**Invitation to Tender (ITT)**

**CAP 1 006**

***Camelford Leisure Centre Ltd***

***New Exercise Studio***

# 1. About Camelford Leisure Centre Ltd

1.1 Camelford Leisure Centre Ltd was set up in 2012 as a Community Benefit Society when Cornwall Council decided that it could no longer afford to run the leisure centre in Camelford. With the help and support of the local community and brilliant staff, the leisure centre is now relatively thriving and making a small annual trading surplus.

1.2 The potential availability of Levelling-Up funding has provided the board of directors with an opportunity to source a new exercise space to cater to this need.

# 2. Background and Context

2.1 The leisure centre consists of a 20m swimming pool, a sports hall and a small fitness suite. The sports hall is used during the school day by the adjacent secondary school. There is an increasing demand for “dry-side” activities both during the school days and in the evenings and weekends which cannot currently be met as the sports hall is being used by team sports and gymnastics. Increasing co-operation with local GP practices and social prescribing can only increase this demand.

2.2 The following is a google link to the front of the Sports Hall and demonstrates that the site has been built on sloping land:

<https://www.google.com/maps/@50.621942,-4.6862151,3a,31.1y,106.37h,91.34t/data=!3m6!1e1!3m4!1s9082uMF1C6vOm4F895krHw!2e0!7i16384!8i8192?entry=ttu>

2.3 The whole commission 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(s) will be expected to undertake the following requirements supported by the drawing set detailed at 3.1:

3.1 Drawings and reports:

3.1.1 Enclosure 1: EXISTING\_AND\_PROPOSED\_BLOCK\_PLAN-7398164

3.1.2 Enclosure 2: EXISTING\_AND\_PROPOSED\_ELEVATIONS-7398161

3.1.3 Enclosure 3. PROPOSED\_FLOOR\_PLAN-7398163

3.1.4 We have obtained planning consent from Cornwall Council (PA23/03723) for a single storey extension on the front of the existing sports hall:

1. The extension has an external dimensions of 11.8m x 6.3m to give internal measurements of 11.25m x 6m with a ceiling height 2.4m.
2. The building is to have a flat roof; roof finish GRP
3. Walls in metal sheeting
4. Windows and doors in white UPVC
5. Facias & Soffits – UPVC
6. Rainwater Goods – UPVC

3.2 The extension will be sited in the existing car park and so minimal space to be used during the construction.

3.3 The build should use modular units.

3.4 The exiting sports hall wall surface finished is a smooth surface and the extension internal wall is to match. (see 2.2).

3.5 Floor to be a minimum of 178mm galvanised steel perimeter ring beam or equivalent design with a minimum of 165mm x 2mm galvanised joists @ 300 ctrs and 22mm T & G P5 moisture resistant chipboard flooring. 67.5 Square metres of standard vinyl c/w welded joints Polyflor XL PU or equivalent.

3.6 Electrical

3.6.1 Lighting. Lighting (Sighting of these elements to be agreed with the client):

1. 10off Single 1500 LED light fitting batten
2. 4off emergency type
3. 1off External, wall mounted, LED bulkhead light
4. 1off of the above to be combined emergency type
5. 10ff 3-Hour maintained wall mounted emergency exit light c/w running man legend
6. Light Switching:
   1. 1off Twin light switch
   2. 6off Emergency test key switch
   3. 2off PIR motion detectors

3.6.2 8off twin switched power points (Sighting of these elements to be agreed with the client)

3.6.3 3 Phase distribution board with RCBO's

3.6.4 Surge Protection (1 per building)

3.6.5 Commissioning certificate

3.7 Heating, Cooling and Ventilation. Supply and fit:

1. 2off 5.0 kW heat/cool, hyper inverter units, internally wall mounted at high level with external isolator and floor mounted condenser. External trunking in white.
2. 2off External wall mounted isolators

3.8 Shared Prosperity Fund Branding and Publicity Guidance[***https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.pdf)

The Tenderer’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Camelford Leisure Centre will provide the Plaque and Billboard but the Tenderer will be responsible for affixing or erecting the Plaque and Billboard.

3.9 Obtain Building Control assent for the proposed construction

Please note that the successful tenderer will need to liaise with the Leisure Centre how to use and access of the car park. In particular, the car park is used to access the junior school adjacent to the Leisure Centre from 0830 -0915 and 1430-1530 and therefore these times should be avoided for deliveries etc.

4**. Budget**

The total maximum budget available for both parts of this commission is £100,000 (exc VAT) but inclusive of all expenses.

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 timetable for submission of the Tender, completion of the programme is set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 12 December 2023 |
| Last date for raising queries | 1700 20 December 2023 |
| Last date for clarifications to queries | 1700 21 December 2023 |
| Deadline to return ITT | **1700 16 January 2024** |
| Evaluation of ITT | 17January 2024 |
| Preferred supply is notified. Award of Contract is subject to successfully obtaining grant funding | 18 January 2024 |
| Work Commence/Contract Award | Week commencing 22 January 2024 |
| Work Complete | 30 April 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 Camelford Leisure Centre Ltd 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. Professional Indemnity Insurance with a limit of indemnity of not less than five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
7. Conflict of interest statement

e. Confirmation that the Tenderer has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.8 above)

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones. Please identify clearly payment milestones with % of contract value.

c. Details of any design proposals

6.4 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 Camelford Leisure Centre Ltd.

**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 Camelford Leisure Centre Ltd 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 Camelford Leisure Centre Ltd 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:

[procurement@camelfordleisurecentre.co.uk](mailto:procurement@camelfordleisurecentre.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Camelford Leisure Centre Ltd 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 Camelford Leisure Centre Ltd 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 Previous examples |  |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. | 20 |
| Ref 6.2 Project Method Statement. |  |
| This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones. Please identify clearly payment milestones with % of contract value.  c. Details of any design proposals | 30 |
| Ref 6.5 Budget |  |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 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 = 50 x lowest bid / bid | 50 |

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, Camelford Leisure Centre Ltd 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.

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

13**. Tender Award**

Camelford Leisure centre intend to engage with the successful Tenderer using a JCT Minor Works Contract. This will be discussed with the winning Tenderer as soon as the funding has been secured.

# 14. Tender returns

Tenders are to be returned by camelvet55@gmail.com.

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

Tender responses should be sent electronically to

[procurement@camelfordleisurecentre.co.uk](mailto:procurement@camelfordleisurecentre.co.uk)

with the following message clearly noted in the Subject box; ‘(ITT) Camelford Leisure Centre Ltd New Exercise Studio’

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

# 15. Disclaimer

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

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 Camelford Leisure Centre Ltd or any information contained in Camelford Leisure Centre Ltd’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 Camelford Leisure Centre Ltd for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Camelford Leisure Centre Ltd 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 Camelford Leisure Centre Ltd liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. EXISTING\_AND\_PROPOSED\_BLOCK\_PLAN-7398164
2. EXISTING\_AND\_PROPOSED\_ELEVATIONS-7398161
3. PROPOSED\_FLOOR\_PLAN-7398163