Invitation to Tender for the Demonstration Area restoration and reinstatement of a stone tile roof as part of Westonbirt Woodworks

Reference: FEE/0554

# Introduction

**The Forestry Commission’s (FC)** mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

We take the lead in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England and Scotland through specific objectives drawn from the country forestry strategies.

We the FC will always consider equality when conducting our procurement activities. We require you to meet your duties under the Equality Act 2010 and may ask for evidence that you are aware of and operate in accordance with those requirements.

More information is available on our website at [www.forestry.gov.uk](http://www.forestry.gov.uk)

# Specification of Requirements

We will be awarding a contract for the restoration of an existing Victorian cattle barn for a Demonstration Area as part of Westonbirt Woodworks. This agricultural building is part of the original Holford Estate and an important feature of the Grade 1 historic landscape. The restoration of the cattle barn will be the final element of the project which has already seen the construction of two new timber framed buildings on the same site.

Our intention is to award this contract for a period of 3 months.

The total value of this contract over the entire period, including any extension options (if detailed above), will be in the region of **£50,000-£55,000.**

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| **Introduction & Specification** **Site Background**  The National Arboretum at Westonbirt is one of Britain’s great botanical treasures. Its 600 acres encompasses an extraordinary collection of around 2,800 different trees and shrubs, including 5 national collections, 141 champions and around 106 endangered species. The Westonbirt Estate is also one of the most complete picturesque gardens in Britain and is entered on the English Heritage Register of Parks and Gardens as Grade 1, and therefore of international importance.  Today the arboretum is cared for by the Forestry Commission (FC) and an associated charity The Friends of Westonbirt Arboretum (FOWA) and attracts over 500,000 visits annually. As such Westonbirt is committed to providing opportunities for people to connect with trees – physically, mentally and spiritually.  This connection is enshrined in its mission: ‘to connect people with trees to improve the quality of life’. We hope that all visitors will leave Westonbirt feeling that they have been part of our amazing heritage and as a result will be awakened and inspired by our landscape and the trees within it.  **Project background**  As part of our mission to ‘connect people to trees’, the Wood Centre Project at Westonbirt Woodworks will enable us to establish a fully operational wood working centre, which together with other facilities elsewhere in the arboretum, will allow us to tell the whole story of trees from seed through to finished wooden article.  As a third party funded project, we will be developing an existing site comprising of a small collection of heritage buildings (c.1881) which were originally a cattle shed and holding pen. These buildings are part of the original Holford estate and are a key part of our historic landscape. In c.1991, the FC converted the site into a plant centre and more recently it was used as a building compound to construct the STIHL Treetop Walkway.  From early 2017 the site has been occupied on an informal basis and is now formally leased to a tenant who has used it to run his established chair making course, firewood and Christmas tree sales. The site occupies a prominent public location, particularly since the completion of the Walkway. However, the site has considerable restraints arising from seasonal flooding, which limits its usage.  The project, in its entirety, is going to see the construction of two new timber framed buildings – the Saw Mill Shelter and the Drying Store, and the restoration of part of the existing cattle barn into a Demonstration Space.  The Saw Mill Shelter and Drying Store will be used to mill and store timber from the arboretum before it is used by expert craftspeople to make an array of bespoke products. The Demonstration Space will then provide a platform for a range of skills and techniques from woodworking, stonemasonry and blacksmithing to be shared with our visitors.  This project is entirely third party funded through the generosity of individuals and major trusts and grants who have specifically given to this element of the project.  **Specification of Works Required**  We require a contractor who specialises in heritage restoration to undertake the restoration and conservation of part of the existing c.1881 agricultural barn to create a new Demonstration Area.  Currently, one half of the barn is used as a workshop and retail area, whilst the other is in need of restoration.  For the section of the building that requires restoration, we are looking for a contractor to:   * Repair and restore the structure’s existing stone walls and pillars * Reinstate the structure’s roof, including the construction of the trusses and members and installation of stone (likely Cardinal) roof tiles which must be in-keeping with the existing structure * Installation of lindab gutters and rainwater goods to match existing * Installation of new roof lights (as specified) * Removal/relocation of existing cables located on the existing walls * Installation of a power supply, lighting and power outlets   Detailed design drawings and specifications for the Demonstration Area have been provided as part of this tender. See ‘Supporting Documents’.  As part of this programme of works, we would be looking for the Principal Contractor to oversee all elements of the works. This will include masonry, carpentry/timber framing and roofing. Contractors **must** quote for all the works specified, including the electrical works. However, we reserve the right to omit the electrical works from the main contract and complete this at a later stage. This should be included as a provisional sum in the pricing schedule.  If the Principal Contractor intends to use subcontractors, this must be clearly specified and details of each subcontractor provided including their experience and suitability for the tasks.  All of the timber used to construct the Demonstration Area has been sourced from the arboretum and is in accordance with FSC guidelines. The timber for the roof trusses will have been milled on site prior to the construction of the Demonstration Area. The successful contractor will be expected to review the designs and cutting list prior to milling commencing. Any additional timber sourced by the contractor **must** be FSC or PEFC (i.e. roof battens/OSB3). Certification of this will need to be provided.  The contractor will also be required to visually grade the timbers in accordance with ‘TRADA Green Oak in Construction’. Further details can be found in the specification.  It is desirable for all timber to remain on site during the build where possible but we would accept an alternative proposal.  We are proposing to use Cardinal stone tiles for the main roof structure and hip detailing and black clay tiles for the ridge as stated in the specification. However, the choice of using Cardinal stone tiles is subject to approval from the Local Planning Authority (LPA). An application to the LPA has been made, but we will be unable to proceed with the material until this condition has been discharged in mid-January. Once approved the order can be placed – please price on this basis.  The roof lights are also subject to a planning condition by the LPA. Please see the attached Planning Approval Letter as part of the appendices for more information.  All materials used as part of the build must have a substantial warranty, with a minimum lifespan of 10 years. During this period, the contractor will be responsible for making good by repair or replacement with all possible speed at their expense any defect in or damage to materials.  All electrical works must be inspected and tested once installed. A completion certificate in accordance with IEE Regulations must be provided.  The successful contractor will be required to attend a pre-commencement meeting to familiarise themselves with their working area and to provide the FC with the necessary site specific risk and task assessments and method statements prior to work commencing. The contractor will also be responsible for reviewing the detailed design plans and providing further drawings should they be deemed necessary.  **Supporting Documents**  There are a number of appendices to help in your preparation. These include:   * Westonbirt Arboretum – Site map * 1807-001# - Drawing: proposed site plan (Batterham Smith) * 1807–001B – Drawing: proposed site plan highlighting Demonstration Area (Batterham Smith) * 1807-006B – Drawing: plan and elevations (Batterham Smith) * 1807-007B – Drawing: section and details (Batterham Smith) * 1807 - Demonstration Area cutting list (Batterham Smith) * 1807 Spec – Demonstration Area Specification Rev B (Batterham Smith) * Structural Engineering Specification (BTA) * Wood Centre – Site Areas * Wood Centre - Constraints Map * Wood Centre – Access route and parking * Wood Centre – View from STIHL Treetop Walkway * Existing Demonstration Area photo sheet * Wood Centre – Planning Approval Letter   **Communications**  As part of the project, we also expect contractors to participate in project communications to promote this work. This could range from interviews, blog posts or magazine articles for both internal and external audiences. We will share these with our channels.  All communications released by the contractor (i.e. press releases) will need to be approved by the FC in advance.  **Biosecurity**  As an internationally important tree collection we must protect our tree specifies. Contractors **must** follow the principles of the FC’s ‘Keep it Clean’ Campaign to avoid the spread of pests and diseases amongst our trees: <https://www.forestry.gov.uk/england-keepitclean>  Contractors must ensure that all kit (including plant and equipment) is free of mud, dirt and plant material and is cleaned before arriving on site. This includes treads/tracks, augers etc.  Kit must be cleaned again before it leaves the site. Boots must also be clean of mud.  Contractors can wash down plant, equipment and boots at the Tree Management Centre should it be required prior to leaving.  **Sustainability**  The contractor should follow the principles of the FC’s environmental policy: <https://www.forestry.gov.uk/forestry/infd-6z2jzm>  Specific requirements include:   * Products/materials must be selected for their long term durability and easy repair for recycling or reuse, in part or whole * The UK Government’s timber procurement policy requires that all timber and wood-derived products must be from independently verifiable legal and sustainable sources or FLEGT license timber or equivalent sources (see www.cpet.org.uk). We have sourced timber for the frame and cladding from the arboretum and any additional timber should meet this requirement of FSC/PEFC certification timber (i.e. for the roof battens) * To minimise waste on site and to adhere to sustainable disposal (if appropriate)   The list of requirements is not exhaustive and contractors are expected to build in sustainability where they can.  **Waste Management**  Contractors must ensure that waste is kept to a minimum but any waste that is generated must be disposed of correctly. Waste certificates will need to be provided. This will apply for the removal of the planter and other arisings.  **Geographical Area**  Please refer to the enclosed documents which detail the site location, access points and location of site amenities.    The site is positioned adjacent to a bridle path and is highly visible from the STIHL Treetop Walkway.  Westonbirt Woodworks will remain closed to the public until Easter 2019. However, the tenant and any visitors will still need to access the existing building on a regular basis.  Contractors will have limited access to power and water supplies and exact requirements will need to be discussed at the pre-commencement meeting. Please allow for this in your costings.  **Welfare Facilities**  Contractors are able to use the existing compost toilet facilities on site at the Wood Centre and will also have access to a small kitchen facility.  However, contractors **must** also include a cost for welfare facilities should existing facilities not be available. This should be a provisional sum on a daily/weekly hire basis.  **Site Rules**  Contractors will be issued with a copy of the Site Rules and the site Emergency Plan upon appointment.  Please note that there is a speed restriction on site of 15 mph and special care should be taken to avoid inconveniencing or endangering any of the arboretum’s staff or visitors. Access to the site is permitted Monday – Friday 8am – 5pm. Any changes to working hours must be agreed in advance with the Contract Manager.  In order to access Westonbirt Woodworks, vehicles will need to enter a code at the vehicle barrier. The code changes regularly and will be provided to the successful bidder on appointment, but **must not** be shared more widely other than to those working as part of this contract. Should weekend working be required, a minimum of one week’s notice will need to be provided to the Forestry Commission.  There is a separate car park adjacent to Westonbirt Woodworks for all contractors to use. Details of this has been included as part of the appendices.  Lone working is not permitted.  Contractors, in certain circumstances, are able to bring a dog onto site. However, this must be agreed prior to works commencing and the FC reserve the right to ask the dog to be removed from the premises at any time.  Should wind speeds reach an average of 30 m.p.h, the site will be closed and works must cease until it is safe to continue.  Mobile phone reception at the arboretum is poor; however, contractors can be issued with a radio to contact staff should it be required.  The Contract Manager is based on site if urgent/quick responses are required.  **Health and Safety**  In accordance to CDM regulations (2015), these works are not notifiable. Contractors must ensure that they are compliant and working within CDM regulations (2015).  As part of this tender application, **must** complete section 4.3 in relation to Health and Safety. This section is **mandatory** and bidder’s applications will not be successful should this section not be completed.  The construction site should be fenced off at all times with the appropriate HERAS (or suitable equivalent) fencing and site signage used at all times to ensure unauthorised visitors do not enter the site. If members of the public breach site access, work must stop immediately. Contractors must provide all site signage. Site signage must be in place prior to work commencing.  The exact set up of the site compound will be agreed once a contractor has been appointed. An example site compound has been suggested as part of Appendix: Wood Centre – Site Map.  All Health and Safety accidents and incidents must be reported to the Project Officer in the first instance.  It should also be noted that a bridle path runs alongside the site and all activities are visible from the STIHL Tree Top Walkway. Contractors should also be aware that the public will still be able to access the Wood Centre during construction if attending the chair making courses which will commence in April 2019. Visitors may also require access to the shop during construction works. Separate access arrangements will need to be provided by the contractor in consultation with the client.  Contractors must have all the relevant certification, insurance and qualifications to undertake the work. This **must** be provided in advance of starting on site.  Contractors must also be aware of the following documentation and will produce relevant information when requested:   * FC Safety Guidance for Contractors ([www.forestry.gov.uk/forestry/INFD-9LTERQ](http://www.forestry.gov.uk/forestry/INFD-9LTERQ)) * Site Safety Rules * Risk Assessments * Site Constraints * Pollution Control Plan * Emergency Action Plan * UKWAS (the Forestry Commission is certified under UKWAS) * FISA guides ([www.ukfisa.com](http://www.ukfisa.com)) * First Aid Certification and FC First Aid Policy ([www.forestry.gov.uk/forestry/INFD-8WPMPQ](http://www.forestry.gov.uk/forestry/INFD-8WPMPQ)) * PUWER 98 * LOLER * Manager of Health and Safety at Work Regulations 1999   Contractors will be asked to produce a Health and Safety Plan (as detailed in the specification), a site and work specific risk assessment and methodology statements before work commences on site. These will need to be updated in accordance with tasks being undertaken.  Contractors must ensure they have a first aid trained operator on site at all times and an in date first aid kit with them at all times. Contractors must also have a fuel, oil and chemical spill kit available at all times if using any hazardous chemicals or substances. This must be included as part of the COSHH documentation.  **Westonbirt Woodworks**  The contractor will also be working alongside the tenant of Westonbirt Woodworks, who will be on site throughout the build. Access to existing facilities must be maintained at all times. This will include access to the Saw Mill Shelter and Drying Store yard as well as the main building and shop. All access points have been identified within the appendices.  Westonbirt Woodworks will open for Easter 2019 and therefore all works need to be completed by 12 April 2019.  **Contract Management** The contract will be managed by Chloe Gilbert (Project Officer) and Sophie Nash (Project Manager).  This contract will be governed by English Law and a JCT Minor Works Building Contract 2016 and any additional terms as specified in this ITT, will apply. The contractor’s terms will not apply. The contractor must accept our terms and conditions and we will discuss any issues you highlight before we award the contract. If the contractor wishes to qualify our terms and conditions in any way, they must append a description of the requested changes to their tender.   * JCT Minor Works Building Contract 2016 Terms and Conditions will apply * Payment – 95% payment due prior to Practical Completion. On receipt of Practical Completion 97.5% of payment due will be due. The remaining 2.5% will be payable once the rectification period is over and all outstanding defects have been resolved * Rectification Period – 12 months post practical completion * Interim payments – valuation certificates will be issued following the completion of each element of works: i.e. masonry, timber trusses and members, roofing, installation of rain water goods and electrical works * Contractors must be CIS registered   All project communications are to be channelled through the Contract Manager.  Instructions relating to the contract will be issued by the Contract Manager. Instructions issued by other FC staff are not to be undertaken unless relating to health and safety or prior agreement with the Contract Manager has been given. Instructions issued by the tenant of Westonbirt Wood works are not to be undertaken without prior agreement with the Contract Manager.  Regular and effective liaison with the client (Forestry Commission) staff, architects and building contractors will be essential to ensure all elements are complementary and built to specification. The contractor will appoint a Project Manager/Site Foreman, who will be the main point of contact on site for all project business. The appointed contractor will be expected to attend a weekly site meeting to discuss project progress. Timings of this to be agreed on appointment of a contractor.  **Note: Tenderers must include details of any areas where they will not be able to comply with these requirements. If your Tender does not meet these requirements we reserve the right to reject it completely.** |

# Notes for Completion and Conditions

## Timetable

Whilst we do not intend to depart from the timetable below, we reserve the right to do so and if this is required, we will inform Suppliers in writing of any changes.

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| **Stages** | **Dates** |
| Date of site visits by bidders to Westonbirt Arboretum | 20.12.2018 at 11am or by prior arrangement |
| Closing date for expressing interest and questions | 03.01.2019 at 5pm |
| **Closing Date and Time for Tender Returns** | 09.01.2019 at 5pm |
| Notification of Award | 16.01.2019 |
| Expected Start Date | 28.01.2019 |

### Site Visits

Before the return date, bidders can attend a site visit so that they can complete their submission; Site visits will take place on the date specified in the timetable above and bidders should contact the person named at 3.3 below to arrange this.

**Chloe Gilbert Project Officer**

[**chloe.gilbert@forestryengland.uk**](mailto:chloe.gilbert@forestryengland.uk)

**0300 067 4269**

## Enquiries

Please send all enquiries by email, by the deadline stated at Section 3.1 quoting thereference numberprinted at the front of this document to:

**Chloe Gilbert Project Officer**

[**chloe.gilbert@forestryengland.uk**](mailto:chloe.gilbert@forestryengland.uk)

**0300 067 4269**

If we consider any question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all prospective bidders, although your identity will remain confidential.

**If you want to tender, and have not yet registered interest in the tender, you must do so before the closing date for expressing interest to make sure you are told about any questions and answers.**

## Responses and supporting documents

Responses must be completed in full, any additional appendices must be clearly labelled. The FC will only evaluate on information provided, working history with the FC cannot be considered unless outlined in your tender submission. Please do not send promotional or general information; this will not be evaluated. Please ensure that all questions are completed in full, and in the format requested.

## Return arrangements

Please return your completed tender submission inclusive of any relevant appendices as:

* 1 paper copy by post or hand delivered, and
* 1 copy on disk or USB type storage device in a read only format

**Please note that we do not accept email copies**. We must receive your completed tender before the closing date and time shown in the Timetable at section 3.2. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words ‘**Tender for the Demonstration Area restoration and reinstatement of stone tile roof as part of Westonbirt Woodworks’** **FEE/0554 –** **Not to be opened until 09 January at 5pm**.

Send completed tender documents to the following address:

**FAO Chloe Gilbert**

**Westonbirt, The National Arboretum  
Forestry Commission  
Tetbury, Glos. GL8 8QS**

Clarification

During our evaluation process, we may need to seek clarification on aspects of your tender return. If required we will contact you using the contact details you have provided. Clarification may require you to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. The purpose of any such clarification is to provide us with the information we require to score your submission; it will not be an opportunity for you to improve or substantially change the information you have already submitted.

## Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, details should be provided. This includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key deliverables each sub-contractor will be responsible for.

The FC recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However Suppliers should be aware that where information provided to the FC indicates that sub-contractors are to play a significant role in delivering key requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the FC immediately of any change in the proposed sub-contractor arrangements. The FC reserves the right to deselect the Supplier prior to any award, based on an assessment of the updated information.

## Consortia arrangements

Please contact the FC before submitting a tender if you intend to bid as a consortium.

## Confidentiality

When providing details of contracts in answering section 4.4 of this ITT (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The FC reserves the right to contact the named customer contact in section 4.4 regarding the contracts included in section 4.4. The named customer contact does not owe the FC any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The FC confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

The Supplier must treat all information supplied to it by the FC in confidence and must not disclose it to third parties other than to obtain sureties or quotations for submitting its response.

As part of the tendering process, the Supplier must identify any parts of its tender submission which it designates as confidential and would not want published; such information may include technical or trade secrets or other confidential information. The FC will then assess this information (along with the rest of the contract) when considering which contractual information should or should not be published or released on request.

## Additional tender information

* All details of the tender, including prices and rates, must be valid for 90 days from the closing date for Tender Submissions as detailed in Section 3.1.
* The completed tender and all accompanying documents must be in English.
* Any contract or framework agreement concluded as a result of this ITT will be governed by English law.
* All prices will be in sterling and exclusive of VAT.
* Once we have awarded the contract or framework agreement, we will not pay any additional costs incurred which are not reflected in your tender submission.
* A Tender Panel will evaluate responses to the tender objectively using the evaluation matrix.
* Unless otherwise stated in this ITT, all costs associated with taking part in this process remain your responsibility and we will not return any part of your completed tender to you.

## Pass/Fail questions

Some questions in the tender are fundamental requirements of the contract or framework agreement. These are marked on a ‘pass/fail’ basis and if you do not answer these sections appropriately, we may reject your submission in full and cease to evaluate any more questions.

## Weighted questions

Some sections of this ITT include questions that are weighted. The weightings applied to each question ensure the relative importance of each is correctly reflected in the overall scores applied. For these questions, the marks out of 4 that are achieved for each question will be subsequently weighted to provide a total number of marks out of 100%.

## Award & Feedback

Once we have carried out the evaluation and identified the successful tenderer(s), we will write to all tenderers by email of our award decision. We will give all bidders the opportunity of feedback. Please request feedback via email as soon as possible if required.

## Right to cancel or vary the process

We reserve the right to cancel or withdraw from the tendering process at any stage.

## Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with us will disqualify you from being considered and may constitute a criminal offence.

## Disclaimer

While the information in this ITT and supporting documents has been prepared in good faith by us, it may not be comprehensive nor has it been independently verified.

Neither the FC, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

* makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or
* accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.

# Your response

In order to submit a tender for this requirement you must complete and return the below sections in compliance with Section 3 above. All sections must be completed and returned.

Full details of how we will evaluate your submission can be found in the Evaluation Matrix below.

## Supplier Information

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| **Supplier details** | | **Answer** |
| Supplier Name & Address | |  |
| Registered company number | |  |
| Registered charity number | |  |
| Registered VAT number | |  |
| Name of immediate parent company | |  |
| Name of ultimate parent company | |  |
| Please indicate your trading status | | Choose an item. |
| Please indicate whether any of the classifications apply | | Choose an item. |
| **Contact details** | | |
| Supplier contact details for enquiries about this ITT | | |
| Name |  | |
| Postal address |  | |
| Phone |  | |
| Mobile |  | |
| E-mail |  | |

## Selection Criteria

## Insurance

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| **Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract or framework, the levels of insurance cover indicated below.** | **YES / NO** |
| Employer’s (Compulsory) Liability Insurance = £5million  **Note**: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum |  |
| Public Liability Insurance = £5 million |  |
| Product Liability = £1 million |  |
| Plant and Machinery Insurance = £100,000 per claim |  |

## Health and Safety

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here: <http://www.hse.gov.uk/>.

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| 4.3.1 | 1. Does your organisation have a written health and safety policy? AND 2. If yes, please provide details of when it was last reviewed and updated.   Note: If your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy |
| **Answer:** | |

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| 4.3.2 | The FC requires confirmation that this contract or framework will be carried out by personnel (individuals, staff or sub-contractors) with the pre-requisite Health and Safety certifications / qualifications. Bidders are required to complete the table below with reference to their delivery team for this contract or framework. | | | | |
| **Certification / Qualification** | | | **Number of personnel with certification / qualification** | **Qualification Provider** | **Frequency of Update training** |
| First Aid at work or Emergency First Aid at Work (+ F)\* | | |  |  |  |
| Plant certifications in relation to the works being undertaken | | |  |  |  |
| Construction Skills Certification Scheme (CSCS)? | | |  |  |  |
| Construction Plant Certification Scheme (CPCS) (?) | | |  |  |  |
| Construction Site Management/Supervision | | |  |  |  |
| Construction Machines | | |  |  |  |
| Construction Operations | | |  |  |  |
| Construction equipment, other | | |  |  |  |
| Construction scaffolding | | |  |  |  |
| Construction temporary works, other | | |  |  |  |
| Ladder access use | | |  |  |  |
| Access platform operations | | |  |  |  |
| Lifting machines | | |  |  |  |
| Lifting operations | | If the appropriate personnel who will deliver the contract or framework **do not** currently hold any or all of the above qualifications or certifications, explain any plans (including dates) you have in place to secure the necessary certifications/qualifications in advance of contract or framework commencement  Please state ‘not applicable’ in the box below where this does not apply. | | | |
| Lifting equipment | | | | | |

**\*** Please see our [First Aid Policy for those that work on our land](http://www.forestry.gov.uk/forestry/infd-8wpmpq) for further details. Note: if your current certification does not cover these aspects, you will be required to undertake the necessary training prior to commencing any work.

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| 4.3.4 | Briefly describe your selection process for sub-contractors. The selection process should include assessment and review of sub-contractors’ approach to risk assessment; competence and qualifications; and accident/near miss reporting & recording.  If you intend to carry out all work using your own direct employees, you need only provide a short statement to this effect. |
| **Answer:** | |

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| 4.3.5 | Briefly describe your process for ensuring personnel are competent and up to date on general and site specific health and safety requirements. This should include your plans for supervision and monitoring. Provide evidence of examples to support your response. |
| **Answer:** | |

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| 4.3.6 | Provide an example of a site specific risk assessment you have applied in a previous contract which demonstrates that the risks identified have been controlled.  OR  Where an example from a previous contract cannot be produced, please explain how you would risk assess a job; please support this response with a generic or hypothetical risk assessment relevant to the subject of the contract/framework. |
| **Answer:** | |
| 4.3.7 | In relation to your risk assessment process, describe how you monitor to ensure the controls remain in place for the duration of the work. Where available, supply any relevant evidence to support your response such as completed checklists or other similar evidence. |
| **Answer:** | |
| 4.3.8 | Explain your approach to Lone Working; and where this is carried out provide details of your process, methods and frequency of checking for contracts of this nature. |
| **Answer:** | |

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| 4.3.9 | Briefly explain how your organisation obtains competent health and safety advice (either within the organisation or externally). Please show us you have the following or equivalent: Internal health and safety personnel, consultants, appointed person in the organisation responsible for health and safety. |
| **Answer:** | |

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| 4.3.10 | 1. Describe your accident / near miss reporting system including any actions taken post incident to prevent recurrence; 2. Support your response with one example where this is available; 3. Describe your understanding of the requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). |
| **Answer:** | |

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| 4.3.11 | Provide a short explanation of your process for Inspection and Testing of Machinery and Equipment providing certificates and completed checklists to support your response.  Your answer should show an understanding of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where relevant. |
| **Answer:** | |

## References

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| **Relevant experience and contract examples** | | |
| Please provide details of up to two contracts, in any combination from either the public or private sector that are relevant to our requirement. They **must** include restoration or heritage projects working with timber and at a visitor destination or busy location.  Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  You must include a description of the project/contract and a summary of the works involved. Photographs must also be included.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. | | |
|  | Contract 1 | Contract 2 |
| Name of customer organisation |  |  |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  |  |
| Contract start date  Contract completion date  Estimated Contract Value |  |  |
| Project summary and description |  |  |
| Photographs |  |  |

## Award Criteria

## Requirement Specific Questions

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Weight %** |
| 4.5.1 | Can you meet our delivery timescales as set out in the attached brief? Works must commence in January 2019 and be completed by mid-April 2019.  Please provide a **detailed** project plan which would demonstrate this. A Gantt chart or similar must be used to indicate programme of works, length of tasks, major milestones and critical path. This must also include contingency.  Your project plan must also include a narrative of how you will keep the project on time and on budget. | **30%** |
| Response: | | |
| **No.** | **Question** | **Weight %** |
| 4.5.2 | Our vision for the Wood Centre Project is to promote and share traditional heritage skills and crafts. This extends to how we look after the structures which are part of the original Holford estate and a key element within our historic Grade 1 landscape.  The same sentiment can be found in the new timber structures that we have built on site including the Saw Mill Shelter and Drying Store as part of this project.  Please demonstrate, where possible, how and for what elements traditional skills for this heritage restoration project could be applied. Please provide details of your proposed methodology to the work specified. Your response should explain how your work will be carried out causing minimum disturbance to the Client (FC), tenant of Westonbirt Woodworks and visitors to the arboretum.  This could include previous projects, photographs and detailed method statements. | **20%** |
| Response: | | |
| **No.** | **Question** | **Weight %** |
| 4.5.3 | Please provide information on the personnel who will be working on this project, indicating their key skills, qualifications and competency to undertake the works specified.  This must include all sub-contractors (the company and relevant experience) | **10%** |
| Response: | | |

## Pricing Schedule

|  |  |
| --- | --- |
|  | ***Weight %*** |
| **Please provide complete the pricing schedule outlined below in line with the drawings and specification.**  **Please be as detailed as possible.** | **40** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | | **Description** | | **Quantity** | **Rate £** | **Cost £** | **VAT £** | **Price**  **(£)** |
|  | | Grading of timber | |  |  |  |  |  |
|  | | Build costs (labour) for the construction of the timber trusses and members | |  |  |  |  |  |
|  | | Build costs (materials): roof tiles/reconstituted Cardinal stone tiles including hip tiles (as specified) | |  |  |  |  |  |
|  | | Build costs (materials): roof tiles – black clay ridge tiles (as specified) | |  |  |  |  |  |
|  | | Build costs (materials): roof battens (must be FSC/PEFC) | |  |  |  |  |  |
|  | | Build costs (materials): OSB3 (must be FSC/PEFC) (provisional sum) | |  |  |  |  |  |
|  | | Build costs (materials): membrane (provisional sum) | |  |  |  |  |  |
|  | | Build costs (materials): insulation Thermapitch (provisional sum) | |  |  |  |  |  |
|  | | Build costs (materials): roof lights (as specified) | |  |  |  |  |  |
|  | | Build costs (labour) for the construction of the roof | |  |  |  |  |  |
|  | | Masonry (labour): build costs for pillars | |  |  |  |  |  |
|  | | Masonry (labour): build costs for walls | |  |  |  |  |  |
|  | | Masonry (materials): stone (to match existing) | |  |  |  |  |  |
|  | | Masonry (materials): mortar (NHL as specified) | |  |  |  |  |  |
|  | | Lindab Gutters and Drainpipes | |  |  |  |  |  |
|  | | Build costs: removal of planter and making good of surface beneath (including tarmac) | |  |  |  |  |  |
|  | | Welfare Facilities (provisional sum for weekly hire rate) | |  |  |  |  |  |
|  | | Electrical Works (materials + labour) including Wirefield COM65 LED lights x10 and IP66 external double sockets x4 (provisional sum) | |  |  |  |  |  |
|  | | Electrical Works: testing of cabling currently located on walls and removal/relocation of cabling should it be required (provisional sum) | |  |  |  |  |  |
|  | | Plant Hire | |  |  |  |  |  |
|  | | Skip Hire | |  |  |  |  |  |
|  | | Contingency @ 10% | |  |  |  |  |  |
|  | | **Additional Costs – please indicate if these are required and what they are in relation to** | |  |  |  |  |  |
|  | | **Further cost savings – please detail for our consideration** | |  |  |  |  |  |
|  | |

## Terms and Conditions

This ITT, and any contract or framework agreement arising from it, will be subject to the latest version of JCT Minor Works Building Contract 2016 Terms and Conditions and additional terms specified as part and attached to this ITT.

The successful Tenderer’s usual terms and conditions are not, and will not, become terms and conditions of any contract or framework agreement that we may award as a result of this ITT.

|  |  |  |
| --- | --- | --- |
| a) | Do you accept the JCT Minor Works Building Contract Terms and Conditions as detailed above? (delete the option that doesn’t apply) | Yes / No |
| b) | If no, please provide details of any specific areas that you have an issue with. Please note that failure to agree to our Terms and Conditions of Contract may invalidate your tender submission. | |
|  |  | |

## Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and evaluation process to assess my organisation’s suitability to participate in this procurement, and to determine which supplier(s) provide the most economically advantageous tender in accordance with the criteria set out in this ITT. I am signing on behalf of ………………………………………………………………… **(insert name of supplier)**.

I understand that the FC may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand the FC may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The FC may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. The FC may also assess whether specified minimum standards for reliability for such contracts are met.

I understand that I must disclose if my organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control has been convicted of any criminal offences.

In addition, the FC may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

The essence of selective tendering is that the FC will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, I certify that this is a *bona fide* tender, intended to be competitive, and that ‘we’ (I or any other person acting for on behalf of my organisation) have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I also certify that we have not done and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

* communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender;
* enter any agreement with any other person whereby they will refrain from tendering or as to the amount of any tender to be submitted;
* offer or pay or give or agree to pay any sum of money 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 other tender or proposed tender for this work any act or thing of the sort described above.

In this certificate, the word “’person” includes any individual, partnership, association, or body either corporate or unincorporated; and “’any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

I also declare that there is no conflict of interest in relation to the FC’s requirement.

**ITT COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature:

Evaluation Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Description** | | **Scoring** | | **Scoring Criteria** | |
| 4.2 | Insurance | | Pass/Fail | | **Pass –** You must either confirm that you have the required levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be successful, that such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the requirement.  **Fail** – If you cannot make such a commitment, your bid will fail in its entirety. | |
| 4.3.1 | Health & Safety Policy | | Pass or Fail | | **Pass** – Organisation has a health and safety policy which has been reviewed in the last two years.  **Fail** – Organisation does not have a health and safety policy OR Organisation does have a health and safety policy but bidder has provided no evidence of policy being reviewed in last two years. | |
| 4.3.2  4.3.3 | Certifications / Qualifications | | Pass or Fail | | **Pass** – Bidder has stated they have all the certifications/qualifications required to undertake the work in response to part a of the question; OR Bidder has not confirmed that all certifications/qualifications are currently held in response to 4.3.2, but has provided a response to 4.3.3 of the question which gives assurance that the necessary certifications/qualifications will be secured in advance of contract commencement.  **Fail** – Bidder has not provided the necessary assurance that all certifications/qualifications will be secured in advance of contract commencement in response to either 4.3.2 and/or 4.3.3 of the question. | |
| 4.3.4 | Sub-contractor Selection Process | | Pass or Fail | | **Pass** – Bidder has described their process for sub-contractor selection. The process explains all the aspects requested in the question and provides assurance that sub-contractors will be assessed thoroughly in this respect to meet the minimum healthand safety requirements of the contract.  **Fail –** The requirement to sub-contract has been identified in the bid, but the process for assessing sub-contractors does not cover the required aspects of the question and/or does not provide the necessary assurance that sub-contractors will be assessed thoroughly in line with requirements. | |
| **Responses to the rest of the H&S section will be scored as detailed below. In order to pass, bidders will need to score 11 or more out of 17. Any bidder scoring below 11 will fail the H&S section.** | | | | | | |
| 4.3.5 | | Updating of H&S | | Scored Question | | **Score of 2** – Response provides confidence that personnel are updated on relevant health and safety matters at appropriate times and that adequate supervision/monitoring is undertaken – relevant actions may include use of site inductions, training, newsletters, meetings, site visits etc.  **Score of 1** – Response leaves reservations about whether personnel are provided with the relevant health and safety updates or provides limited evidence of updates being carried out. There is limited evidence to demonstrate adequate supervision or monitoring takes place.  **Score of 0 –** No response provided or inadequate response provided. |
| 4.3.6 | | Risk Assessment Process | | Scored Question | | **Score of 4** – Relevant site specific risk assessment from previous contract has been provided. This shows appropriate hazards and controls, demonstrating competence in application of this process.  **Score of 3** – Description of risk assessment process has been provided along with generic or hypothetical risk assessment. This shows an understanding of the process and provides confidence that the bidder would be able to apply the principles in a real situation.  **Score of 2** – Description of risk assessment process has been provided without any examples OR generic or hypothetical risk assessment has been provided, with no further information of the process applied.  **Fail – Inadequate process or no response provided** |
| 4.3.7 | | Risk Assessment Process | | Scored Question | | **Score of 3** – Process description provides confidence that sufficient monitoring takes place throughout contract duration to ensure controls remain on site. Response is supported by appropriate evidence such as completed checklists, records of toolbox talks, evidence of supervisory visits or other appropriate evidence.  **Score of 1** – Process description provided without further appropriate supporting evidence – this gives some confidence that controls remain on site through the duration of the contract. OR, Some evidence supplied such as completed checklists, records of toolbox talks, supervisory visits or similar without a description of the process applied.  **Score of 0** – No response provided or response does provide confidence that an adequate process exists to ensure controls will remain on site for the duration of the contract. |
| 4.3.8 | | Lone Working Process | | Scored Question | | **Score of 4** - Supplier does not allow lone working.  **Score of 3** - Lone working is restricted and the approach and system described gives confidence that the risk of lone working is being adequately controlled. Frequency of checking is appropriate to the risks associated with the work.  **Score of 1** - Lone working is carried out but explanation of process gives limited confidence of risks being controlled to an acceptable level.  **Fail - Response is completely inadequate or process described does not provide any confidence that Lone Working process will be managed to ensure safety of personnel.** |
| 4.3.9 | | Health & Safety Advice | | Scored Question | | **Score of 1** - Response identifies competent responsible person.  **Score of 0** - Response not provided or inadequate. |
| 4.3.10 | | Accidents / Near Misses and RIDDOR | | Scored Question | | **1 point allocated for each of the following (maximum score achievable is 3):**   * Relevant accident reporting process described along with any post-accident actions to prevent recurrence – **Score 1 point** * Examples provided are relevant and demonstrate process being put into practice – **Score 1 point** * RIDDOR description, categories, timescales and understanding of responsibilities reflect current legislative requirements – **Score 1 point** |
| 4.3.11 | | Inspection and Testing of Machinery and Equipment | | Pass or Fail | | **Pass** - Sufficient explanation of process provided along with evidence of internal and external checks being carried out. Response demonstrates an understanding of PUWER and LOLER (where relevant).  **Fail - Lack of evidence or understanding provided and or inadequate checking process demonstrated** |
| 4.4 | | References | | Pass/Fail | | **Pass –** Two references relevant to the subject matter of this ITT have been provided and the authority is content that the minimum standards for reliability have been met. We will consider accepting a lower number of references depending on how long you have been in business.  **Fail** – References are not relevant OR a satisfactory number of references have not been provided OR the authority has evidence of the suppliers’ failure to discharge their obligations under previous principal relevant contract(s) which may include minimum standards for reliability in performing such contracts having not been met. |
| 4.5 | | Requirement Specific Questions | | 60% | | **0 – No response or totally inadequate**  No response or an inadequate response.  **1 – Major Reservations / Constraints**  The response simply states that the supplier can meet some of the requirements set out in the question or Specification of Requirements, but have not given information or detail on how they will do this.  **2 – Some Reservations/Constraints**  Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or Specification of Requirements. There is some doubt in their ability to consistently meet the full range of requirements.  **3 – Fully Compliant**  Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or Specification of Requirements. This gives full confidence in their ability to meet the full range of our requirements.  **4 – Exceeds Requirements**  Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract or framework. |
| 4.6 | | Pricing Schedule | | 40% | | The lowest priced tender will receive the maximum score available for this section. All other scores will be calculated by :  Lowest Tender Price x Score available  Tender Price |
| 4.7 | | Terms and Conditions | | Pass/Fail | | **Pass**: Terms and Conditions have been accepted without any exceptions, or exceptions are minor and can be accommodated.  **Fail**: Exceptions noted have been discussed and are unable to be accommodated. |
| 4.8 | | Declaration | | Pass/Fail | | **Pass**: Completed, signed declaration has been provided.  **Fail**: Declaration has not been signed or provided, or exceptions have been noted which cannot be accepted. |