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**Request for Quotation**

**installation of**

**Changing Places Toilets**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the installation of 5 x Changing Place Toilets. NNC have secured funding for this project.
  2. The Council’s detailed requirements are defined in Schedule of Works, Appendix **1**.
  3. Please take care in reading this document. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table **B**.
  4. The Council reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix **1**;
     3. abandon the procurement process at any stage without any liability to the Council; and/or
     4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of **90** days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
  9. **Rights of the Council in Relation to the RFQ**

The Council reserves the right to:

* + 1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
    2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
    3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
    4. Choose not to award any contract as a result of this procurement process; and/or
    5. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
    6. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may/will not be evaluated;
    7. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
    8. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
    9. When uploading attachments, please state the question number only in the file title.
    10. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table **A**, below.
  3. The RFQ process is intended to follow the timetable set out in Table **A**, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Monday, 15 May 2023 |
|  | Deadline for Questions from Potential Suppliers | Friday, 16 June 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Thursday, 22 June 2023 |
|  | Start of Site Visit period | Monday, 15 May 2023 |
|  | End of Site Visit period | Friday, 23 June 2023 |
|  | Deadline for Submission of Bids | 12:00 on Monday, 26 June 2023 |
|  | Evaluation of Bids Received w/c | Monday, 26 June 2023 |
|  | Contract Award w/c | Monday, 10 July 2023 |

* 1. The Council reserves the right to amend this timetable, items are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table **A**, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via email to the contact detailed in Table **B**, below, no later than the Deadline for Questions from Potential Suppliers date found in Table **A**.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Denise York |
| E-Mail address | [Denise.York@NorthNorthants.gov.uk](mailto:Denise.York@NorthNorthants.gov.uk) |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via email to the Officer detailed in Table **B**, no later than the Deadline for Submission of Bids date in Table **A**.

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
  3. Evaluation Method: Price per Unit of Quality
  4. All responses to the Quality Questions will be assessed against the criteria set out in Table **C**, below;

**TABLE C**

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

* 1. Questions using this methodology ARE NOT WEIGHTED, for example, if there were three (3) questions and a Potential Supplier scores top marks for all questions, they will score:
  2. 4 points x 3 questions = 12 points.
  3. Therefore, 12 points would be the Potential Supplier’s Quality Score.
  4. The example above, as included in Table **D**, below, is calculated using the following methodology:
     1. Price / Quality Score = Price Per Unit of Quality.
  5. The Potential Supplier with the LOWEST Price per unit of Quality is the winning Supplier.

**Table D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POTENTIAL SUPPLIER NO** | **PRICE** | **QUALITY SCORE** | **PRICE PER UNIT OF QUALITY** | **RANK** |
| Potential Supplier 1 | £45,000 | 12 | 3,750 | 1 |
| Potential Supplier 2 | £50,000 | 8 | 6,250 | 2 |
| Potential Supplier 3 | £55,000 | 4 | 13,750 | 3 |

# Section 2: Specification

## Introduction and Background

To install 5 x Changing Place Toilets facilities across North Northamptonshire by the end of 2023, inline with current guidance and regulations, noted within the ‘Changing Places A Practical Guide’.

The tender process to be spilt into two Lot’s, the first Lot to include the internal refurbishments and the second Lot to include the external modular buildings, with the option of quoting for Lot 1 only, Lot 2 only or both Lots.

All works to be completed before the end of 2023.

The chosen contractor/s to provide As Built drawings for approval by the council and Muscular Dystrophy, prior to any works commencing on site.

## Scope

Two internal refurbishments and three external modular buildings, details as below; -

Lot 1 = (Internal)

1. Irchester Country Park, Gipsy Lane, Irchester, NN29 7DL Internal refurbishment of existing accessible toilet, including a small extension to create enough space.
2. Wellingborough Library, 7 Pebble Lane, Wellingborough, NN8 1AS Internal refurbishment of existing toilets located on the 1st floor.

Lot 2 = (External)

1. Barnwell Country Park, Barnwell Road, Oundle, PE8 5PB Installation of External Modular Building, in the car park opposite the main building / existing toilet block.
2. Chester House, Irchester, NN8 2DH Installation of External Modular Building, adjacent to the ARC building in the car park.
3. Stanwick Lakes, Stanwick, Wellingborough, NN9 6GY Installation of External Modular Building, adjacent to the existing external toilet block.

## Statement of Requirements

3.1 As per the schedule of works, as attached at Appendix **1**.

3.2 The project is completed on time, within budget and to a high quality, in line with current guidelines and regulations as noted in the Changing Places ‘A Practical Guide’.

3.3 The Contractor (i.e., Potential Supplier) is required to:

3.3.1 Manage, supervise, provide, deliver, and install the products specifically described in the specifications and drawings. The chosen contractor to provide As Built drawings prior to the commencement of any works, as part of the registration process with Muscular Dystrophy UK.

3.3.2 Meet with the Council’s project representatives at key stages throughout mobilisation and delivery to agree final colours, installation requirements and sign off etc.

3.3.3 Provide the Council with a timeline delivery programme identifying installation dates within 14 days of contract award.

3.3.4 Provide the Council with all appropriate supply/installation risk assessments and method statements in advance of scheduled installation.

3.3.5 Provide a site supervisor to oversee the installation.

3.3.6 Ensure that the site supervisor is trained and competent to supervise the workers and subcontractors and know the critical safety aspects of the Works.

3.3.7 Ensure the site supervisor has sufficient resources to deal with health and safety issues as part of ‘getting the job done’. The site supervisor must have up to date first aid training and is a designated First Aider on site.

3.3.8 Provide all equipment needed to install all products listed in the specification.

3.3.9 Remove all equipment/packaging on completion of the works.

3.3.10 Take steps to ensure that there is no damage to any Council property during the installation process. If damage should occur, notify the Council of any damaged surfaces caused by the Contractor and any their subcontractors/suppliers following the removal of equipment and agree arrangements to make good (to match existing).

3.3.11 Agreed certified products: Comply with limitations, recommendations, and requirements of relevant valid certificates.

## Implementation Criteria

All delivery dates must be agreed in advance to ensure appropriate access arrangements are made.

## Performance Monitoring and Review/Project Management

Regular communication and progress updates between the successful Supplier and the Council will ensure the success of the project. The supplier will be required to confirm installation dates to the Council at the earliest opportunity.

## Service Conditions and Environmental Factors

Standard operational hours will apply. Access times to be confirmed by the Council’s Project Team. Parking arrangements will be confirmed with the successful supplier as part of the mobilisation.

## Appendixes and/or Annexes –

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | Schedule of Works Changing Places Phase 2 - LOT 1 & LOT 2 |  |
|  | Changing Places ‘A Practical Guide’ |  |
|  | LOT 1 – (Internal Refurbishment)   1. Irchester Country Park Building Floor Plan 2. Irchester Country Park External View 3. Irchester Country Park Internal View 1 4. Irchester Country Park Internal View 2 5. Irchester Country Park – PLAN |  |
|  | LOT 1 - (Internal Refurbishment)   1. Wellingborough Library – Existing floor layout labelled 2. Wellingborough Library External View 3. Internal View 1 4. Internal View 2 5. Asbestos Survey Report |  |
|  | LOT 2 – Barnwell Country Park Modular Building   1. Barnwell Country Park Map 2. Barnwell Country Park Car Park View 3. Barnwell Country Park Car Park View 2 |  |
|  | LOT 2 – Stanwick Lakes Modular Building   1. Stanwick Lakes Map 2. Stanwick Lakes Existing Toilet Block 3. Stanwick Lakes CP Position View 4. Stanwick Lakes Existing Toilet Block Side View 1 |  |
|  | LOT 2 – Chester House Modular Building   1. Chester House Map 2. Chester House Car Park View 3. Chester House Car Park View 2 |  |

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | Click to enter text. |
| 1.1. (b) (i) | Registered office address | | | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | Click to enter text. |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

| Insurance | | | | |
| --- | --- | --- | --- | --- |
| Question 3: | Scoring Methodology: | Pass/Fail |  |  |
| Potential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. | | | | |

| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* | | |
| --- | --- | --- |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5,000,000. *It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £2,000,000 | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2,000,000. | Choose an item. |
| 3.4. | Product Liability Insurance at no less than £2,000,000*.* | Choose an item. |

| **Requirements under Modern Slavery Act 2015** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | |  |  |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.  Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | | | Choose an item. | | |

| General Data Protection Regulation (GDPR) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Question 5: | | Scoring Methodology: | Pass/Fail |  | |  |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | | | | | |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | | | |  | |

| Health and Safety / Business Continuity | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Question 6: | | Scoring Methodology: | Pass/Fail |  | |  |
| Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | | | | | | |
| 6.1 | Does your organisation comply with the Health and Safety at Work Act 1974? | | | |  | |
| 6.2 | Does your organisation train its staff in Health and Safety? | | | |  | |
| 6.3 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | | | |  | |
| 6.4 | If you have answered 'Yes' to question 6.3, please provide further details below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  Where the Council considers the response to be unsatisfactory, Potential Suppliers may be eliminated from the procurement process.  If you answered 'No' to question 6.3, please state 'N/A'. | | | |  | |
| 6.5 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | |  | |
| 6.6 | Please indicate how much time per annum per employee is spent training staff in Health & Safety? *[Answer to be provided in days, or part thereof]* | | | |  | |
| 6.7 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | |  | |
| 6.8 | Potential Suppliers that employ 5 or more staff are legally required to have a written Health and Safety Policy Statement. Please confirm if you have a policy statement, or less than 5 employees. | | | |  | |
| 6.9 | Does your organisation have a Business Continuity Plan in place relevant to this project? | | | |  | |
| 6.10 | Please confirm that if requested your organisation will be able to provide a copy of your organisation's Business Continuity Plan? | | | |  | |
| 6.11 | Has your organisation had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed and awarded by another contracting party? If “Yes” please provide further details.  Where the Authority considers the response to be unsatisfactory, Potential Providers may be eliminated from the procurement process. | | | |  | |

**QUALITY**

Please refer back to [Evaluation of Quotations](#_Evaluation_of_Quotations) for details on how the below responses will be evaluated if required.

| Team | | | |
| --- | --- | --- | --- |
| Question 1: |  | Word Limit: 500 words | |
| Please provide examples of similar projects that your company has delivered? | | | |
| Answer: | | | |
|  | | | |
| Word Count: | | | Enter no. |

| Programme / Risk | | | | |
| --- | --- | --- | --- | --- |
| Question 2: |  |  | Word Limit: | 500 words |
| Please provide a detailed Programme or similar, demonstrating your approach to the project, including timescales?  Please detail risks which could affect handover and how you intend to manage those risks? | | | | |
| Answer: | | | | |
|  | | | | |
| Word Count: | | | | Enter no. |

| Project Delivery & H&S | | | | |
| --- | --- | --- | --- | --- |
| Question 3: |  |  | Word Limit: | 500 words |
| Please describe your approach to site set-up for this project, noting the limited area and the nature of the site operations, particularly addressing: Deliveries and traffic management, laydown area, site security, contractor & sub-contractor parking?  Please describe your approach to H&S, specifically on this project, including persons outside the construction site? | | | | |
| Answer: | | | | |
|  | | | | |
| Word Count: | | | | Enter no. |

| Value Engineering | | | |
| --- | --- | --- | --- |
| Question 4: | Word Limit: | 500 | |
| Please provide any value engineering opportunities that you have identified, including reducing the timescales and or costs.  Please provide specific opportunities that maybe appropriate for this project with an indication of likely savings or benefits. | | | |
| Answer: | | | |
|  | | | |
| Word Count: | | |  |

| Commencement of Works | | | |
| --- | --- | --- | --- |
| Question 5: | Word Limit: | N/A | |
| Please note that as works need to be completed by the end of 2023, can you confirm if you will be able to meet this date. | | | |
| Answer: | | | |
|  | | | |
| Word Count: | | |  |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete Schedule of Works attached as Appendix **1** and include itemised cost under each heading as appropriate and any additional costs showing details.

* 1. Please add or remove rows as necessary.
  2. All prices quoted must exclude VAT.
  3. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  4. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix **1**;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix **1** and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Schedule of Works
     2. JCT Minor Works Contract
     3. Changing Places ‘A Practical Guide’