



Request for Quotation
For
Tenterden Town Hall
Refurbishment & Rear Extension Works

On Behalf of

Tenterden Town Council

24 High Street,
Tenterden,
TN30 6AN

Introduction:

Tenterden Town Council is inviting tenders to tender for the refurbishment works and new extension to Tenterden Town Hall.

The site address is the Town Hall, 24 High Street, Tenterden, TN30 6AN, which is accessible for guided site visits with prior arrangement with the Contract Administrator.

These instructions are designed to ensure that all tenderers are given equal and fair consideration. It is important that you provide all the information asked for in the format and order specified. Please email TTH@logicpm.co.uk if you require clarification on any sections of this Invitation to Tender.

Tenderers should read these instructions carefully before completing the tender response. Failure to comply with the completion and submission requirements may result in the rejection of the tender. Submission of your tender to TTH@logicpm.co.uk will be deemed to indicate that the tenderer accepts these conditions of participation.

Upon successful completion of the Tender phase a Contractor will be appointed (subject to budget constraints).

This ITT is the only stage of the tendering process, in accordance with Tenterden Town Council Contract & Procurement Policies.

Contract Term:

The form of contract will be a JCT Intermediate Contract 2016 with Contractors Design, as detailed in Appendix A which will be executed as a deed under the Common Seal of the Council and such contract shall incorporate the tender documents, pricing schedule, the Conditions of Contract, performance bond or Parent Company Guarantee and any other relevant documentation.

Tenderers must provide either a Parent Company Guarantee or Performance Bond as part of this contract. The Parent Company Guarantee or Performance Bond will form part of the contract should the tenderer be successful. If applicable, a signed contract returned without a signed Performance Bond for 10% of the contract sum will not be accepted.

Retention will be held at 5% throughout the contract period, and upon practical completion, will be reduced to 2.5%, for a period of 12 months from the date of completion.

Liquidated Ascertained Damages (LAD's) will be applied for each week past the contract completion date, at a rate of £500 per week.

Scope of work and Project timeline:

The Project involves the internal refurbishment of Tenterden Town Hall, a new extension to the rear of the property, M&E works, and associated landscaping works.

Access to the site is via the entrance on Tenterden High Street. Care and consideration must be shown during visits and when undertaking the works.

This is a public area and as such vulnerable persons are often within the vicinity. Tenterden High Street is a busy road with a bus stop situated outside the Town Hall, and as such care and consideration needs to be observed when moving to and from the site entrance. The contractor is to understand and comply with any necessary Highway restrictions in place up to and within the area. The contractor should note that all parts of the site which are not part of the project are to be considered out of bounds.

Based on the information within the Contractors Design portion, the design should ensure the criteria is met, ensuring the design is neither over or under engineered. It is expected the site will deal with:

- A new passenger lift from ground floor to first floor, including lift pit.
- Structural Steel framing to the town hall.
- Design and installation of access control in accordance with client requirements.
- Supply and installation of M&E works, designed by Wilson Consultants.

The works when completed, it is anticipated that the new Town Hall will:

Be designed in accordance with current Building Regulations, clearly defined and agreed with the Employers Agent in advance of work commencing on site.

Full internal refurbishment in accordance with contract drawings. Works include new room layouts, new partition walls, window refurbishments, M&E installation, new flooring, new doors, new reception area and offices, passenger lift, toilet facilities, kitchen facilities and decoration throughout. There will also be a new extension to the rear of the property to allow for new staff office space and lettable offices. Hard and soft landscaping is included, as well as associated works to the external areas.

Evaluation of Responses:

The contractor will be expected to provide all necessary materials and personnel to undertake this work on behalf of the Council, and responses will be assessed against the following criteria:

Cost – **[60%]**

Please provide a full breakdown of your cost to provide the works in accordance with Appendix J.

This should be submitted as a separate document, titled ‘Appendix J – Cost Submission [COMPANY NAME]’. Submission of this document is mandatory, and costs should not be submitted as part of your qualitative response or in line with any other document. This document will need to be posted to:

Town Clerk/ Town Hall Project
Tenterden Town Hall,
24 High Street,
Tenterden,
TN30 6AN

An electronic copy should also be sent with the other tender submission documents to TTH@logicpm.co.uk. Please request a read receipt when emailing your submission.

Cost will be evaluated based on the following formula:

(Lowest Cost Submitted/Cost submission being assessed) x Weighted Cost Score

Quality – **[40%]**

Contractors are required to provide the following for the Council to assess their experience and capabilities for this project:

1. **An appropriate Site management and logistics plan.**
2. **A programme of the works.**
3. **A statement of your intended site team to fulfil the contract conditions.**
4. **Quality Questionnaire (Appendix F)**

Each submission will be assessed in line with the above requirements as follows:

Cost requirements – Mandatory, Pass/Fail

Tenderer meets all requirements and provides suitable proof.

Contractors must comply with the mandatory quality requirements as listed in the tender requirements above. If a tenderer fails to pass this section, the Council reserves the right to exclude the submission from further assessment.

Quality requirements – Scored out of a possible 5 marks.

[LIST SCORED REQUIREMENTS FROM THE ABOVE LIST IN THE FORMAT: Tender requirement 4, sub weighting 'x'%]

Submissions will be scored out of 5 as follows:

Assessment	Description	Score
Deficient	Response to the question (or an implicit requirement) significantly deficient or no response received.	0
Inadequate	Inadequate detail provided and the question not answered and/or some of the answer to question is not directly relevant to the question.	1
Limited	Limited information provided, and/or a response that is inadequate or only partially addresses the question.	2
Acceptable	An acceptable response submitted in terms of the level of detail, accuracy and relevance.	3
Comprehensive	A comprehensive response submitted in terms of detail and relevance to the question.	4
Superior	As Comprehensive, but to a significantly better degree (including improvement through innovation) and a response which goes above and beyond to answer the question with precision and relevance.	5

Tenderers must meet a score of 3 as a minimum to be considered.

Terms & Conditions

Contract works will be undertaken under the JCT Intermediate Contract 2016 with Contractors Design, [but specific terms may be negotiated with the successful tenderer prior to entering into a final contract provided the request is raised by the tenderer during the tender process].

We are an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.

In the event of additional work streams being identified during the normal operation of the contract, the Council reserves the right to award these works directly to the winning tenderer. This will be subject to an acceptable commercial proposal being received. If this is not forthcoming, the Council will seek alternative proposals for the additional work.

The Council operates in accordance with the Bribery Act 2010. Applicants are reminded that they must not collude with others to affect the market price or to influence the outcome of any award of a contract by seeking to influence any town councillor or official, or any party acting on their behalf. Behaviour of this kind could result in disqualification from the exercise and may be a potential criminal offence under the Bribery Act or other relevant laws. Applicants are advised to make themselves aware of the obligations set out at www.justice.gov.uk/legislation/bribery.

The Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This provides that anyone can ask the Council for any information held by it, or on its behalf and, unless an exemption applies, the information must be supplied. This means that all the information which an applicant has provided in respect of this procurement and may provide in future to the contracting authorities will be subject to the FOIA or EIR.

Key Dates & Timeline for Procurement

Tender release: **17 April 2024**

Confirmation of declaration to submit tender to TTH@logicpm.co.uk: **01 May 2024**

Site visits: **w/c 06 May 2024**

Tender Clarifications Deadline: 12:00pm **15 May 2024**

Deadline for submission of completed tenders: 12:00pm **31 May 2024**

Evaluation: **w/c 03 June 2024**

Interviews: **w/c 17 June 2024**

Appointment of contractor: **w/c 01 July 2024**

Start on Site : **July 2024** after contractors mobilisation period.

Programme: **approx. 10-12 months.**

Instructions for Submission

The Contract Administrator's tender inbox (TTH@logicpm.co.uk) will be used to facilitate the secure interchange of documents. All communication should be made via this system. Your response must be submitted electronically into the same tender box, duly completed and signed before the deadline and when the tender box closes at:

12:00pm 31 May 2024

Tenderers to request a read receipt when emailing their tender documents before the deadline to enable transparency to a fair process. Tender documents will only be opened with witness by the Council's Town Clerk and Contract Administrator after 12pm on 31 May 2024.

A copy of your submission **must in addition** be sent by post to the address below and marked for the attention of the 'Town Clerk/ Town Hall Project' as indicated. Hard copy tender documents

will remain sealed and be opened with witness by the Council's Town Clerk and at least one member of the council after 12pm on 31 May 2024.

Town Clerk/ Town Hall Project
Tenterden Town Hall,
24 High Street,
Tenterden,
TN30 6AN

Tender Documents

Tenterden Town Council invites Contractors to submit their Responses in accordance with the instructions set out in this document.

This document provides Contractors with sufficient information to enable them to provide a compliant response (including providing templates where relevant); it sets out the Evaluation Criteria that will be used to evaluate the responses and explains the administrative arrangements for the receipt of Responses, and how the winning bidder will be selected.

While the information contained within this Document is believed to be correct at the time of issue, the Council and its advisors will not accept any liability, for its accuracy, adequacy, or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in, or any omission from, this document or other papers (including its Appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Contractor. No representations or warranties are made in relation to such statements, opinions or conclusions.

If a Contractor proposes to enter into the Agreement with the Council it must rely on its own enquiries and on the terms and conditions set out in the Agreement(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this Tender, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter a contractual arrangement. This document should not be regarded as an investment recommendation made by the Council or its appointed advisors.

All questions regarding this Tender must be raised by email to the tender's inbox (TTH@logicpm.co.uk), by the **31 May 2024**. Queries raised or received after this date may remain unanswered.

If a Contractor wishes the Council to treat a query as confidential, and not issue the response to all Contractors, it must state this when submitting the query. If, in the opinion of the Contract Administrator, the query is not confidential, they will inform the Contractor and it will have an opportunity to withdraw it. If the query is not withdrawn, the response will be issued to all Contractors.

Answers will be emailed out of the TTH@logicpm.co.uk inbox to all Contractors.

Please ensure that you allow yourself plenty of time when responding to this Tender prior to the closing date and time. If you are experiencing problems, then please contact Logic PM Ltd for further assistance.

It is the Contractor's responsibility to ensure that their completed submission, together with all requested supporting documentation is deposited by the deadline. It will not be physically possible to submit documents once the tender box has closed and therefore the Council cannot consider submissions after the deadline.

Yours sincerely,

Naomi Fifield
Logic PM Limited
Suite 15,
Maidstone House,
King Street,
Maidstone,
ME15 6AW