

## 1 Introduction

### 1.1 Background

- 1.1.1 **Bracknell Forest Borough Council (BFBC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directories, Corporate Services, Adult Social Care and Health, Environment, Culture and Communities and Children, Young People and Learning.
- 1.1.2 The proposed scheme is to enable the Children, Young People and Learning to meet its obligation to provide spaces for all young people within the Borough.

### 1.2 Outline Requirement

- 1.2.1 The existing building was a former adult learning centre that has been vacant for several years. The works address the building's state of repair and alter the internal and external layouts of the existing premises to meet the needs of a 56 pupil ASD Special Educational Needs Facility.
- 1.2.2 The contract duration will be for a maximum period of 5 months with contract commencement anticipated on 1<sup>st</sup> March 2015. The target is to complete the works by 1<sup>st</sup> July 2015.

### 1.3 TUPE

- 1.3.1 TUPE does not apply to this contract.

**1.4 Project Schedule**

1.4.1 The following is the proposed timetable for the procurement and implementation of Eastern Road SEN Facility.

Publish Notice requesting Statement of Interest on SE Business Portal			
Review PQQ submitted with Contract Statement of Interest	Midday		
Issue Invitation to Tender			
Last Questions from Tenderers			
Issue Final Question & Answer Summary			
Receive Response from Tenderers	Midday		
Supplier Presentations [optional]			
Reference Visits [optional]			
Supplier Visits [optional]			
Contract Award			
Contract Start Date			

**2 Instructions to Tenderers**

**2.1 General Instructions**

- 2.1.1 If you intend to tender for the provision of Eastern Road SEN Facility to the Council, please read the following instructions carefully and prepare your tender accordingly.
- 2.1.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.1.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.1.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions.
- 2.1.5 Clarifications of the invitation to tender documents must be made **in writing** by either email or letter to the following:

- 2.1.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than midday 30<sup>th</sup> October 2014
- 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
- 2.1.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers.
- 2.1.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

## 2.2 Tender Response

- 2.2.1 Please submit your quotation by email to Emails larger than 30Mb will be held by ICT pending manual release and emails above 50Mb will be rejected. For this reason, we recommended that you split into separate emails below 30Mb, clearly marked as 1 of 3, 2 of 3, etc., in the subject. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be automatically rejected. We are unable to accept quotations on USB stick.
- 2.2.2 Bracknell Forest Council require 2 copies of the Contractor's tender submission to be submitted following its successful tender submission and these documents are to be delivered up in a ring binder folder within 2 working days of the tender return deadline.
- 2.2.3 Your tender must be divided into two sections and contain the information called for in each section below:

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Pricing Schedule
- Conditions of Contract Compliance Statement
- The completed Schedule of Reserved Information - see guidance attached
- The Form of Tender statement completed, signed and dated

The **technical** section should include:

- Responses to questions in this ITT covering: [if not contained separately in the schedules]
  - Your Organisation
  - Specification
  - Pricing
  - Terms and Insurance
- Organisation Information
- Experience and Contract Examples
- Specification Compliance Statement

Method Statement detailing the means of meeting the requirements of the Specification

- Tender Checklist should be completed and comments added if required.

**The majority of this information is required to be provided under the Quality Questionnaire.**

**No pricing should be included in the technical section.**

2.2.4 Respond to all sections in the Specifications. You should complete your responses in blue ink into this document. Alternatively, you may submit a separate document providing the tender cross references the section and paragraph numbers of this invitation to tender.

**All sections must be responded to even if simply “Understood” or “Agreed”.**

2.2.5 The Council has indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.2.6 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

2.2.7 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.

2.2.8 All pricing should be stated exclusive of VAT.

2.2.9 Tenders shall remain open for an initial acceptance for a minimum of 120 calendar days, although the Council may ask you to extend of the period of validity.

### 2.3 Submission of Tenders

2.3.1 The original, signed, tender must be returned by no later than

2.3.2 Please address to:

By e-mail to ; ensure that you include “Eastern Road SEN Facility” in the subject of the e-mail.

2.3.3 If submitting hard copies, the envelope must not indicate the name of the sender; envelopes that do may be rejected unopened. Similarly, tenders received after the tender submission date/time may be rejected.

### 2.4 Tender Decline

If you decide not to respond to this ITT, please advise the contact in Section 2.1.5 in writing as soon as possible, giving a brief reason(s) behind the withdrawal.

### 2.5 Evaluation of Tenders

2.5.1 The Council may seek confirmation that suppliers meet the Council's minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.

- 2.5.2 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.
- 2.5.3 The contract will be awarded on the basis of the most economically advantageous offer having regard to:
- 2.5.4 The Total Cost of the works shall represent 60% of the Tender score
- 2.5.5 The **Quality** of the tender submission in terms of functionality and infrastructure shall represent 40% of the total score and takes into account issues such as quality, technical merit, aesthetic and functional characteristics, environmental characteristics, cost effectiveness, after sales service, technical assistance, delivery date and delivery period and period of completion.
- 2.5.6 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer.
- 2.5.7 The scoring matrix spreadsheet set out the Quality evaluation criteria including any sub-criteria and the formulae used and are as per the schedule attached to this ITT.
- 2.5.8 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.
- 2.5.9 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

## 2.6 Alternative Offers

- 2.6.1 Alternative offers will only be considered if they constitute a fully priced alternative and are submitted in addition to a tender complying with the requirements specified in the Invitation to Tender documents. Alternative offers must contain sufficient supplementary information, drawings and data to permit a complete evaluation to be made.

## 2.7 Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

## 2.8 Whistle blowing policy

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: [www.bracknell-forest.gov.uk/procurement](http://www.bracknell-forest.gov.uk/procurement)

**Eastern Road SEN Facility**  
INSTRUCTIONS TO TENDERERS



**To be completed by the Tenderer:**

*Tenderer's to ensure Employers Requirements are fully reviewed prior to completion of the questionnaire, with a project specific responses required for all questions.*

**No Max word limit per question**

**Total Cost Weighting – 60%**  
**Total Quality Weighting – 40%**

<b>Project Reference:</b>	<b>5127299</b>		
<b>Project Title:</b>	<b>Eastern Road SEN Facility</b>		
<b>[Q1.0]</b>	<b>Method Statement – (Read in conjunction with Employer's Requirements / Preliminaries)</b>	<b>Quality Weighting</b>	<b>20%</b>
<p>2.8.1 Provide details of your proposed means of meeting the requirements of the Specification and Preliminaries covering in particular (though not exclusively) the following:</p> <ul style="list-style-type: none"> <li>○ Management of site logistics and material deliveries</li> <li>○ Management of car parking</li> <li>○ Working Hours</li> </ul> <p>2.8.2</p> <p><i>Please overtype your answer to this question here.</i></p>			
<b>[Q2.0]</b>	<b>Programme</b>	<b>Quality Weighting</b>	<b>15%</b>
<p>Provide a detailed breakdown of how the project will be delivered, on or before the completion date. Provide a description of your general approach to construction and commissioning of the works and how you propose to tie this into the programme.</p> <p><i>Please overtype your answer to this question here.</i></p>			

**Eastern Road SEN Facility**  
INSTRUCTIONS TO TENDERERS



<b>[Q3.0]</b>	<b>Risk Management</b>	<b>Quality Weighting</b>	<b>10%</b>
<p>Provide details of any expected risks and measures in place to manage. (Ensure these are site specific; purely generic responses will NOT receive maximum marks) Please provide details to confirm how you will comply with all regulatory requirements as stated within the main tender document.</p> <p><i>Please overwrite your answer to this question here.</i></p>			
<b>[Q4.0]</b>	<b>Partnership &amp; Communication</b>	<b>Quality Weighting</b>	<b>5%</b>
<p>Provide details of how you propose to manage communication and inform users, the neighbours and general public during the various construction phases.</p> <p><i>Please overwrite your answer to this question here.</i></p>			
<b>[Q5.0]</b>	<b>Innovation - Cost</b>	<b>Quality Weighting</b>	<b>5%</b>
<p>Provide details of any innovative solutions to reduce cost whilst achieving the project aims. These must be presented as additional options to the main submission and not submitted in the priced bill. Provide your strategy for insuring cost control and describe how variations will be addressed and communicated.</p> <p><i>Please overwrite your answer to this question here.</i></p>			

**Eastern Road SEN Facility**  
INSTRUCTIONS TO TENDERERS



[Q6.0]	Innovation - Quality	Quality Weighting	2%
<p>Provide details of any innovative solutions to reduce the programme or ensure delivery of the programme whilst achieving the project aims. These must be presented as additional options to the main submission. Please provide evidence to demonstrate how your company has delivered innovation on previously completed projects.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
[Q7.0]	Environment	Quality Weighting	5%
<p>Provide details of your project strategy to reduce impact on the environment to include a site waste management plan as appropriate. In accordance with Bracknell Forest Council Sustainable Community Strategy 2008 – 2014, what other proposals does the contractor have for adding value to this contract, at no extra cost to the Council, and how will these be delivered? eg use of local labour or supply chains, new apprenticeships etc</p>			
<p><i>Please overtype your answer to this question here.</i></p>			



**Eastern Road SEN Facility**  
INSTRUCTIONS TO TENDERERS



[Q8.0]	Health & Safety	Quality Weighting	6%
<p>Provide details of how you propose to manage Health &amp; Safety throughout the life cycle of the project as well as confirmation of any accidents reported within the past 5 years.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
[Q9.0]	Personnel & Use of Sub contractors	Quality Weighting	10%
<p>Provide details of your proposed team and any subcontractors who will be working on the project &amp; include brief CVs detailing: relevant experience and relevant skills. The statement must include the number and type of staff responsible for quality control, along with details of their qualifications and duties. Outline your procurement strategy, including procurement of your proposed suppliers and sub-contractors, including detailed information to illustrate how you will achieve the design.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
[Q10.0]	Provision of Site Security	Quality Weighting	2%
<p>Provide details of how the site is to be secured with particular emphasis on prevention of pupils/ non site personnel from entering and exiting Contractor occupied areas and maintaining the school/ site entrance security.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			

**Eastern Road SEN Facility**  
INSTRUCTIONS TO TENDERERS



[Q11.0]	Contractor Experience & financial stability	Quality Weighting	20%
<p>2.8.3 Provide details of at least 5 previously completed education or similar projects – details to include photos, contract sum, final account figure, contract start and completion date, actual start and completion dates, explaining any variations of cost and reasons for any extensions granted. These schemes should be similar to the proposed works and have been completed within the last 10 years.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			

Signed .....

Firm .....

Date.....