



Invitation to Tender

Expansion of the Cranbrook Medical Centre
within the Younghayes Centre, Cranbrook

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Cranbrook Town Council

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1. Introduction

The Cranbrook Medical Centre, based at the Younghayes Centre in Cranbrook, needs to expand its current premises in order to gain additional space for clinical and administration purposes.

Cranbrook Town Council, the building owner and landlord, is able to offer the Medical Centre additional space within a part of the building which will become vacant on 1 April 2021. This space is earmarked for an internal re-configuration and refurbishment, the design and specification of which this tender and its associated documents set out.

Cranbrook Town Council is now inviting tenders for the construction works to enable the above in accordance with this tender document.

2. Tender Process

Item	Date
Publication date of the contract notice and publication of tender documents	16 February 2021
Deadline for tender questions	5 March 2021
Deadline for submission of tenders	21 March 2021 at 23:59
Evaluation of tenders (including any clarification questions to tenders)	26 March 2021
Notification to shortlisted applicants and invitation to presentation	29 March 2021
Presentation of shortlisted tenders	w/c 5 April 2021
Recommendation to Council	26 April 2021
Notification to applicants	27 April 2021
Construction works commencing	As soon as possible after 27 April 2021

Prospective contractors must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date. Please note that site visits will require prior appointments and any visitors will be expected to comply with the Council's Covid-19-secure procedures.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk within the timescales indicated above.

The prices submitted must indicate the rate for carrying out each element of the contract.

The tender shall be submitted only on the attached tender form.

If having examined the tender documents prospective contractors wish to submit a tender they should fully complete and return the tender form by to

Cranbrook Town Council
Younghayes Centre
169 Younghayes Road
Cranbrook
Devon
EX5 7DR

Tender documents should be submitted in a sealed marked envelope.

Tenders received late will not be considered.

Prospective contractors should note that the Council is not bound to accept the lowest, or any, tender. The Council’s decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profit, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) A price shall be inserted against each item on the tender form for each element of the contract tendered for.

c) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

d) The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.

e) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

f) Invoices presented for payment must include a schedule of the works completed including the dates of the work.

g) Contractors are asked to contact the Clerk if any clarification is required.

h) The Council reserves the right to make such enquiries at it sees fit regarding the suitability and experience of any tenderer.

3. Design and Contract Specification

The Younghayes Centre was constructed in 2012 and detailed as-build plans covering the entire building can be inspected on site by prior appointment.

With this tender document, the following 22 supporting documents are published:

i	Architectural specification
ii	Mechanical and electrical engineering services specification
iii	Pre-construction information summary
iv	Phasing plan
v	Site plan and hazard summary
vi	Existing ground floor plan

vii	Floor and ceiling plans
viii	Door and window schedule and details
ix	Finishes plan
x	Section and details
xi - xx	Detailed drawings as listed in the drawing issue register
xxi	Document issue register (and drawing issue register)
xxii	Specification for GP Practice Premises
xxiii	Department of Health's document entitled "Health Building Note 11-01: Facilities for Primary and Community Care Services"

It is proposed that the construction works will be delivered in three phases as indicated on the phasing plan in order to maintain clinical operations.

4. Construction Period

The construction works should start on or as soon as possible after 27 April 2021.

The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.

5. Contract Conditions

The works have to be carried out in compliance with the architectural specification and all the documents which are appended to this tender document as listed above in section 3 i-xxiii.

The works will be subject to a Joint Contracts Tribunal (JCT) standard building contract which will detail all final contractual provisions.

6. Evaluation Criteria

The following section defines Cranbrook Town Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

The Council's Finance & Personnel Committee will evaluate tenders based solely on the information provided in the tender form and Committee members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidentiality information relating to the evaluation will not be divulged to anyone outside the Committee as to do so may undermine the integrity of the contract award process.

Decision-Making Process

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the Committee will present its recommendation to the full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Criteria	Definition and Required Evidence	Weighting
Price	<p>The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of</p> <ul style="list-style-type: none"> <input type="checkbox"/> your ability to carry out the contract at the quoted cost, <input type="checkbox"/> your financial and/or operational capacity to deliver the contract, <input type="checkbox"/> your last year's audited accounts. 	50%
Quality	<p>The supplier's ability to perform the contract to the highest standards. Please submit</p> <ul style="list-style-type: none"> <input type="checkbox"/> evidence of your knowledge in and experience of carrying out similar contracts or other relevant evidence during the last five years, <input type="checkbox"/> two references from recent customers of similar works. 	25%
Timeframe	<p>The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.</p>	10%
Compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the contractor's compliance with all Health & Safety, employment laws and regulations and safeguarding procedures, e.g. by submitting a relevant policy(ies). 	10%
Environmental Issues	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the contractor's approach to environmental issues and how you will manage the disposal of waste, e.g. by submitting a relevant policy(ies). 	5%

7. Tender Form

Position		Cost excluding VAT			
		Phase 1	Phase 2	Phase 3A	Phase 3B
Demolition works	Materials	£	£	£	£
	Labour	£	£	£	£
Internal strip-out	Materials	£	£	£	£
	Labour	£	£	£	£
Waste disposal	Materials	£	£	£	£
	Labour	£	£	£	£
Internal walls and partitions	Materials	£	£	£	£
	Labour	£	£	£	£
Plumbing, sanitary appliances and fittings	Materials	£	£	£	£
	Labour	£	£	£	£
Internal floors	Materials	£	£	£	£
	Labour	£	£	£	£
Internal ceilings	Materials	£	£	£	£
	Labour	£	£	£	£
Internal doors and ironmongery	Materials	£	£	£	£
	Labour	£	£	£	£
Wall finishes	Materials	£	£	£	£
	Labour	£	£	£	£
Furnishings and equipment	Materials	£	£	£	£
	Labour	£	£	£	£
Kitchen	Materials	£	-	-	-
	Labour	£	-	-	-
Internal fire and safety signage systems	Materials	£	£	£	£
	Labour	£	£	£	£
Clean internal/external access routes and work areas at the end of each working day		£	£	£	£
Subtotals:		£	£	£	£
Grand total:					£

Please propose below a binding timetable for the above works:

	Phase 1	Phase 2	Phase 3A	Phase 3B
Proposed timetable				

Declaration

I/We agree to complete the work in accordance with the terms and conditions, specifications and schedule of works set out in this document.

I/We understand that Cranbrook Town Council is not bound to accept the lowest or any quote or part thereof and that the Council will not be responsible for any expense incurred in preparing this tender form.

I/We certify that the amount of the quote has not been calculated by agreement or arrangement with any other person, firm or company and that the quoted amount has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of quotes.

Contact Details

Business name	
Address	
	Postcode:
Contact Name	
Contact Position	
Landline	
Mobile	
Email	
VAT Reg. No.	

By signing and submitting this form you agree that you fully understand the commitments and requirements contained therein and, if successful, are willing to be legally bound to the contract as expressed therein.

Signed:

Print Name:
Position:

Date: