

INVITATION TO TENDER

CONSTRUCTION SERVICES FOR the refurbishment of The Brian Grint Centre & The
Brian Grint Centre & The Chocolate Box .

CLIENT, ACLE PARISH COUNCIL

REFERENCE NUMBER 331-22

PART A INVITATION TO TENDER (ITT) DOCUMENT INFORMATION & INSTRUCTIONS FOR TENDERERS

Part A is for information only and does not need to be returned with the Tender submission.

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1.0 Overview

You are invited to tender for the provision of Construction Services for the project known as the refurbishment of The Brian Grint Centre & The Brian Grint Centre & The Chocolate Box, Barclays Bank, The Street, Acle - WT Design Ltd. reference 331.22

This document is an invitation to tender, Part A of the document provides the instructions and information to tenderers. Part B of this Invitation to Tender document contains the Service & Specification requirements, Part C contains the Tender Document Response required from tenderers seeking a professional contractor to assist with a conversion of a former bank into 4 commercial units.

1.1 Disclaimers

While the information contained in this ITT is believed to be correct at the time of issue, WT Design Ltd. nor the client, Acle Parish Council, will accept any liability for its accuracy. No liability can be taken for the accuracy, adequacy or completeness of any of the documents included as part of this ITT.

If a tenderer proposes to enter into a Contract with the client, Acle Parish Council, it must rely on its own enquiries. JCT Design and Build contract will be adopted before appointment of the contractor and all terms as laid out in the standard JCT Design and Build Contract will be relevant.

It is the responsibility of the prospective tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender. Information supplied to tenderers by the Employer (whether in these documents or otherwise) is supplied for general guidance only in the preparation of the tender.

The Contractor shall be responsible for the project complying with Building Regulations. The Contractor is to use the tender period to satisfy themselves that they are fully familiar with the intricacies of the project. The project should also comply with Construction (Design and Management) Regulations and all other relevant regulations, policies or documents. The contractor will be responsible for ensuring all codes are met that are relevant to the project.

2.0 Information for Tenderers

Acle Parish Council will be the employer for the purposes of any contract resulting from successful bid. Acle Parish Council reserve the right to change any details of the bid prior to or following award of the contract.

2.1 Contract Duration & Commencement date

The contract (if awarded) aims for the refurbishment of The Brian Grint Centre & The Chocolate Box. Undertake refurbishment of the whole building, including re-roofing; strengthening existing timbers; full rewiring of electrics to both floors; installation of air source heating system; full decorations internal and external; window replacement and in addition, the infill of the toilet block to the rear of the building to be completed by October 2022.

Start on site is estimated to be June 2022. Acle Parish Council reserves the right to change this date as may be deemed necessary pending other services.

2.2 Tender Closure Date

Tender bids are expected to be received from tenderers, with all documentation required, within 10 days of receipt of this ITT. Bids after this time may not be accepted or considered as part of the evaluation.

2.3 Request for Further Information / Clarification on the ITT

Requests for further information or clarification will be circulated to all tenderers unless deemed to be sensitive to the Tenderer who has requested this information. Any request for further information may only be granted, and not circulated, where it is deemed to not provide material effect on the procurement process.

Communications and all general queries should be via email to Becky Furr
aclepcdeputyclerk@gmail.com

2.4 Evaluation

All compliant tenders will be evaluated against the same set of criteria and sub-criteria. Section 4 of this Part A lays out the criteria at which will be assessed in order to award the contract.

Recipients of the tender documents will keep this and all associated documents private and confidential, whether the contract is awarded, or the Tenderer decides not to submit a bid.

3.0 Instruction to Tenderers

No claims for loss consequent upon the tenderer's failure to comply with the above will be entertained.

The drawings and specifications listed in any of the Appendix, indicate the Employer's Requirements. It is the Contractor's responsibility to ensure the viability of the scheme as drawn given any restraints identifiable. The areas, proportions and dispositions of the accommodation shall not be materially altered without prior reference to and agreement from the Employer. Except where these Requirements have been specific, the information provided generally indicates how the Employer's Requirements may be accommodated. The Contractor must ensure that this general arrangement is in accordance with the standards to which the Construction Industry must statutorily conform.

Where requirements have been specified, the Contractor shall satisfy themselves that their incorporation within the scheme will meet all the demands of the Employer's Requirements and all relevant legislation and performance standards. The Contractor will be responsible for ensuring all work meets current Building Regulations and other relevant standards.

3.1 Pricing

Tenderers price should be fixed for the duration of the contract and net of VAT. Prices tendered should be in Pounds Sterling (£) only and be the net price excluding any taxation.

All costs added to the bid should be inclusive and no fees outside of the costs submitted will be considered. Costs should include but are not limited to, training, overheads, set-up fees, licencing etc.

3.2 Submission of bid

To be considered for the project, Tenderers must ensure all sections of the Part C required are completed and returned in a sealed envelope to Becky Furr, Deputy Clerk and Assets Manager, Acle Parish Council, 2 Hall Cottages, The Windle, Acle, NR13 3JT by 12 noon Sunday 29th May 2022

Bids should be sent in paper format only for consideration (two copies). Tenderers must ensure all information submitted as part of their bid for the project is accurate at the time of submission. Failure to do so may result in damages being sought by the client in respect to purposeful misinformation.

‘Actual’ signature will be required on the bid submission, where indicated on the Part C document. The document must be signed by an approved signatory for the company.

Any documents being set alongside your bid should be sent in paper format only.

As a minimum, Tenderers will require the following insurance to be in place at the time of contract start and remain in place throughout the duration of the project.

£1 million Public Liability
£10 million Employers Liability

4.0 Contract Award

Submissions that do not supply the required information or do not meet some of the criteria as set out in the above, may be automatically rejected by the client. The criteria assessed for the Award of the contract is based upon the suitability for the project. Tenderers proposals should adequately address all specified areas of the project where applicable.

Acle Parish Council reserves the right to proceed with a bid that may not necessarily be the lowest in cost, but the most appropriate to the project. Cost and Quality will both be considered when reviewing and awarding the Contract to Tenderers.

The award criteria for the Cost aspect will be based on the most economical cost, where the cost is provided against the guidelines laid out in Part A Section 3 and all other guidance of this ITT.

Mandatory declarations are included in the form, Part C of this ITT. These must be included and accepted in order for a bid to be evaluated. There is no guarantee that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.

5.0 Tender Guidance Notes

Sub-contractors and materials are to be used, sourced and supplied locally to ensure the re-investment back into local business' and area.

Submission of the bid should include all guidance as noted above and the following documentation:

- Part C ITT form with signature
- Health & Safety Policy
- Project organisation chart and Staff histogram to clearly show the team during the project
- List of proposed key sub-contractors, if any
- Insurance certificate / insurer's confirmation of Insurance requirements as mentioned in section 3.2
- An outline specification of the materials and workmanship proposed (where they differ from the Employer's Requirements), prepared in sufficient detail to permit analysis at tender stage of the quality of the product being offered to the Employer. Such specification must include an identification of the products to be used, including (but not limited to) doors, windows, sanitaryware, electrical fittings, kitchen units, ironmongery, boilers, etc.

Acle Parish Council reserve the right to request further information which may be required.