



**SPECIFICATION TO REPLACE THE
WINDOWS & DOORS IN ABBEY HALL**

Closing date for the completed quotes is 15th December 2023

**Hound Parish Council
The Parish Office
29c Station Road
Netley Abbey
Southampton
SO31 5AE**

1. Introduction / Invitation to Tender

- 1.1 Hound Parish Council (the Council) wishes to invite tenders for the design and replacement of all of the windows and external doors in Abbey Hall.

2. Background, Design and Materials

- 2.1 Abbey Hall is situated on Southampton waterfront, just off Victoria Road in Netley Abbey. It contains a Main Hall, lobby and a small meeting room. The building is set in a conservation area and is hired by a combination of regular local groups and is a popular venue for weddings and parties. The current windows and doors are the original from the buildings opening in 1990 and are now in need of replacement.
- 2.2 The Council wishes to invite organisations with the appropriate skills, experience, procedures and financial standing to submit a quotation for the replacement of the windows and doors in Abbey Hall.
- 2.3 Before submitting a tender, it is recommended that tenderers visit the site to fully acquaint themselves with the full extent of the nature of the works required to ensure that all labour, material and plant required to complete the works are included with the tender. Any additional costs will not be considered after receipt of the completed Form of Tender.
- 2.4 The current windows and doors are a mix of wood and aluminium. The current colour scheme of the aluminium doors and frames being yellow with the wooden windows brown does not need to be replicated and the Council are open to recommendations on what the tenderer proposes as the best materials and colour.
- 2.5 It should be noted that the building sits in a conservation area on Southampton's waterfront and therefore is exposed to hot, cold, windy and stormy weather.
- 2.6 The glass will need to be tough and durable due to the weather and the site does suffer occasional anti-social behaviour with stones thrown at the windows and doors. It is imperative that the glass where possible does not break, but cracks and stays within the frame.
- 2.7 It is important that the windows and doors make the building more energy efficient by retaining heat in the colder months.
- 2.8 We currently operate a remote access PIN system for hirers to access the building. Due to the current design of the external doors, a magnet can only be added at the top of the door and this means that we also have to use the key lock to fully secure the doors. We require the new external doors to be secure enough that they can be completely locked via the remote access system only.

3. Project timeline

- 3.1 Below is the proposed timeline and suppliers will need to provide confirmation that these dates for starting and finishing the project can be met within their tender response. The project **must** be completed within school holidays as this will cause the least impact upon our regular hirers.

Action:	Date due by:
Invitation to tender	17th November 2023
Deadline for submission of tender clarification questions	24th November 2023
HPC to answer outstanding questions	1st December 2023
Deadline for submission of Invitation to Tender Acknowledgement Form (Appendix A)	8th December 2023
Tender Response Date	15th December 2023
Tender selected and decision notified	19th January 2024
Order date and Contract issued	26th January 2024
Work to commence	2nd April 2024
Completion Date	11th April 2024
All snagging, clean up completed	12th April 2024
Invoice for Payment (5% retention till end of warranty period)	1st April 2025

- 3.2 Please ensure that you allow sufficient time to upload your quotation and submission. Quotations that are received late or incomplete will be rejected and will not be considered for acceptance.
- 3.3 All quotations submitted must remain open for acceptance for a period of 90 days from the deadline date above.
- 3.4 It is the intention of the Council to award a contract for these works by 19th January 2024.
- 3.5 The Council reserves the right not to accept any of the quotations that they receive and not to award a contract in connection with these works or to terminate this procurement process at any time.

4. Preparation of Tender and Tender Duties

- 4.1 Tenderers will be asked to complete 3 key documents as part of their tender submission. These are attached in the appendices. They are as follows:
- **Invitation to Tender Acknowledgement - Appendix A**
 - **Form of Tender - Appendix B**
 - **Qualification Questionnaire (plus associated documents) - Appendix C**
- 4.2 The Tender shall be made in ink on the Form of Tender enclosed.
- 4.3 The Form of Tender must be signed where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by two duly authorised partners. Where the Tenderer is a company, by a director, such persons to be duly authorised for the purpose.
- 4.4 Qualification Questionnaire should be completed and the following attached:
- Health & Safety Policy, Risk Assessments and Safe Working Procedures
 - Copies of public liability, professional liability, product liability and employer's liability
 - Insurance, all of which must identify the level of indemnity
 - Proposals for undertaking the replacement of the windows and doors
 - Organisation and method of working
 - Analysis of resources
 - Details of any part of the replacement programme of the work to be subcontracted
 - An outline schedule of works detailing the anticipated delivery and installation period
 - Details of any proposed subcontractors
 - Details of any added value to the proposal and how they might impact on whole life costs

5. Tender Questions and Clarification

- 5.1 Before submitting a tender for the service, bidders are advised to visit the site to ascertain all relevant conditions, means of access and to thoroughly acquaint themselves with the extent and nature of the project.
- Internal site visits are by prior arrangement only and should be arranged with:
David Nevin
Parish Clerk to Hound Parish Council
02380 453732 or clerk@houndparishcouncil.gov.uk
- 5.2 Tenderers are advised to study the Conditions of Contract and Specification. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the tender documents) with the Council prior to submitting a tender.
- 5.3 Any questions or matters of clarification regarding the ITT procedure, contract

documentation, specification or requests for further information should be submitted by e-mail to clerk@houndparishcouncil.gov.uk. The deadline for submission of tender clarification questions is 24th November 2023.

- 5.4 By 1st December 2023 all outstanding questions and the Council's responses, will be circulated to all Tenderers who have submitted the Invitation to Tender Acknowledgement (Appendix A).
- 5.5 Except in response to a query as set out above, no-one has any authority to make any representation or explanation to Tenderers as to the meaning of any aspect of this ITT pack or of anything to be done or not to be done by the successful Contractor.
- 5.6 Tenderers shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their proposal, which shall (except in so far as it is otherwise provided for in the Contract) cover all their obligations under the Contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their proposal.
- 5.7 The Council reserves the right to exclude any quotation from consideration where the supplier concerned has not completed all required information.

6. Pricing and Submission of Tender

- 6.1 All prices must be fixed for the period of the works and be inclusive of all labour, plant, materials, profits & overheads etc. but exclusive of VAT.
- 6.2 Where requested, suppliers must provide a breakdown of their prices with appropriate descriptions.
- 6.3 Tenderers are required to keep Tenders valid for acceptance for a period of 60 days from the closing date for receipt of tenders.
- 6.4 Tenders shall be submitted in a plain sealed envelope / package clearly marked "**Abbey Hall, Windows & Doors**", in large bold print, by registered post, recorded delivery service to:

**Clerk
Hound Parish Council
Parish Office
29c Station Road
Netley Abbey
Southampton
Hants SO31 5AE**

- 6.5 The envelope must not bear any name or mark indicating the identity of the sender.
- 6.6 Tenders must be received by no later than 1pm on 15th December 2023.

- 6.7 No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.
- 6.8 Tenders are being invited on the basis of undertaking the whole of the Services.
- 6.9 Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the organisations who submit a proposal.
- 6.10 All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.
- 6.11 The prices/fees to be inserted in the Form of Tender shall be the full inclusive value of the goods, works and services described (The Services). They shall represent all costs and expenses which may be incurred in order to provide the Services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.
- 6.12 Bidders shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their Tender, which, shall (except in so far as it is otherwise provided for in the contract), cover all their obligations under the contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their tender. The Council is not bound to accept the lowest or any tender.

7. Tender Acknowledgement, Confirmation of Intention to Submit a Tender and Tender Costs

- 7.1 Please acknowledge receipt of this ITT Pack and confirm your intention or otherwise to submit a Tender by returning the form enclosed as Appendix A by no later than 8th December 2023.
- 7.2 If you decide not to submit a proposal please complete and return the form enclosed as Appendix A stating your reasons for not submitting a proposal in the space provided or on a separate letter.
- 7.3 Please note that only those companies who confirm their intention to bid (Appendix A) will be sent any future correspondence relating to this tender including clarification information.
- 7.4 The Council will not be liable in respect of any costs, expenses or losses incurred (of whatever nature) by Tenderers in the preparation of Tenders or any associated work effort in connection with this tender process.
- 7.5 Information supplied to Tenderers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

8. Inducements, Payments and Subcontracting

- 8.1 Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your proposal from being considered and may constitute a criminal offence.
- 8.2 Payments will be made within 28 days of receipt of an invoice subject to all Services being completed to the satisfaction of the Clerk for Hound Parish Council.
- 8.3 When submitting its Tender, the Tenderer must notify the Council of any parts of the services which it proposes to sub-contract. Failure to do so will invalidate any such tender.
- 8.4 The Council's prior written approval must be obtained before any part of the services is sub-contracted.
- 8.5 The Council reserves the right to refuse such approval at its absolute discretion.
- 8.6 An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

9. Health & Safety

- 9.1 It is the responsibility of the company to ensure that the work meets all of the requirements stipulated by current legislation.
- 9.2 It is also the responsibility of the company to ensure that all staff are suitably trained and relevant paperwork and installation documents are handed over on completion if required.

10. Confidentiality and Freedom of Information

- 10.1 All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council.
- 10.2 The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000. Tenderers should state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information shall be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the

public interest in favour of disclosure outweighs a Tenderer's commercial interests in maintaining non-disclosure.

11. Publication of Successful Tender

- 11.1 The Council may publish the amount of the successful tender and the name of the successful Tenderer.

12. Evaluation

- 12.1 Tenders will be evaluated in-line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers should therefore identify within their tender how they meet each of the categories.

<i>Item</i>	<i>Score</i>	<i>Detail</i>
Overall Design	40%	Meeting the project brief, design, layout, aesthetics to the building
Quality of Materials	40%	Maintenance and expected longevity
Warranties	10%	What is covered in the warranty, length of warranty for doors and windows
Presentation	5%	Quotation, quality of visuals, general information included and format of response
Time Table & Service Levels	5%	Can you meet the timeframes and agree to the service levels detailed in this document

13. Scoring System

<i>Quality</i>	<i>Points</i>	<i>Criteria</i>
Superior	4	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
Good	3	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project's aims or requirements with no negative indications or inconsistencies.
Below expectations	2	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or

		omissions, which are possible, but difficult to correct/overcome and make acceptable.
Poor to deficient	1	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading.
Unacceptable	0	Totally deficient and non-compliant for the criterion.

- 13.1 The Questionnaire will be assessed on a pass/fail basis and only those organisations that pass this stage will be considered for the project.
- 13.2 The evaluation exercise will be used to select no more than five tenders. These will go forward to a decision making stage at a Council meeting.

14. Front of building doors - Car Park side

14. All windows and doors on the front of the building.



Please note that the fire doors for the back of the stage will need to be accessible from the outside also.

15. Side of the building

15.1 All windows on the side of the building.



16. Back of the building - Water side

16.1 All windows and doors at the back of the building.





17. Cleaning

- 17.1 The company will be responsible for the cleaning of the toilets and lobby spaces after work.

18. Waste Disposal

- 18.1 The company will be responsible for the removal of all wastes associated with this project and disposed of in a correct manner.

19. Insurances

- 19.1 The company will hold Employers Liability Insurance and Public Liability Insurance with each insurance type having a minimum level of cover of £5 million and to the satisfaction of the Council, details of such insurance to be provided before work commences. The Council reserves the right to review the level of insurance required.

20. Contract issues

- 20.1 Performance of contract, after sales and Service Level Agreements:
- Suppliers must be able to respond quickly and effectively to any post installation maintenance requirements. Tenders should confirm that they are able to meet the conditions and the penalties set out in the table below

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor; completion of 1 week beyond stated completion date	2.5% of value of the Project Longer than 1 week - 5% of the value of the

		Project
Resolution of Warranty related defects	Beyond 4 weeks of notified defect if item is not safe	5% listed value of window/door in question
Retention	Any defects or quality issues within 12 months of installation	5% of the value of the project to be withheld until, 12 months following completion of the project

20.2 The project will not be deemed complete until all snagging issues are resolved and the Post Installation Inspection is complete and satisfactory. As works will take place during potential wet weather, any damage to the building or surrounds must be repaired and made good when leaving site

Appendix A

INVITATION TO TENDER ACKNOWLEDGEMENT

TENDER FOR THE REPLACEMENT OF THE WINDOWS AND DOORS IN ABBAY HALL

*I/ We intend to submit a tender by the required date and confirm that all of the information required, will be enclosed with our formal submission.

* I/We are unable / do not wish to submit a tender and our reasons for this are set out below.

Please insert here your reasons for not submitting a tender, or include in a separate letter:

We confirm that we will treat all information supplied by the Council as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Tender.

Signed:

Date

On behalf of:

Address:

Name (Block Capitals):

Position:

E-mail address for further Correspondence:

**Delete as appropriate*

This form must be returned by no later than 8th December 2023 to ensure receipt of any further correspondence including clarification responses.

To be returned by e-mail to: clerk@houndparishcouncil.gov.uk

Or by post to:

**Clerk
Hound Parish Council
Parish Office
29c Station Road
Netley Abbey
Southampton
Hants SO31 5AE**

Appendix B

FORM OF TENDER

TO: Clerk
Hound Parish Council
Parish Office
29c Station Road
Netley Abbey
Southampton
Hants SO31 5AE

I/We,

.....

(insert full legal name of tenderer including 'Ltd' or 'plc' or as the case may be –
please note: if the legal name is a business name not followed by 'Ltd' or 'plc' or a similar expression, please state the legal nature of the tenderer, e.g. partnership or incorporated unlimited company) hereby offer to provide the works, services and goods ('the Services') in accordance with the Conditions of

Contract and Specification Brief for the Fixed Sum of £.....

1. I/We hereby warrant and represent to, and undertake with the Council that:-

- I/We have not directly or indirectly canvassed any Member or Official of the Council with a view to gaining more favourable consideration of my/our Tender;
- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by myself/ourselves my/our employees or agents in connection with the Form of Tender (and without prejudice to the generality hereof) are true, complete and accurate in all respects;
- I/We have not submitted the Form of Tender or entered into the Contract in reliance upon any representations or statement (whether made orally or in writing) which may have been made by the Council or on the Council's behalf;
- I/We have full power and authority to enter into the Contract and to provide the Service;
- I/We have sound financial standing and have sufficient working capital available to perform the contract in accordance with the conditions for the entire duration of the contract period;

2. I/We agree that:

- This tender shall be kept open for 60 days from 15th December 2023.
- The Contract shall become binding upon the Council's written acceptance of the Tender
- The Council is under no obligation to accept this or any other Tender

Dated this

day of

2023

(1) Signature

Name:

Authority:

(2) Signature

Name:

Authority:

Please complete this form in full and return it with all other items referred to in the Instructions to Tenderers. (Words defined in the Conditions of Contract and Specification shall have the same meaning in this Form of Tender

Appendix C

QUALIFICATION QUESTIONNAIRE

Suppliers should provide the following information to determine their financial and technical competence/suitability to supply the tendered Service. Please note the Council may obtain an independent appraisal of financial strength.

1. Trading Name of Contractor:
2. Full Name of Contractor:
3. Address of Registered Office:
4. Address and telephone number of office from where the Council's work would be carried out:

5. Person applying on behalf of the Contractor:

Position in Company:

Tel No:

e-mail:

6. Date of Formation of Company:
7. Registration Number where a limited Company:

8. **Health & Safety**

Hound Parish Council firmly believes that successful Health & Safety management is integral to the efficiency and effectiveness of any organisation. It is therefore essential that the following questions are fully completed.

- (i). Number of people employed by your organisation:
- (ii). Name and designation of person responsible for Health & Safety within your organisation:
- (iii). Do you have a Health & Safety Policy? If yes please enclose.

YES / NO

- (iv). Do you have risk assessments for the Services to be provided to Hound Parish Council? If yes, please enclose.

YES / NO

- (v). Do you have Safe Working Procedures for the Service to be provided to Hound Parish Council? If yes, please enclose.

YES / NO

- (vi). Please provide the name and qualifications of the person used for competent health & safety advice to your organisation.

- (vii). Please list any improvement notices, prohibition notices or prosecutions served on your organisation within the last 5 years.

- (viii). How many accidents or near misses (if any) have been reported to you, by members of your staff in the last 12 months? Please detail below:

- (ix). How many RIDDOR reportable accidents (if any) have there been in the last 12 months? Please detail below:

9. Insurance

(i) Name and address of Insurance Broker

(ii) Employers Liability Insurance - **Please enclose a copy of your current policy.**

Limit of Cover:

Insurer:

Policy No:

Expiry Date:

(iii) Public Liability (Third Party) Insurance - **Please enclose a copy of your current policy.**

Limit of Cover:

Insurer:

Policy No:

Expiry Date:

(iv) If your Public and Employers Liability Insurance cover is for less than £5 million, please confirm that you would be prepared to make cover of this amount available in the event of your being awarded a contract.

YES / NO

(v) Professional Liability Insurance – Please enclose a copy of your current policy

Limit of Cover:

Insurer:

Policy Number:

Expiry Date:

(vi) Product Liability Insurance – Please enclose a copy of your current policy

Limit of Cover:

Insurer:

Policy Number:

Expiry Date:

10. Previous Experience

Please give details of three of your most recent or current contracts that we can contact, preferably with the public sector in the South East area. By giving these details you consent to us contacting them.

Organisation and Address	Contact Name Telephone No & e-mail	Date	Contract Value	Contract Description
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			

13. Has your company had a contract terminated or its employment determined within the last three years?

If yes, please give details below: