

The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 2RB

**INVITATION TO TENDER FOR
THE CONSTRUCTION OF A SPORTS PAVILION**

Tender Reference: BI/NSP/1/21

PROJECT SUMMARY

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APPENDICES (Separate Documents)

Appendix 1 – Qualification Questions – Word document for completion and return.

Appendix 2 – Delivery Approach – Word document for completion and return.

Appendix 3 – Schedule of Costs – Excel document for completion and return.

1. SPECIFICATION OF WORKS

Bishop's Itchington Parish Council wish to appoint a lead contractor to construct a new pavilion to replace the existing 1970s sports pavilion, following designs created by AT Architects which have received planning permission from Stratford-on-Avon District Council.

Details are given on the Contracts Finder portal, and further information on the parish council website at www.bishopsitchington-pc.gov.uk/tenders.aspx, but the works will involve:

- Demolition of the existing pavilion

- Construction of a new single storey, timber framed pavilion with a gross internal floor area of c. 200 m². Rooms to include:
 - Changing Rooms.
 - WC's.
 - Stores.
 - Kitchen.
 - Club Room.
 - Plant Room.

- External works including:
 - Highways Works.
 - Drainage.
 - Landscaping

As part of their Tender submissions, tendering contractors are required to provide a draft programme of works showing how the contract will be delivered from vacant possession of the site to completion. As the Council is gaining grants from different funding sources with differing requirements, tenderers are asked to split the programme into three phases:

Phase 1 – main structure, including doors and windows for security.

Phase 2 - "second fix" of the main pavilion

Phase 3 – car park and landscaping

A major funding source will only fund "second fix" rather than the main structure, so we need to separate those costs from other parts of the work, calling them Phase 2. We have not issued any suggestions as to what works should be in which phase, looking to rely on contractors' expertise in this matter, and to make sure that all aspects of the work are fully

covered rather than fall into any gaps of our own creation. We appreciate that some works may be difficult to allocate to a single phase and would suggest tenderers consider a percentage approach across the phases for such works, with an explanation of their approach given as part of their answer to Question 4 in the Delivery Approach document.

Site visits to obtain information about layout and access may be arranged by email through the parish clerk at clerk@bishopsitchington-pc.gov.uk. Any aspects of the specification which cannot be met, or any alternative solutions proposed should be clearly identified in the Tender responses.

2. INSTRUCTIONS TO TENDERERS

2.1 Tender Documents

The following documents need to be completed and returned as part of your Tender submission:

- Signed Form of Tender.
- Signed Declarations Document.
- Qualification Questions
- Delivery Approach, together with any associated documents including the programme of works over three phases.
- Schedule of Costs

2.2 Tender Timetable

All requests for clarification in respect of this invitation to tender must be submitted to the parish clerk at clerk@bishopsitchington-pc.gov.uk. The closing date for Tenders is 12:00 noon on Wednesday, 22nd September 2021.

2.3 Contract terms and period

Contract terms and conditions will follow the JCT Design and Build Contract, 2016 edition.

Following the appointment of the successful tenderer, the contract is expected to be agreed and signed by December 2021 for a start on site in early 2022. Construction is expected to take six months, all dates to be mutually agreed.

2.4 Completion and submission of tender documents

Tenderers should read this document and all instructions provided on the Contracts Finder portal before completing their Tender submission. Tenders not complying with these instructions may be rejected by the Council, whose decision in the matter shall be final.

Tenderers should download the five tender documents and forms from the Contracts Finder portal, complete and sign as and where required, and return them with any associated documents in a sealed envelope to the parish clerk at the Council's offices by the Tender deadline, using the label provided and with no external markings identifying their company. Electronic copies should also be returned to the clerk at clerk@bishopsitchington-pc.gov.uk. A Tender may not be amended after it has been submitted unless the Council finds errors or omissions in the Schedule of Costs that would affect the final evaluation, in which case the Tenderer will be contacted via their named point of contact and asked to remedy those deficiencies alone.

Tenders must be submitted for the whole service, partial tenders will not be considered.

2.5 Signed Form of Tender

Signing this document confirms that the Tenderer understands the Council's requirements and intends to sign the delivery contract accordingly. The Form of Tender must be downloaded from the Contracts Finder portal, completed and signed, and returned to the parish clerk in the same envelope with the other Tender documents, as well as electronically.

2.6 Signed Declarations Document

The Tenderers declarations consist of the following:

- Certificate Relating to Canvassing and Collusion.
- Equalities Declaration.
- Notice of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Declarations Document must be downloaded from the Contracts Finder portal, completed and signed, and returned to the parish clerk in the same envelope with the other Tender documents, as well as electronically.

2.7 Qualification Questions Document

This document contains a series of questions to allow the Council to assess a Tenderer's suitability to deliver the contract. The Qualification Questions are provided in Word format for ease of response, and once answered should be returned to the parish clerk in the same envelope with the other Tender documents, as well as electronically.

2.8 Delivery Approach Document

This document requires six responses to form the quality element of your Tender, covering:

- Site Management
- Access and Impact Management
- Health & Safety
- Programme of Works
- Risks Register
- Communication

If any supplied information is found to be false at any time, this could result in the Tender being rejected and any subsequent contract being cancelled. The construction works will have to be completed within a fixed term which prospective contractors are required to propose as part of their Programme of Works. Save for force majeure, in the event of late completion of the contract, the total sum payable by the Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.

The Delivery Approach document is provided in Word format for ease of completion, and once completed should be returned to the parish clerk in the same envelope with the other Tender documents, as well as electronically.

2.9 Schedule of Costs Document

The price element of your Tender will be based on your cost proposals against each stage of the construction, noting quantity and rates for each line. Due to the nature of the project's funding sources, you are kindly requested to split the costs into the three phases mentioned above while ensuring that all of the approved design is covered. The Schedule of Costs document is provided in Excel format for ease of completion, and once completed should be returned to the parish clerk in the same envelope with the other Tender documents, as well as electronically.

3. TENDER EVALUATION

Once a tenderer has successfully answered the qualification questions, their submission will be scored by Bishops Itchington Parish Council using the following weighting:

- Delivery Approach (Quality) – 40% (maximum 40 points)
- Schedule of Costs (Price) – 60% (maximum 60 points)

3.1 Delivery Approach

The six different responses required, some of which involve supporting documents, will each attract given percentage points of the total score:

1. Site Management (5 points)
2. Access and Impact Management (10 points, of which 5 for a Traffic Management Plan)
3. Health and Safety
4. Programme of Works (10 points, of which 5 for a document showing 3 phases)
5. Risks Register (5 points)
6. Communication (5 points)

A panel of three councillors will independently assess the responses, scoring each out of the percentage points given for each one. The three scores for each response will then be averaged to provide a collective total out of 40 for each tender. Please note that a word count applies to each response, and any supporting documents will be included in that count - any words that exceed the word count will not be considered as part of the evaluation.

3.2 Schedule of Costs

The best submitted tender price will be given a score of 60 points. Higher priced tenders will be given calculated scores by dividing them into the best price and multiplying by 60 points, for example (NB the figures shown are imaginary and out of context):

Best price of £100,000 divided by a higher tender of £120,000 times 60 = 50 points.

The Council reserves the right to reject any abnormally low tenders in accordance with Regulation 69 of The Public Contracts Regulations 2015.

Each item detailed within the Schedule of Costs must be priced to ensure that a full like-for-like comparison can be carried out, and to ensure that all elements of the Council's requirements will be covered by the successful Tenderer. The figures within the Schedule of Costs must include all labour, materials, plant, overheads, disbursements, consumable materials and any other charges necessary to meet the Council's requirements, as well as

any Government requirements in respect of the Covid-19 pandemic. Prices should be quoted exclusive of Value Added Tax and in pounds sterling to two decimal places.

3.3 Interview

Following the tender evaluation, the four Tenderers with the highest scores will be invited to an interview with the panel during the week 27th September to 1st October. Each Tenderer will be asked the same questions about their approach to the project and will be given a score out of 10 points.

3.4 Total Scores

The Quality, Price and Interview scores will then be added together and the tender with the highest score will be awarded the contract.

Please note that in the event of an equal bid outcome, the Tenderer with the highest score on the price criteria will be deemed the successful company. In the event of continued equality, the most local firm will be deemed the successful company.

4. GENERAL INSTRUCTIONS

No approach in connection with this invitation to tender should be made to anyone within or associated with the Council, other than the parish clerk, on pain of disqualification.

If any request for clarification is held to be of wider significance to the Tender process, the clarification will be shared anonymously via the Contracts Finder portal and with other Tenderers who have expressed interest. Any other additions or alterations to the documents as issued found to be necessary before the Tender submission deadline will be shared in the same way.

The information provided in the Tender Documents and on the parish council website at www.bishopsitchington-pc.gov.uk/tenders.aspx is provided by the Council in good faith to assist Tenderers in preparing for their Tender and should be treated as confidential. No guarantee is given that it is exhaustive, accordingly, the Tenderer should investigate all matters relating to the completion of their Tender to ensure that their Tender is fully comprehensive and obtain all necessary information at their own expense.

Tenders received after the closing date will not be accepted. The Council does not bind itself to accept the lowest or any Tender and reserves the right to divide the work between different Tenderers if it sees fit and may accept any Tender either in whole or in part.

The Council reserves the right to cancel the tender process at any point and will not be liable for any costs resulting from the cancellation nor for any other costs incurred by Tenderers.

4.1 Execution of Documents

The Form of Tender and the Declarations Document must be signed:

- Where the Tenderer is an individual, by that individual.
- Where the Tenderer is a partnership, by at least two partners.
- Where the Tenderer is a Limited company, by two directors or by the company secretary and a director

4.2 Indicative Project Timetable

Set out below is the proposed project timetable. This is intended as a guide and, while the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Activity	Date
Issue Documents	28 th July 2021
Return of Documents	22 nd September 2021 (12:00hrs)
Open Tenders	22 nd September 2021
Evaluation	22 nd – 24 th September 2021
Interviews	27 th September – 1 st October
Notification of Tender Outcome	5 th October 2021
Standstill Period	5 th - 18 th October
Contract Award	19 th October 2021
Mobilisation	3 rd to 29 th January 2022
Construction Start Date	31 st January 2022
Construction End Date	5 th August 2022

The appointed contractor must attend review meetings during the period of the contract with representatives of the Council when required.

4.3 Council Named Point of Contact

The Council's named contact point for the procurement is:

Karen Stevens
Parish Clerk
Bishop's Itchington Parish Council
The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 2RB

Tel: 01926 613902 or 07450 360453

E-mail: clerk@bishopsitchington-pc.gov.uk