

Tenderer to insert Company Name here:

Document 1.1 – Invitation to Tender

Project Name:
The Hop Pole Inn - Phase One

Project Description:
Repair works to Building Envelope

Building:
**The Hop Pole Inn
Limpley Stoke**



This tender document and completed annexes must be returned, duly completed to
buildinglscbs@gmail.com

The closing date for the return of tender is:	Date: 1200 noon on Friday 7th April 2023
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1.1.1 The Hop Pole Inn – The Requirement

The Limpley Stoke Community Benefit Society Ltd is seeking to appoint an appropriately experienced contractor to carry out works concerned with the refurbishment and repair of the Grade II Listed Building, the Hop Pole Inn in Limpley Stoke.

The works are funded by the Community Ownership Fund (COF) and community subscription.

The works for 2023 will come forward in at least two packages. To meet the requirements of the COF grant, both of these phased of work must be completed by 10th December 2023.

Phase One - exterior envelope and roof repair and renewal

and

Phase Two – interior works, structural repair, tanking, renewal of services, complete retrofit and new finishes.

Phase One

This tender is explicitly concerned with the Phase One Works with an approximate contract value of £150,000.00 with the works anticipated to commence Monday 22nd May 2023, taking 10 weeks and being completed by Friday 28th July.

The Phase One works include:

- Stripping and replacing a Bridgewater tiled roof with a warm roof
- Adjustment of 3 chimney stacks
- Raising 2 gables
- Repair of stonework
- Conversion of timber casements in mullioned windows to leaded lights
- Changing of cellar roof from Bridgewater tiles to slated roof
- Renewal of rainwater goods
- Minor decorations
- Attic alteration to create plant-room
- Repair and strengthening of roof timbers

These works are the subject of an application for Listed Building Consent due for determination on 29th March 2023.

Phase Two

Following the preparation of the Phase One Tender package, LSBCS and their Design Team will progress activities for Phase Two. This will include the submission of information in pursuit of statutory approvals and the preparation of the Phase Two Tender Package. The intention is for Phase Two works to continue immediately following the completion of Phase One works. The COF requires that both phases are advertised in an open tender. The expectation is that the contractor for Phase One will be well placed to continue the work for Phase Two, subject to the submission of a bonafide tender.

Phase Two is expected to have an approximate contract value of £500,000.00 with the works anticipated to commence Monday 31st July 2023, taking 19 weeks and being completed by Sunday 10th December.

Phase Two will include,

- Replacing the ground floor slab with a limecrete floor (Groundworks)
- Some internal demolitions
- Drainage works to mitigate spring line issues (Groundworks)
- Reordering of internal first floor partition walls (Carpentry)
- Replacement of defective timber first floor structure with new green oak floor. (Oak framing / heavy carpentry)
- Replastering walls with insulating plaster
- Repair of lath and plaster ceilings and walls
- M&E installation
- Internal fit out including panelling, bathroom and kitchen (domestic)

1.1.2 Tender Documents

The following documents are included in the tender package:

	Document	Author / Owner	Documents to be completed and returned by the Tenderer
	Assessment and Contract		
1.1	ITT – Invitation to Tender and Conditions of Tender	LSCBS	<i>PDF</i>
1.2	Quality Questionnaire	LSCBS	<i>Word file</i>
	Survey and Baseline		
2.1	Fabric Condition Survey	HBA	
2.2	Bat Report	JA	
	Designs for Repair and Enhancement		
3.1	Architects Drawings	HBA	
3.2	Architects Schedule and Specification	HBA	<i>summary sheet</i>
3.3	Priced Schedule of Work	HBA	<i>Excel file</i>

The Schedule and Specification set out the form of contract and the preliminaries.

The following documents will be available to the successful contractor prior to the commencement of the works:

	Approvals	
4.1	Pre-Construction Health and Safety Plan	LSCBS / JPL
4.2	Planning and Listed Building Consent	LSCBS / HBA
4.3	Building Regulations – Plans Approval	HBA

1.1.3 Pricing

The tenderers are required to complete the pricing document identified under 3.3 Priced Schedule of Work which includes:

- Microsoft excel file titled '*Hop Pole Phase One Pricing Schedule*'
- Summary page of the PDF titled '*HBA 345-HOP POLE PHASE 1 SPEC AND SCHEDULE 13-3-23 FINAL*'

1.1.4 Completing the Tender Return

A bonafide tender return must include:

- a) A signed copy of this document the ITT. *doc 1.1.0*
- b) A completed and signed Quality Document. *doc 1.2 of the Tender Pack*
- c) Confirmation of a site visit in the tender period - *within the declaration of doc 1.2*
- d) Priced scheduled - *Hop Pole Phase One Pricing Schedule – doc 3.3*
- e) Target commencement and completion date also as required under 1.5.14 of document '*HBA 345-HOP POLE PHASE 1 SPEC AND SCHEDULE 13-3-23 FINAL*'

Background

1.1.5 LSCBS Mission

To open the Hop Pole Inn in Limpley Stoke as a Community Hub and Pub operated by a landlord tenant.

1.1.6 Vision

Our vision is to reopen the Hop Pole as a Community Hub/Pub in Limpley Stoke that is inclusive and welcoming, serving reasonably priced, good quality food and drink in a friendly setting. To establish and support a sustainable business within the building that is owned by the community and run for the benefit of the community it serves.

The Hop Pole Inn was purchased by LSCBS on behalf of the community by shareholders in February 2022 and was subsequently awarded a grant from the Governments Community Ownership Fund (COF) in December 2022. It is a condition of the grant that any drawdown from the grant must be made by 10th December 2023. Any funds not expended by this date will be withdrawn from the grant offer. In addition a requirement of the grant requires the building to be available for community use by 10th December 2023. LSCBS has agreed that this will entail the building achieving a shell and core state with first fix services complete and substantial progress for second fix of services. This must be sufficient to enable the meanwhile use of the Building as a Pub/Hub run by and for the benefit of the community.

1.1.7 The Hop Pole Inn

The Hop Pole Inn is designated Grade II listed dating maybe as early as 1560 and is believed to have originally been a Hall House. The building was subjected to substantial renovation in the 1860's which is the date of the roof. The building is located within the Cotswolds Area of Outstanding Natural Beauty (AONB) and is an important asset of Community Value. The intention is for the rescue of the building so that it can be returned to commercial operation by a Landlord as both a Pub and as a Village Hub.

1.1.8 Funding, Contract Value & Term

Funding

This project is funded by the Shareholders of LSCBS and the COF grant from the Governments Levelling Up Fund. Additionally, grants have also been received from other organisations. The COF grant is worth £250,000.00 for capital works, paid in arrears. LSCBS are required to match fund the works 50/50. This means that there is a target expenditure on capital works of £500,000.00 by 10th December 2023.

Phase One Contract – *THIS TENDER*

The Contract is anticipated to be awarded by the end of April 2023 with the completion of the Phase One works sought by the end of July 2023.

The Phase One Contractor will be required to support the efforts of LSCBS to achieve best value and to ensure completion of the works by the soonest date possible. This is essential to enable the commencement of the Phase Two works.

Phase Two and 2024 Works (Phase Three) – *FUTURE TENDER*

Phase Two works must be substantially completed by 10th December 2023. The scope of the works have been resolved to target the expenditure of the maximum amount of the COF grant within the available timeframe. LSCBS objective and expectation is that all of the COF grant will be utilised.

To achieve best value LSCBS will be seeing to include as much work as possible within 2023 in order that the maximum amount of the COF grant can be exploited while also reducing the scope of work programmed for 2024. We will work closely with the contractor to ensure all of the planned Phase One and Phase Two works are completed with additional works brought forward to maximise best value against the expenditure of the grant.

1.1.9 Professional Volunteers

The appointed contractor must be willing to work with the team of Volunteers identified by LSCBS and their preferred subcontractors.

LSCBS recognise that volunteers do not always add value or speed up construction works. It is anticipated that the true value of the Professional Volunteers will not be realised until Phase Two and Phase Three of the works. We would welcome the opportunity to support the contractor in the delivery of the Phase One works and invite suggestions for activities the contractor considers as potential opportunities to engage with the LSCBS Volunteers.

Procurement Process

1.1.10 The purpose of this procurement is to identify the most economically advantageous solution(s) and therefore the Preferred Bidder for LSCBS.

1.1.11 Assessment Criteria

The successful bidder will be identified based on an assessment of quality and cost. LSCBS will apply weighted scores against core criteria which are summarised below.

Scores against the prices schedule will be attributed in order of highest value to the cheapest price and lowest marks to the greatest cost. As such the range of marks will be split relative to the number of tenders returned with the lowest achieving 30 marks and the highest 0.

Contractors Details – Sections: <ul style="list-style-type: none"> • A - Supplier identity, key roles and contact information • D - Financial information • E - Insurance statement and certificates • F - Health and safety: policy and capability • Declaration 	Pass/Fail
Technical/Quality – Sections: <ul style="list-style-type: none"> • B – Experience (30 marks) • C – Delivery (40 marks) 	70%
Commercial/Pricing <ul style="list-style-type: none"> • Priced Schedule of Work (max 30 marks) 	30%

1.1.12 The contents of this Invitation to Tender (ITT) remain the property of LSCBS and must be treated as confidential.

1.1.13 The tender period is not less than three weeks. The process will be conducted in accordance with the following steps:

1.1.14 Step 1 – Tenderers Appraise the Tender Package

Tenderers will be expected to appraise the tender package in the first week of the tender process. This will ensure tenderers can become familiar with the objective, content and scope of the Phase One Works and the strategy for Phase Two Works.

1.1.15 Step 2 – Site Visit - 20th to 26th March 2023

Bidders are invited to visit the site with LSCBS representatives by emailing buildinglscbs@gmail.com to arrange a time and access. Access will be available from early in the morning to the evening and over the weekend.

Questions concerning the project raised in the course of the visit will be recorded and answers circulated to all bidders to ensure all tendered are equally informed.

The site visit is a requirement of the tender process. A tender who does not visit the site in the allotted period and in the course of the tender process will have their submission rejected.

1.1.16 Step 3 – Questions and Clarifications – up to 12 noon Thursday 30th March

Questions can be raised in the course of the tender process. Questions must be received by the end of the second week of the tender process. Responses will be circulated to all tenderers or made available on the tender portal.

1.1.17 Step 4 – Tender Submissions – 12 noon Friday 7th April

Each Tenderer must submit its Response by the deadline. All Responses will be evaluated by LSCBS and its advisors and scored in accordance with Section 1.1.11 above.

1.1.18 Step 5 – Tenderer Evaluation and Clarification Period - 10th April to 23rd April 23

Following the identification of the valid tenders, LSCBS will carry out the tender evaluation. In this period tenderers may be invited to offer clarifications to their submission and/or attend an interview.

1.1.19 Step 6 – Award – Target w/c 24th April

Following LSCBS verification of the scores, LSCBS may at its sole discretion identify as Preferred Bidder the Tenderer with the highest score.

1.1.20 Timetable

Key dates and stages for this Procurement are currently anticipated to be as follows. LSCBS reserves the right, in its absolute discretion, to alter or amend this timetable.

Matter	Date(s)
Tender Advertised	14th March 2023
Requests to visit the Site	up to Sunday 26th March 2023
Tender Clarification Period Ends	12 noon Thursday 30th March
Tender Submission	1200 noon Friday 7th April 2023
Tender Evaluation Period	10-16th April 2023
Tender Clarification Period	17th – 23rd April 2023
Notification of Award Decision to all Tenderers	w/c: Monday 24th April 2023

1.1.21 Declaration

- I declare that I have read and understood the content of this document.
- I understand that the information will be used in the selection process to assess my organisation's suitability to participate further in this procurement.
- I understand that the contracting authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/ misleading information or content is provided in any section.

Signature

Name of Person

Position / Role

For / on behalf of

Date

END