



**Knutsford Town Council
Tender for:**

Conversion of Void Space in Public Toilets to Commercial Units

Issued 16th November 2017

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REQUIREMENTS

The works required are detailed in the attached plans.

TENDER SUBMISSION

Tenders must be submitted in hard copy by ordinary post. Tenders shall comprise one paper copy of all information and a digital submission contained on either a USB stick or CD. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying a potential supplier.

The envelope must be addressed to:

The Town Clerk
Void Spaces Tender
Knutsford Town Council
Council Offices, Toft Road, Knutsford, WA16 6TA

NB: Tenderers must disclose, as part of their submission, if they are known to any Member or Officer of Knutsford Town Council and the nature of that relationship. Failure to do so may result in disqualification from the process.

TENDER DETAIL

This tender may be split in two with works progressing at one site only. Therefore, tenders should comprise:

- a) Total cost of works for both sites
- b) Cost of works per site

Tenders should include two independent references for similar works.

Tenders should include all required detail as per the plans provided.

TENDER TIMEFRAME

November 16th 2017
December 22nd 2017

Issue of tender
Deadline for submission of tenders

EVALUATION PROCEDURE

Submitted tenders shall be scored as follows:

- 1) **Price** most competitively priced tender shall score ten points, second lowest nine points and so on until zero is reached when all remaining tenders shall score zero.
- 2) **Locality** Companies based in Knutsford (parish) shall score an additional two points; companies based in Cheshire shall score an additional one point.
- 3) **Perceived quality of service** – the highest perceived quality of service shall score ten points, second highest nine points and so on until zero is reached when all remaining tenders shall score zero

Subject to contract the tender will be awarded to the supplier scoring the highest number of points.

The Council reserves the right not to award the tender.



