**Invitation to Tender**

**The Barn Day Nursery** **Alteration Works**

**Ref:ST00068 version 2**

# 1. About The Barn Day Nursery

The Barn Day Nursery our team, we have worked with children for well over 50 years and have a wealth of experience in the childcare sector. We are passionate in giving children the best possible start in life and works very closely with our families to ensure this. In 2019, Joe achieved Early Years Teacher Status, a highly regarded accomplishment in the Early Years Sector. Jan has worked in the childcare industry for well over 40 years and firmly believes that the foundations for a successful happy life, lie in the Early Years.

​Our passion has always been to enrich the lives of children and ensure they meet their potential in an environment that is both caring and educational. It is our belief that children learn best when they are confident that the people who are caring for them love and respect them; listen and understand them and are consistent and patient in their care and guidance.

​This love, respect, care and guidance is at the heart of what you will see when coming to our nurseries; we do everything we can to ensure that children in our care get the best possible start in life*.*

# 2. Background and Context

Both the nursery and neighbouring properties are owned by Cornwall Council and Leased to Truro and Penwith Academy Trust (TPAT) who then sub-lease to ourselves. The identiﬁed space is in need of extensive refurbishment including windows, insulation, ﬂooring, lighting, general electrics, internal rendering/decoration, ceiling, access from the playroom, new play equipment, CCTV expansion including IT in order for it to be a useable space.

We have had a preliminarily sought consent from Cornwall Council and TPAT where we have applied for funding to increase capacity in our nursery. There is a substantial need to increase nursery provision within the area of St Ives and Carbis Bay; we currently have a waiting list until September 2025 (and beyond). There is high need for baby places which we are unable to cater for due to the limitations of our play spaces.

This contract opportunity is undertake the renovation and expansion works and this will be able to increase our capacity substantially.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities to break through internal granite wall, forming new window opening, creating new first floor area:

3.1 Demolition / Breaking through

1. Temporary screen in nursery
2. Remove existing windows/door
3. Break through internal granite & blockwork wall
4. Form new window opening in external granite wall
5. Open up existing slim window to form larger
6. Make good all removed areas

3.2 New Floor structure

1. Floor formed in 200mm x 50mm C24 timbers at 400mm centres
2. Insulate void using 100mm PIR insulation.
3. Cover timber floor structure using 18mm weyrock boards.
4. Fit Altro flooring to match existing

3.3 **Walls**

1. Build up door opening to window cill in Granite
2. Granite lintels
3. Concrete lintels
4. Low level middle partition 2/3rds Plasterboard
5. Skim
6. Decorate
7. Timber cill + Decorate

**3.4 Ceilings**

1. 1st Floor
   1. Roof insulation
   2. Plasterboard
   3. Skim
   4. Decorate
2. Ground Floor
   1. Plasterboard
   2. Skim
   3. Decorate

**3.5 Wall linings**

1. Insulated plasterboard
2. Skim
3. Decorate
4. Skirting
5. Decorate

**3.6 Windows**

1. Supply and fit of windows
2. Slate Cills
3. Window Boards
4. Decorate

**3.7 Electrical and Mechanical**

**3.8 Scaffolding**

3.8.1 **As required**

4**. Budget**

The total maximum budget available for this commission is £60,000 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until completion and signed off by The Barn Nursery. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 30 April 2024 |
| Site visit to be arranged with jgreenfield@tregennanurserygroup.co.uk | 7 May 2024 |
| Last date for raising queries | 1700: 14 May 2024 |
| Last date for clarifications to queries | 1700: 15 May 2024 |
| Deadline to return ITT | **1700 24 May 2024** |
| Evaluation of ITT | 28 May 2024 |
| Award of Contract | 29 May 2024 |
| Contract Start | 22 July 2024 |
| Contract completed by | 30 August 2024 |

# Please note the contract start date and completion cannot be moved or missed as the nursery will be closed for this period and will need to reopen on 2 September 2024.

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and The Barn Day Nursery during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
6. Conflict of interest statement

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed.

6.3 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with The Barn Day Nursery.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and The Barn Day Nursery or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit The Barn Day Nursery to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[jgreenfield@tregennanurserygroup.co.uk](mailto:jgreenfield@tregennanurserygroup.co.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by The Barn Day Nursery to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind The Barn Day Nursery unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Examples | 40 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4 not including any photographs, but these can only have titles and no text. Links to websites will not be viewed. |  |
| Ref 6.3 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, The Barn Day Nursery reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

The Barn Day Nursery is not bound to accept the lowest price or any tender. The Barn Day Nursery will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with The Barn Day Nursery’s internal procedures and The Barn Day Nursery being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the bidders response.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[jgreenfield@tregennanurserygroup.co.uk](mailto:jgreenfield@tregennanurserygroup.co.uk)

with the following message clearly noted in the Subject box;

‘The Barn Day Nursery Alteration Works’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit The Barn Day Nursery to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between The Barn Day Nursery or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between The Barn Day Nursery and any other party (save for a formal award of contract made in writing by The Barn Day Nursery or on behalf of The Barn Day Nursery).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by The Barn Day Nursery or any information contained in The Barn Day Nursery’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by The Barn Day Nursery for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

The Barn Day Nursery reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render The Barn Day Nursery liable for any costs or expenses incurred by tenderers during the procurement process.