

INVITATION TO TENDER

FOR

ARCHAEOLOGY ADVICE

ON PLANNING ISSUES

SECTION 1 – Information & Instructions to Participants

Introduction

Boston Borough Council (the Council) intends to let a contract for archaeological advice to the Council’s Planning department relating to relevant planning applications. Tenders are invited from suitably qualified and experienced organisations.

Qualification Questionnaire

In an effort to reduce the administrative burden on potential suppliers for this contract the Council is not asking all bidders to complete a qualification questionnaire. However, if you come top in the evaluation of tenders submitted we will require additional information, prior to the offer of a contract, sufficient for the Council to establish that your financial stability, insurance arrangements and compliance with Health & Safety legislation are satisfactory.

Contract Timescale

The contract will start as soon as possible after completion of the tender exercise and it will run for an initial period of three years. There will also be provision for an extension of up to two further years.

Queries

This tender is administered by the officer below, who is based at the Borough Council of King’s Lynn & West Norfolk. Any queries regarding the competition process, the proposed Contract, or the Specification should be addressed to: -

Tony Hague, Procurement Officer

E-mail: [procurementtenders@west-norfolk.gov.uk](mailto:procurementtenders@west-norfolk.gov.uk)

Any queries that may have a material effect on the costing of the responses will be circulated to all applicants along with the Council’s response. Queries received less than a week before the closing date may not be answered. If a query gives rise to the need for an amendment to the original documents an extension to the closing date may be made, in which case all parties will be notified simultaneously.

Submission of Tenders

Tenders may only be submitted on the Tender Response Form (Section 3 of this document) and they should be accompanied by the Non-Collusion Certificate on page 9. They must be delivered in a plain envelope bearing nothing, such as franking marks, to indicate the identity of the sender. Please remember that some Royal Mail services, such as Special Delivery, require the sender’s name on the envelope which is not acceptable. Electronic submission is not acceptable.

The address label “TENDER DOCUMENTS”, in Section 4 of this document, should be attached to the envelope. **The tender must arrive by 12.00 noon on 5 January 2017.**

The Council may, after the opening of the tenders, enter discussions or post-tender negotiations with any participant.

Tender Evaluation

The tenders will be evaluated on the basis of the most economically advantageous offer. The offers will be evaluated on the following criteria: -

1) Cost - 40%

a] Fixed Annual Fee 35%

b] Hourly Rate 5%

2) Understanding of the Project Brief (proposed methodology) - 20%

3) Relevant skills of the organisation (2 case histories) - 10%

4) Relevant Skills and Experience of the team (max. 3 CVs) - 10%

5) Accessibility, availability and response times - 10%

6) References (2 referees) - 10%

Contract Award

The Council does not undertake to accept any offer made. However, assuming that the process is successful, the Council will notify all participants simultaneously about the intended award.

Freedom of Information Act 2000

#### The Freedom of Information Act (FOIA) came into force on 1st January 2005 and established a general right of access to all types of 'recorded' information, including public contracts and procurement activity held by the Council, subject to certain conditions and exemptions. Accordingly, all information submitted may need to be disclosed in response to a request under the Act.

This means that the Council is obliged under the Act to release certain information about its suppliers into the public domain within certain limits and according to relevant exemptions. The main exemption relevant to procurement is commercial interests, which means trade secrets and information likely to prejudice the commercial interests of any person (including the Council) holding it.

If you consider that any of the information in your tender is commercially sensitive, please explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should also be aware that, even where you have indicated that information is commercially sensitive, the Council may 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 Council should not be taken to mean that we accept any duty of confidence by virtue of the marking.

If a request is received, the Council may also be required to disclose details of unsuccessful tenders.

Form of Contract

On completion of the tender evaluation, the successful contractor will be issued with an official Purchase Order which will be subject to the Council’s standard Conditions of Purchase.  The order together with this Invitation to Tender and other tender documents will form the basis of the contract.

Government Transparency Policy

The policy of central government is that all local authorities should be completely transparent about what they spend taxpayers’ money on and who that money is spent with. Therefore, you should be aware that if you are successful in obtaining this contract, or any other business, with the Council, details of all payments over £250 will be published on the Council’s website.

The Council will also publish, on a quarterly basis, information on contracts let and purchase orders issued over £5,000 in value.

SECTION 2 – Specification

**Archaeological Advice Services**

This contract aims to provide an Archaeological Advice service for the Council on all archaeological matters relating to Development Control, Policy and Forward Planning.

* To be the first point of contact for applicants/agents for expert advice and assistance on all archaeological matters relating to development.
* To attend relevant meetings to present reports or findings to partners including the Association of Local Government Archaeological Officers, Lincolnshire Curator’s Forum and Local Strategic Partnership as part of the place shaping agenda.
* To monitor the weekly list of planning applications using the Historic Environment Record (HER) parish files, historic maps and any other relevant resources, to identify where proposed development may impact areas of archaeological potential and to recommend an appropriate course of action and advise the Council accordingly.
* To prepare detailed briefs for the design and implementation of archaeological works; to check and approve specifications and inform the Council accordingly; to monitor archaeological works; to check and approve archaeological reports and inform the Council accordingly.
* To provide advice and assistance to applicants or potential applicants on archaeological matters relating to preplanning enquiries, relay the details of such enquiries to the Council when they are received and to keep the Council informed as to these enquiries.
* To liaise with applicants, agents, architects, engineers, archaeological contractors and consultants to ensure the satisfactory implementation of the agreed programme of archaeological works or other mitigation strategies.
* To liaise and assist with the Council on the preparation of policy documents and strategic and area plans relating to archaeological matters.
* In the case of disputes or planning appeals, the supplier is to provide written evidence and attend informal hearings and Public Inquiries as necessary to support that view as may be requested.
* To keep records of all activities carried out as part of this service and to submit statistics every 6 months to the Council on archaeological planning activity.
* To compile the archaeological and historical elements of reports relating to hedgerow removal applications.

The Council will provide the following: -

* Access to a workspace to enable the contractor to carry out its duties relating to this service.
* A copy of the weekly list of planning applications in an appropriate format.
* A request for pre-application advice on the archaeological impact of proposed development where appropriate.
* Requests to agents/applicants for details of, amendments, etc or to arrange or participate in meetings where necessary.
* Where an application is scheduled for a decision and the ‘Authority’ database indicates that archaeological comment is still awaited, to check with the Contractor regarding the reason for a non-response.

**Transfer of Undertakings (Protection of Employment) (TUPE)**

The existing Contractor has one member of staff employed two days per week on the provision of this service. The member of staff concerned is a fulltime employee of the existing contractor and it is our belief that, as the work done on our contract does not account for a significant proportion of the employees time, TUPE will not apply.

SECTION 3 – TENDER RESPONSE FORM

SUPPLIER’S NAME…………………………………………………………………………

SUPPLIER’S ADDRESS…………………………………………………………………..

………………………………………………………………………………………………..

CONTACT NAME………………………………………………….

CONTACT PHONE No …………….………………… EMAIL ……………………………

***PRICES MUST BE IN £ STERLING AND EXCLUDE VAT***

Fixed Annual Fee for the archaeological advice services

(as described in the specification) £ ………………. per annum

Hourly Rate for any additional services £ ………………. per hour

Statement demonstrating understanding of the brief and

the contract requirements attached? (max. 3 sides of A4) YES / NO

Details of 2 Case Histories attached? (max. 3 sides of A4 each) YES / NO

CV’s for Leading Personnel attached? (max. 3 CV’s) YES / NO

Statement of availability, accessibility and response times attached? YES / NO

Referees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | Name, address, email and telephone number of your customer | Contract value. | Date of Contract | Nature of work and relevance to this application |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

Signed ……………………………………….… Position …………………………

Print Name …………………………………… Date ……………………………

**CERTIFICATE OF NON-COLLUSION/ PREVENTION OF CORRUPTION**

***(To be signed and returned with the Form of Tender)***

I/ We certify that:

a)    The prices, specifications and all matters relating to the enclosed Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, specifications and all other matters, with any other person or Organisation;

b)   Unless otherwise required by law, the prices and other information which have been submitted in the Tender have not knowingly been disclosed, directly or indirectly, to any other person or Organisation, nor will they be so disclosed;

c)    No attempt has been made or will be made to induce any other person or firm to submit or not to submit a Tender nor to withdraw or amend a Tender which has either already been or is intended to be submitted for the purpose of restricting competition;

d)    No attempt has been made directly or indirectly to canvass any Councillor or employee of the Borough Council of King’s Lynn and West Norfolk or anyone acting on its behalf concerning the award of the contract which is the subject of this Invitation to Tender.

In addition, no person acting on behalf of or representing the Company has:

a)   offered, given or agreed to give to anyone any inducement, gift or reward in respect of this or any other Council contract (even if I/ we do not know what has been done);

b)   committed an offence under the Bribery Act 2010 or Section 117(2) of the Local Government Act 1972.

c)   committed any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, contractors or employees. I/ we accept that any clause limiting my/ our liability shall not apply to this clause.

I understand that the Council may cancel the contract with me/ the Company if there is evidence of any failure on my/ our part to comply with any of the above and, if necessary, take legal action against me.

**Signed:**

**Name:**

**Date:**

**Position:**

SECTION 4 – Return Address Label

----------------------------------------------------------------------------------

**TENDER DOCUMENTS**

ARCHAEOLOGICAL ADVICE SERVICES

**contract:**

**to be received no Later than**

5 JANUARY 2017

**12 noon on**

**AT THE ADDRESS SHOWN BELOW:**

**PHIL PERRY,**

**BOSTON Borough Council,**

**MUNICIPAL BUILDINGS,**

**WEST STREET,**

**BOSTON,**

**LINCOLNSHIRE**

**PE21 8QR**

----------------------------------------------------------------------------------