

Request for Quotation
Stlves-RFQ-0003-22

West Pier and Sloop
Public Conveniences:
Installation of Contactless
Payment System
St Ives, Cornwall

St Ives Town Council

8th June 2022

1.0 Introduction

The contractor is invited to provide a quotation for the installation (and associated works) at two public convenience sites in St Ives. The tender is to be prepared in accordance with the specifications, and details contained within this document package.

The project is being commissioned by St Ives Town Council, who are the long leasehold owners of the building.

2.0 Context and Pricing Strategy

The introduction of charging is a large scale capital project for the Town Council. The Council has elected to introduce charging in a phased programme. It recognises that this will have an impact on revenues, but it wants to pilot the scheme and evaluate a contactless-only system, reductions in vandalism and to take the opportunity to introduce service improvements at the same time. It also wishes to appraise the performance of equipment, scope for failures and necessary repairs. The aim is to introduce charging to two of the heaviest traffic sites in the current financial year.

This opportunity is for installation at the two sites, as set out. Should the evaluation period prove successful, the Council intends to continue the roll out to further sites, until all 7 sites are charged by April 2024. There is no commitment or obligation for the Council, whatsoever to extend further sites into this contract. However, bidders will be mindful that there is scope for additional contract opportunities in the short to medium term.

Additional Services and Variant Bids

In addition to the current provision, the Council has received funding to install a changing places facility at the Sloop site. The facility does not need to be completed until 2024. But bidders may wish to consider the configuration of the Sloop facility in order to anticipate the changing places facility and to submit a quote for the installation of a changing places unit as a variant bid. This should be priced separately.

Wallgate replacement

During the installation, the Council will be removing the current wallgate systems which are not effective as a solution given the level of traffic and marine environment. Sites will have systems removed and replaced with 1800 mm convex solid surface wash troughs and 3 sets of sensor taps with hand drying facilities. Bidders have the option to price for the supply-only and supply and installation of trough and sensor tap and hand drying systems for each site. This should be priced separately.

3.0 Timetable

The anticipated timetable for the project is set out below.

Tender

RFQ issued	8 th June 2022
Contractor site visits	8 th June – 23 rd June 2022
Deadline for questions from contractors	20 th June 2022
Response to contractors' questions	23 rd June 2022

Tender Deadline	Thursday 30 th June 2022 (MIDDAY)
<u>Contractor Appointment</u>	
Evaluation of Tenders and internal approval process	1 st July 2022
Confirm contract award	5 th July 2022
<u>Construction Phase</u> (alternative dates will be considered)	
Site 1: West Pier - works commence on site	To be agreed
Works complete	No later than 30 th September 2022
Site 2: the Sloop – works commence on site	To be agreed
Works complete	No later than 15 th December 2022

3.0 Tender Submission

The contractor is provided with the specification attached to this invitation to quote.

Bidders are asked to return a valid submission **by 12 noon on Thursday 30th June 2022**, having duly visited, inspected and costed the works. A valid submission will consist of

1. Fully Priced Specification and Summary of the Works Document
2. Form of Tender
3. Completed Standard Questionnaire (together with supporting evidence)

The contractor is requested to complete the RFQ Standard Questionnaire which is attached. The questionnaire will be used to assess the quality of the submission including skills and experience, details of the team, references and examples of two similar projects and the social value which will be delivered to St Ives.

Quotations will be received by email attachment in PDF format to tenders@stives-tc.gov.uk the email message must be clearly marked with the subject line 'TENDER – StIves-RFQ-0003-22'. Bidders are advised to request an acknowledgement of receipt when submitting by email.

The submissions will be treated as a sealed bid and will not be opened until after the deadline. Failure to submit all required documents prior to the specified deadline will invalidate the tender.

4.0 Site Visits

Site visits will be pre-arranged through Paul Wood, who can be contacted by contacting St Ives Town Council on 01736 797840 or enquiries@stives-tc.gov.uk.

5.0 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 tenders@stives-tc.gov.uk and further information and requests for site visits can be arranged through Paul Wood in accordance with the Quotation and Commission Timetable in section 2.0. Responses to clarifications will be anonymised and returned to all bidders.

No representation by way of explanation or otherwise to persons or corporations bidding or desirous of bidding as to the meaning of the request for quotation, contract or other RFQ documents or as to any other matter or thing to be done under the proposed contract shall be binding unless such representation is in writing and duly signed by a Director/Partner of the contractor. All such correspondence shall be returned with the RFQ Documents and shall form part of the contract.

6.0 Tender Evaluation Methodology

Each Quotation will be checked for completeness and compliance with all requirements of the RFQ. Submissions will then be evaluated to determine the most economically advantageous offer, taking into consideration the award criteria. Returns will be assessed on the basis of the following RFQ award criteria:

6.1	Valid submission	Pass/ Fail
6.2	Budget	70%
	The lowest bid will be awarded the full 70%. Other bids will be awarded a % that is proportionate to the level of their bid in comparison to the lowest bid.	
6.3	Proven skill and experience	20%
	The contractors are asked to complete the quality questionnaire and provide details of at least 2 previous projects undertaken of a similar nature, which will be used in assessment of the tenders.	
6.4	Social Value	5%
	Under the Public Services (Social Value Act) 2012 local authorities are required to consider at the pre-procurement stage of any contract how what is proposed to be procured may improve the economic, social and environmental well-being of their area. This might include actions such as employing apprentices, recruiting employees or sub-contractors locally, paying the living wage, environmental benefits or policies. Bidders are asked to set out any social value benefits they would bring through the contract. This will be assessed through the quality questionnaire.	
6.5	Credit check	5%
	St Ives Town Council are required to undertake a full credit check on all potential suppliers, which will be used in the assessment process.	

7.0 Scoring Matrix

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

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 assessment period, we reserve the right to seek clarification in writing from the bidders, to assist it in its consideration of their submission. Quotations will be evaluated to determine the most economically advantageous tender taking into consideration the award criteria weightings in the table above.

The client is not bound to accept the lowest price or any quotation and there will be no reimbursement for any expense incurred in preparing bids. Any contract award will be conditional on the Contract being approved in accordance with the clients' internal procedures and being able to proceed.

8.0 Disclaimer

The issue of this documentation does not commit the client to award any contract pursuant to the RFQ 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 client or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the client and any other party (save for a formal award of contract made in writing by or on behalf of the client).

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

9.0 Enclosures

1. Specification and Summary of the Works Document (APPENDIX A)
2. Standard Evaluation Questionnaire (APPENDIX B)
3. Conditions of Tender (APPENDIX C)
4. Form of Tender (APPENDIX D)