

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.

1.2 Outline Requirement

- 1.2.1 The project proposal comprises the construction of a new stand alone Post 16 Centre building at Garth Hill College.. The new extension will free up existing sixth form space in the main building for conversion into class rooms to meet the increase the Year 7 to 11 PAN from 270 to 312. The external works include foul drainage, surface water drainage system, reinstatement of and extensions of hard landscaped areas including footpaths, fencing, gates, remodelling and new landscaping. The scope of works includes Mechanical and Electrical Services, Structural and Civil Engineering Services and Architectural Services as outlined in the Performance Specifications, Employers Requirements, Preliminaries, Pre-Construction Information and Room Data Sheets. The Contract works do not however include any works within the main building to convert the existing sixth form into Year 7 to 11 classrooms.
- 1.2.2 This contract is for design development and completion, construction, fitting-out and commissioning of the required works together with all associated services and external works. The proposed buildings and other works will be of a high standard.
- 1.2.3 The College will remain in full operation throughout the works and the College is obliged to continue to deliver its full curriculum. Careful logistics planning and management will be required from the successful contractor in order to ensure that the works remain completely isolated from the day to day operations of the College.
- 1.2.4 The programme of works is outlined within the Employers Requirements documentation.

1.3 TUPE

- 1.31 TUPE does not apply to this contract.

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1.4 Project Schedule

1.4.1 The following is the proposed timetable for the procurement and implementation of Garth Hill College :-

Issue Invitation to Tender			
Last Questions from Tenderers			
Issue Final Question & Answer Summary			
Receive Response from Tenderers	Noon		
Reference Visits [optional – maximum 2 – to be agreed with CA]			
Contract Award			
Contract Start Date			

2 Instructions to Tenderers

2.1 General Instructions

- 2.1.1 Thank you for confirming in the informal PQQ that you are going to submit a tender, 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 by email to the following:
Procurement.team@bracknell-forest.gov.uk
- 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 2 weeks before tenders are due to be submitted.
- 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.

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- 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 tender.box@bracknell-forest.gov.uk. 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 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
- The Form of Tender statement completed, signed and dated

The **technical** section should include:

- Responses to questions in this ITT covering:
 - 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 and covering in particular (though not exclusively) the following:
 - Working in occupied spaces
 - Construction works
 - Management of site logistics and material deliveries
- Tender Checklist should be completed and comments added if required.

No pricing should be included in the technical section.

- 2.2.3 Respond to all sections in the Specification. 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.

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

- 2.2.4 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.
- 2.2.5 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.
- 2.2.6 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.
- 2.2.7 All pricing should be stated exclusive of VAT.
- 2.2.8 Tenders shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend 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 tender.box@bracknell-forest.gov.uk ; ensure that you include “Garth Hill College” in the subject of the e-mail.

2.4 Tender Decline

If you decide not to respond to this ITT, please let the contact in Section 2.1.5 know by email, giving a full explanation.

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 goods, services or works, [incorporating price, running costs and estimated effort required by the Council] (40% of the total score)
- 2.5.5 The **Quality** of the solution in terms of functionality and infrastructure (60% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, cost effectiveness, after sales service, technical assistance, delivery date and delivery period and period of completion.

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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 headline **Quality** evaluation criteria are as follows:-

Criteria	Marks %	Applicable Document(s) & Section(s)
Method Statement	20	Employer's Requirements, Performance Specifications & Prelims
Programme	12	Employer's Requirements, Performance Specifications & Prelims
Risk Management	10	Employer's Requirements, Performance Specifications & Prelims
Partnership & Communication	6	Employer's Requirements, Performance Specifications & Prelims
Innovation - Cost	6	Employer's Requirements, Performance Specifications & Prelims
Innovation - Programme	6	Employer's Requirements, Performance Specifications & Prelims
Innovation - Quality	5	Employer's Requirements, Performance Specifications & Prelims
Environment	5	Employer's Requirements, Performance Specifications & Prelims
Health and Safety	10	Employer's Requirements, Performance Specifications & Prelims
Personnel & Use of Sub Contractors	10	Employer's Requirements, Performance Specifications & Prelims
Provision of Site Security	5	Employer's Requirements, Performance Specifications & Prelims
Month Deferment of Contract Start Date	0	Employer's Requirements, Performance Specifications &

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		Prelims
Sustainable Community	5	Employer's Requirements, Performance Specifications & Prelims
Total	100	

- 2.5.8 The evaluation spreadsheet which details any **sub-criteria** and formulae used is attached.
- 2.5.9 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.
- 2.5.10 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. This particularly relates to the use of hybrid modular construction in the north and south teaching blocks.

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