



## **Invitation to Bid for**

**Listed Building Repair Project - 21, 23 and 25 Market Place, Southwold for  
Southwold Town Council**

**Reference Number: PROC1024-T-Open**

### **PART A INVITATION TO BID (ITB) DOCUMENT INFORMATION & INSTRUCTIONS FOR BIDDERS**

**This Part A ITB Document is for information only and does not need to be  
returned with your Bid submission.**

Southwold Town Council  
Town Hall  
Market Place  
Southwold  
Suffolk  
IP18 6EF  
[townclerk@southwoldtowncouncil.com](mailto:townclerk@southwoldtowncouncil.com)

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## 1. PART A INVITATION TO BID DOCUMENT (ITB)

You are invited to bid for the Listed Building repairs on 21, 23 and 25 Market Place, Southwold on behalf of Southwold Town Council ('the Council') - Procurement Reference: PROC1024-T-Open.

This Part A Invitation to Bid Document sets out the Information and Instructions for the above Contract, the Scope and Specification of requirements can be found in the Part B Invitation to Bid document and your bid submission is to be returned within Part C Invitation to Bid Document (Response Pack).

## 2. OVERVIEW OF THE CONTRACT

Planning permission was granted in May 2018 for the repair works to these three listed buildings.

The maximum budget for this Contract will be £xxxx

## 3. INFORMATION FOR BIDDERS

The Council will be the Contracting Authority for the purposes of any Contract resulting from this Invitation to Bid.

The Council reserves the right to award to the second most economical advantageous tender under exceptional circumstances an example being and not limited to falsifying any information in the ITB.

### 3.1 Contract commencement date

The anticipated contract award date is 22 October 2018 (if any Contract is awarded). It is expected the project will be completed by 21 December 2018. Bidders should ensure that resources are available to meet the earliest potential start date following award of contract. The Council reserves the right to change these dates.

### 3.2 Procurement Timetable

Invitation to Tender Issued	7 September 2018 at 16.00 hours
Site Visits	14 September 2018 - To be arranged (see details below)
Clarifications Closure deadline	20 September 2018 at 23.45 hours

Closure Date for Invitation to Tender	28 September 2018 at 12.00 noon
Evaluation Period	1 October 2018 – 5 October 2018
Award Contract	8 October 2018
Standstill Period	18 October 2018
Contract Start Date	22 October 2018

The Council reserves the right to amend the above dates. Any amendments to these dates will be communicated to the bidders.

### 3.3 Request for clarification on the Invitation to Bid documents (ITB)

Bidders may seek clarification on the documents up until the date specified in the Procurement timetable Section 3.2. Please be advised that no requests for clarification will be accepted after this date and time and up until the quotation closure date and time.

Please send your request for clarification to: [townclerk@southwoldtowncouncil.com](mailto:townclerk@southwoldtowncouncil.com) Requests for clarification (but not their source) and responses to them will be circulated to all bidders, unless it is deemed to be sensitive to the bidder requesting the clarification. If it is considered that a request for clarification may have a material effect on the procurement process, all bidders will be notified in writing without delay. Where an amendment to the ITB documents is considered to be material, an extension of the bid closure date may, at the Council's discretion, be given to all bidders.

### 3.4 Communication

All general queries and communications should come via email: [clerk@southwoldtowncouncil.com](mailto:clerk@southwoldtowncouncil.com)

### 3.5 Evaluation

All compliant bids will be evaluated by the Council's Officers and/or other representatives acting on the Council's behalf with the correct level of expertise for this ITB.

All compliant bids are anticipated to be evaluated in the timescales as detailed in the procurement timetable in Section 3.2. The Council reserves the right to amend these dates.

As part of the evaluation procedure, the Council reserves the right to visit a Bidder's premises at short notice. The purpose of such a visit would be to assess the Bidder's operation with particular attention to workforce matters, health and safety and quality assurance.

The Council reserves the right to request any additional information in order to conclude the evaluation process.

Recipients of the ITB documents, whether or not they submit a Bid, shall treat the details of the ITB as private and confidential.

Bids are deemed to have been made fully and only subject to and in accordance with the ITB documents. Bids for part or parts only of the Works, or that are made subject to alternative or additional terms and conditions, or that are conditional or accompanied by statements that could be construed as rendering them equivocal and/or placing them on a different footing from other bids, will be rejected by the Council.

If an award is made, it will be on the basis of the most economically advantageous Bid received, assessed in accordance with the contract award criteria in Section 5.

#### **4. INSTRUCTIONS FOR BIDDERS**

##### **4.1 Preparation of Bid**

If the Council considers that a cover price (i.e. a bid that is not intended to be considered seriously) has been submitted, the Council may reject the Bid. The Office of Fair Trading encourages Local Authorities to be aware of any evidence of price fixing arrangements.

Where the Council regards an amendment to the original Bid documents as material, an extension of the closing date may, at the discretion of the Council, be given to all Bidders.

No alteration or addition shall be made to the Form of Tender, Pricing Pro-forma or any part of the Invitation to Bid. Failure to comply with this instruction will make your Bid non compliant and your Bid response and your organisation will no longer continue in the procurement process.

Bidders must obtain for themselves all information necessary for the preparation of their bid and satisfy themselves that the quality and standards specified by them or the Council are appropriate. Information supplied to Bidders by the Council's staff or contained in the Council's publications is supplied only for general guidance in the

preparation of the bid. Bidders must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by Bidders of such information.

Bid prices should be fixed for the duration of the contract and net of VAT.

All Bid prices must be in pounds sterling. Failure to do this will render your bid invalid.

The Bid price must be in net price excluding any taxation.

Please make sure that your bid contains all of the information that has been requested. Guidance Notes are included within this Part A.

The Council cannot guarantee any volumes or quantities listed in this Invitation to Bid should any contract be awarded.

#### 4.2 Submission of Bid

To bid for this contract, bidders must complete and return Part C of the Invitation to Bid Documents along with the relevant supporting documentation.

The completed Part C and the supporting documentation (the completed Bid) must then be posted to Southwold Town Council, Town Hall, Market Place, Southwold IP18 6EF.

It is critical that the information in Section 3 'Information for Bidders' – is adhered to.

Non-compliant bids are often due to a bidder failing to read the information, instructions and guidance provided. Please ensure that you read the information provided carefully and that your bid submission is in the correct format and complies with all the requirements of the ITB. Failure to comply with this instruction will make your Bid non compliant and your Bid response and your organisation will no longer continue in the procurement process.

All bidders are required to provide up to date information, the Council will seek damages in the event that a contract is awarded to a bidder as a result of receiving false information.

You must provide your bid in the required format (see section 4.2), this means you must complete and return Part C Invitation to Bid Document Response Pack, including all the requested documentation/information from the Part B Service and Specification Document and as laid out in the Part A, section 8 Invitation to Bid Document Guidance Notes. Failure to complete Part C Document Response Pack will make your bid non compliant and your bid will be rejected and your organisation will no longer continue in the procurement process.

Where a maximum word count has been specified for a response, any words over and above the specified limit will not be taken into account during the evaluation of the bid submission.

**When providing the pricing schedule all items will be deemed to be ex VAT but otherwise fully inclusive, including but not necessarily limited to all, training, set up costs, staff, overheads, travel, deliveries, welfare, disposal, plant, materials, disbursements and equipment as necessary to carry out the service.**

The signature of the accredited signatory and company name is required where indicated in the Part C Document Response Pack and in every instance of a price correction. This is a mandatory requirement.

Bidders must list on the mandatory declaration form 'Commercially Sensitive Information' the categories of information, relevant to their bid and any ensuing contract, which they believe may be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, with reasons. The Council reserves the right to decide whether or not such information shall be disclosed and shall not be liable to the bidder for the consequences of any such disclosure.

Do not send brochures with your bid submission. Publicity brochures will not be accepted as an answer in part or in full to any question.

Please keep attachments to a minimum. It is preferred that bidders upload their bid submissions in one completed document, attachments should be clearly titled.

Where UK legislation or standards have been cited, the question should be answered as though the equivalent legislation in the European State in which the Bidder's Organisation has been cited.

Bids submitted shall be in accordance with and subject to the terms of these instructions and other documents comprising the ITB. Bids not complying with any mandatory requirement will be rejected.

#### 4.3 Format of Bid

Bids must be sent in the format of the Part C Invitation to Bid Document and all information should be included under the requested headings within the Part C Document Response Pack.

#### 4.4 Confidential nature of Invitation to Bid documentation

Bidders shall not discuss the bid they intend to make other than with professional advisors or joint bidders who need to be consulted. Bids shall not be canvassed for

acceptance or discussed with the media or any other bidder or member or officer of the Council.

The Council is a public body subject to the provisions of the Freedom of Information Act 2000 ("the Act") and the Environmental Information Regulations 2004 ("the Regulations"). As part of its duties under the Act and the Regulations, it may disclose information forming part of your bid or any subsequent contract to anyone who makes a request for such information. It may also publish information given in your bid in its Publication Schemes if required under the Act.

The Council is encouraged to participate in information sharing and benchmarking during the duration of the Contract in order to assist performance monitoring carried out with limited groups of authorities in strict confidence. All Contracts therefore awarded by this authority may be subject to limited and confidential information sharing. If your company has reservations over sharing information in respect of your offer or acceptance, please formally state this in your Bid submission.

Bidders must state if any Council officers or members have any direct interest in their firm, business or interests. If a bidder does not observe the above paragraph the Council may reject the bid.

#### 4.5 Procurement Process, Award and Form of Contract

This ITB does not constitute an offer and the Council does not bind itself to accept the lowest or any Bid and reserves the right to accept a Bid either in whole or in part, for such item or items specified in the Invitation to Bid, and for such place or places of delivery as it thinks fit. The Council will not reimburse any bid costs. The awarding process will be as follows:

The Council would expect to decide award of contract within 90 days of the closing date for submission of bids. Bids shall remain open for acceptance for a minimum of 90 days from the closure date of submission. The Council may, if necessary, in exceptional circumstances, extend the 90-day period for completing the award process.

Bidders will be notified simultaneously, and as soon as possible by the Council of any decision made by the Council during the procurement process, including award.

The Council will debrief unsuccessful bidders about the characteristics and relative advantages of the leading bidder. Such details may also be stated in any published contract award notice.

Acceptance of the Bid by the Council shall be in writing and shall be communicated formally as acceptance to the Bidder by the Council. Upon such acceptance the Contract shall thereby be constituted and become binding on both parties and, notwithstanding that, the Contractor shall upon request of the Council execute a formal contract in the form contained in the Bid documents.

Bidders must not undertake work without written notification that they have been awarded the contract by the Council and are required to commence delivery at an agreed commencement date.

The Bidder must ensure their submission is true, complete and accurate in all respects, both as at the date of their bid submission and at the contract commencement date. The bidder must ensure:-

- It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Bid and that it has submitted its Bid and will be entering into the contract (if the same be awarded to the bidder by the Council) and will not be reliant upon any additional information, representation or assumption which may have been made by or on behalf of the Council.
- It has full power and authority to enter into the contract and perform the obligations specified in the Contract Documents and will, if requested, produce evidence of such to the Council.
- It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the Contract Documents.
- It will not at any time during the Contract Period or at any time thereafter claim or seek to enforce for the purpose of this contract any lien, charge, or other encumbrance over property of whatever nature owned or controlled by the Council and which is for the time being in the possession of the Bidder.

#### 4.6 Abnormally low bids

Contracting Authorities reserve the right to reject a bid that appears to be abnormally low – for example, a bid which is considered significantly lower than most other bids received or the average of all the bids received.

Before rejecting a bid that appears to be abnormally low, an explanation from the bidder will be sought and such evidence received taken into account.

#### 4.7 Errors in bids

If there appears to be an error in a submission or supporting information the Bidder may be invited to confirm or withdraw its Bid. Where the error relates to the Bid total as calculated from the Bid rates and variable quantities, the Bid will be regarded as the total Bid and the rate adjusted accordingly. The Bidder will be invited to confirm or withdraw the Bid and resulting rate.

Where the Bid is expressed as a total sum and an examination of the Bid reveals errors or discrepancies which would affect the total, the bidder shall be given details of the error and discrepancies and given an opportunity of confirming or withdrawing their offer. It is the discretion of the Town Council whether to allow the correction of a purely arithmetical error.

The Mandatory Declaration shall be submitted by the Organisation, which it is proposed will enter into a formal contract with the Council if awarded the contract. It shall be signed by person authorised to submit Bids and make contracts for the Bidders Organisation.

#### 4.8 Transparency

All Organisations seeking to bid for public sector contracts are placed on notice that if they are awarded a 'Council' contract then all information relating to the contract including the duration of the contract, contract value, the specified supplies, the contract services and the organisational details may be published in whole or in part without consent subject to redaction of some limited details therein on specific legal grounds determined by the Council, if any, including the protection of national security.

The Council publishes a Contract's Register on its website in line with Government guidance, details of the successful bidder will be published on this Contract's Register.

#### 4.9 Insurance

As minimum Bidders are required to hold the following Insurance levels:-

£10 Million Public Liability  
£10 Million Employers Liability  
£5 Million Professional Indemnity

For further information please refer to the Guidance Notes in Section 8 Part A Invitation to Bid document.

### 5. **CONTRACT AWARD CRITERIA**

All compliant bids will be evaluated against the criteria and sub criteria as listed in Section 5 of the Part A ITB. Please also refer to the Guidance Notes for further information.

The award criteria for this contract (if awarded) are based upon the suitability of the Bidder in the following areas. Bidders should therefore ensure that their proposal adequately addresses the issues raised therein. Scores on relative significance is shown.

Bids will be evaluated by a number of Council officers (scores averaged where there is more than one evaluator and with the exception of price) and its authorised representatives. In the event that there are an equal number of points scored for bid submissions then the deciding criteria will be the lowest price. The maximum number of points achievable is 100.

Submission of alternative equivalent products will be evaluated under the same criteria.

Your bid will be evaluated purely on the information that you provide. Make sure that the information you provide is comparable to the Invitation to Bid, and that we are able to refer the information back to the award criteria and sub-criteria listed in this Part A document.

**Please make sure your information is submitted under the correct section heading as it will not be looked for or evaluated if sited elsewhere within your bid submission.**

**Please Note:** The award criteria factors are based upon the submission of a correctly completed/compliant Bid on submission in accordance with the ITB and contract conditions and specification.

#### 5.1 Award Criteria

<b>Subject Area</b>	<b>Score</b>
Price	30
Project Management	30
Company Experience of Listed Building work	20
Experience of working around a business/retailer opening hours to enable them to continue trading	20
Freedom of Information Act 2000 and Environmental Regulations 2004	Pass/Fail
Insurance	Pass/Fail
Financial Viability	Pass/Fail
Mandatory Declaration Form	Pass/Fail
Additional Information	For Information Only

#### 6. **CONTRACT CONDITIONS**

You are required to sign the Mandatory Declarations to state that you agree to comply with the JCT Minor Works Building Contract 2016 Terms and Conditions that apply should you be the successful Contractor. These Terms and Conditions along with the Invitation to Bid, the winning bidder's submission and the Contract Award Letter (if any awarded) will form the Contract (if any awarded).

## 7. MANDATORY DECLARATIONS

You must complete and sign the Mandatory Declaration Form, failure to do so will result in your bid being rejected without consideration. You will be required, where indicated on the Mandatory Form to read the information that is located on our website:-

The Mandatory Declaration comprises the following:-

- Form of Tender
- Grounds for Disqualification
- Collusive Quoting and Canvassing
- Acceptance of Works Information, Site Information and Scope
- Acceptance of Authorised Clarifications issued during the Bid period
- Declaration Health and Safety
- Compliance with Contract Terms and Conditions
- Compliance with Site Management Policy
- Safeguarding Children Policy
- Compliance with the Council's Equality Scheme
- Freedom of Information Act 2000 and Environmental Information Regulations 2004

## 8. ITB GUIDANCE NOTES

### 8.1 SUBMISSION NOTES

#### 8.1.1 Pricing Template (Part C Invitation to Bid Document Response Pack) (scored section 30):

This Pricing Template must be completed. If you do not complete this your bid will be rejected. The Pricing Template will be deemed to be **fully inclusive of all overheads as detailed in Section 4.2 Part A Invitation to Bid Document.**

Bid prices should be fixed for the duration of the contract and net of VAT. All Bid prices must be in pounds sterling. Failure to do this will render your bid invalid.

The Bid price must be in net price excluding any taxation.

A score out of 30% will be awarded for the 'price' element of the evaluation.

Price scores will be calculated based on the lowest cost submitted by the bidder. The bidder with the lowest cost will be awarded the full amount of points available, with the remaining bidders gaining pro-rated scores in relation to how much higher their costs are when compared to the lowest cost.

See below for example of calculation of Price evaluation scoring.

**Worked Example:**

<b>Provider</b>	<b>Percentage (to 2 decimal places)</b>	<b>Formula</b> = Lowest Percentage / Bidders Percentage x Price Score	<b>Price Score</b>
A	1.25%	= 1.25/ 1.25 x 30	30.00
B	2.75%	= 1.25 / 2.75 x 30	13.63
C	3.50%	= 1.25 / 3.50 x 30	10.71

**8.1.2 Bidders are required to provide detailed and comprehensive information for Project Management (scored section 30):**

Failure to provide this information will affect your score.

Section	Evidence	Scoring Methodology	Points
Project Management 30	None	No information provided	0
	Very Poor	Evidence fails to demonstrate the required understanding of the supply chain	6
	Poor	Limited evidence of required understanding of the supply chain	12
	Satisfactory	Sufficient evidence of the required understanding of the supply chain	18
	Good	Good evidence of required understanding of the supply chain	24
	Very Good	Excellent evidence of required understanding of the supply chain	30

**8.1.3 Bidders are required to provide detailed and comprehensive information on Company Experience of Listed Building Work (scored section 20):**

Failure to provide this information will affect your score.

Section	Evidence	Scoring Methodology	Points
Company Experience of Listed Building Work 20	None	No information provided	0
	Very Poor	Evidence fails to demonstrate the required understanding of the supply chain	4
	Poor	Limited evidence of required understanding of the supply chain	8
	Satisfactory	Sufficient evidence of the required understanding of the supply chain	12
	Good	Good evidence of required understanding of the supply chain	16
	Very Good	Excellent evidence of required understanding of the supply chain	20

**8.1.4 Bidders are required to provide detailed and comprehensive information on Experience of working around a business/retailer opening hours to enable them to continue trading (scored section 20):**

Failure to provide this information will affect your score.

Section	Evidence	Scoring Methodology	Points
Experience of working around a business/retailer opening hours to enable them to continue trading 20	None	No information provided	0
	Very Poor	Evidence fails to demonstrate the required understanding of the supply chain	4
	Poor	Limited evidence of required understanding of the supply chain	8
	Satisfactory	Sufficient evidence of the required understanding of the supply chain	12
	Good	Good evidence of required understanding of the supply chain	16
	Very Good	Excellent evidence of required understanding of the supply chain	20

**8.1.5 Compliance with Freedom of Information Act 2000 and Social Value Information Regulations 2004 (Pass/Fail Section)**

Bidders are required to fully complete the table in Part C.

Information of which the Bidder claims exemption from disclosure and/or commercial confidentiality.

**8.1.6 Insurance (Section 4 a, b, c Part C Invitation to Bid Document Response Pack) (Pass/Fail section):**

You need to comprehensively state if you have the required level of insurance as stated in the Part A Invitation to Bid document section 4.9. Should this section not be clearly stated or completed then your bid will be rejected without further evaluation.

If you do not have the required level of insurance you must state 'No' in 4a, if you are prepared to upgrade your existing level of insurance to meet the requirement of this contract you must state 'yes' in 4b. If you state 'no' in 4b your bid will be rejected without further evaluation.

If you are the successful bidder you must provide a copy of your insurance certificates which must be relevant and within current date prior to award of contract.

You must provide these certificates within five (5) working days from the request date by WDC, failure to do so will result in the second placed bidder becoming the successful bidder.

### **8.1.7 Financial Viability (Part C Invitation to Bid Document) (Pass/Fail section)**

This section will be assessed as a Pass/Fail. The financial information provided by Bidders will be assessed taking into account the nature and potential value of the contract. If the Bidder is unable to demonstrate that they have the economic and financial standing to deliver the Contract, then the Council will assess the bid submission as Failed.

Bidders should provide details of their organisation's trading name and registered office including the registered number and either of the following items:

**A statement of turnover, profit and loss and cash flow for the most recent trading year; OR alternative means of demonstrating financial status if trading for less than a year.**

Failure to supply this information will lead to rejection of the Bid.

To support and protect the Council's interests, the Council reserves the right to use a third party credit checking agency to support and evidence the financial information requested in the Invitation to Bid documents.

Furthermore the Council reserves the right to ask for further financial information at any time during the procurement process.

Failure to complete the table will result in your Bid being rejected as non-compliant.

### **8.1.8 Mandatory Declarations (Part C invitation to Bid Document Response Pack) (Pass/Fail sections)**

You must complete and sign the Mandatory Declaration Form as detailed in Section C, failure to do so **will** result in your bid being rejected without consideration.

### **8.1.9 Additional Information (Not Scored For Information only)**

Please include any additional information you deem relevant to providing this contract.

Please make sure that you provide 2 references, these must be for contracts undertaken of a comparable size to WDC requirement. Please make sure your references contain the full postal address, contact name, email address and telephone number. WDC reserves the right to follow up on the references provided. **Please note that you must not include WDC as one of your references.**

### **8.1.10 Evaluation of Bid – How WDC and authorised representatives will score your bid submission.**

Your Bid will be evaluated purely on the information that you provide, Make sure the information you provide is comparable to the Invitation to Bid and we are able to

refer the information back to the award criteria listed of this Part A ITB Document and the information in the Guidance Notes in Section 8 of this document.

**Please Note:** The award criteria factors are based upon the submission of a correctly completed/compliant Bid submission in accordance with the ITB conditions and contract specification.