

1. The Agency and the Contractor have entered into a *(title of agreement)* on *(date)* (the 'Agreement').

**NOW IT IS AGREED** as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **GUARANTEE** | | |
|  |  | In consideration of the Agency agreeing to enter into the Agreement with the Contractor: | |
|  |  |  | irrevocably and unconditionally guarantees for the benefit of the Agency the payment by the Contractor of all monies to be paid by the Contractor under the Agreement at the times and the manner provided in the Agreement and the observance and performance to the Agency of the provisions contained or implied in the Agreement and on the part of the Contractor to be observed and performed; and |
|  |  |  | as a separate and severable covenant agrees to indemnify the Agency and keep it indemnified from and against all losses, costs, charges and expenses (including legal expenses) whatsoever that the Agency may suffer or incur by reason of the failure or default of the Contractor to pay all monies to be paid by it pursuant to the Agreement at the times and manner provided in the Agreement or to observe and perform the provisions and covenants contained or implied in the Agreement and on the part of the Contractor to be observed and performed. |
|  |  | The Agency may not recover any more under this deed in respect of any matter than the Agency would be entitled to recover from the Contractor in respect of that matter, net of any set off.. | |
|  | **LAW AND JURISDICTION** | | |
|  |  | The validity, construction and performance of this Agreement shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit. | |
| **THIS DOCUMENT** is executed as a deed and delivered on the date stated at the beginning of this Agreement. | | | |

THE AFFIXING HERETO of the )

CORPORATE COMMON SEAL of )

**Northern Hull Community Development Limited** )

is authenticated by: )

Authorised Signatory

EXECUTED as a Deed by )

[ **TBC** ] )

acting by its directors )

Director