



INVITATION TO TENDER FOR
CAPITAL BUILDING REPAIRS CONTRACT
2024/25

INSTRUCTIONS AND DETAILS OF CONTRACT

Rossendale Borough Council

INVITATION TO TENDER DEVELOPMENT OF
CAPITAL BUILDING REPAIRS CONTRACT 2024/25

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Rossendale Borough Council (RBC) is seeking tenders from competent suppliers to tender for</p> <p>CAPITAL BUILDING REPAIRS CONTRACT 2024/25</p> <p>To be administered under JCT Minor Works Contract and standard, Rossendale Borough Council Terms and Conditions. The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.</p>
Insurance Requirements:	Details of Public Liability and Employers Insurance minimum of £10 million
Completion of Contract:	No later than 31 st July 2025
Procuring Officer:	<p>Any queries must be addressed to:</p> <p>Keith Dutton</p> <p>Tel: 07469 200348</p> <p>Email: keith.dutton66@gmail.com</p>
Intention to Tender Form	Please return the Intention to Tender form as soon as possible and no later than Friday 6th September 2024 12:00 noon
Submission instructions:	<p>Send all required documents to; tenders@rossendalebc.gov.uk</p> <p>The documents must be as attachments in pdf form or equivalent and not links to file hosting sites.</p>

	Alternatively, provide hard copy of the tender document in envelope marked CAPITAL BUILDING REPAIRS CONTRACT 2024/25 Strictly Confidential – Tender to be opened by addressee only ". The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender. Tenders to be sent to address below.
Tenders to be sent to:	Committee and Member Services (Room 213) Rossendale Borough Council Room 213 The Business Centre Futures Park Bacup OL13 0BB Or tenders@rossendalebc.gov.uk
Date/time for Tender return:	12:00 noon Friday 6 th September 2024

Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Submission of Tenders	12:00 noon Friday 6 th September 2024
Questions	End Date: Friday 30 th August 2024
Evaluation of Tenders	Thursday 12 th September 2024
Notification of result of evaluation	Friday 13 th September 2024
Standstill Period	Friday 16 th September – Friday 28 th September
Expected date of award of contract	Friday 4 th October
Contract commencement	Friday 1 st November

CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	All information requested in part 5	
2.	Recent References x 2	
3.	Form of Tender	
4.	Pricing Schedule	
5.	Certificate Of Non-Collusion and non-canvassing	
6.	Social values questionnaire	

CONTENTS

1	Background.....	7
2	Tender submission requirements.....	2
3	Contract documents.....	9
4	Tender evaluation and award criteria.....	10
5	Information required	10
6	Freedom of information act and environmental information regulations statement.....	14

SCHEDULES

1	Instructions and details of contract
2	Part 1 - contract particulars
	Part 2 - standard terms and conditions
	Part 3 - special terms and conditions
3	Specification
4	Certificate of non-collusion and non-canvassing
5	Intention to tender form
6	Social Value Questionnaire

IMPORTANT NOTICE

This Invitation to Tender ("ITT") is issued to those shortlisted to tender ("Tenderers") to Rossendale Borough Council (the "Council") to **Capital Contract 2024/2025**, (the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant UK legislation, particularly in relation to the Public Contracts Regulations.

1. **BACKGROUND**

- 1.1 Further details of the Council's needs under the Contract and other relevant information is provided in the Specification at ITT Schedule 1
- 1.2 If you have any questions or require any clarifications, please contact **Keith Dutton**, Tel: **07901 783876**, email: keith.dutton66@gmail.com
- 1.3 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.
- 1.4 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.5 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.6 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- 1.7 Under the Contract the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 1.8 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

2. TENDER SUBMISSION REQUIREMENTS

- 2.1 Tenders must be written in the English language.
- 2.2 Tenders must provide responses referring back to the numbering format as set out in section 5 of this ITT.
- 2.3 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 The Tender (including price) should remain valid for a minimum period of 90 days.
- 2.5 The Tender must not be qualified in any way.
- 2.6 Any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.
- 2.7 Your full registered business/name and main office address must also be provided on all documents.

3. CONTRACT DOCUMENTS

- 3.1 Any resulting Contract will consist of the JCT Contract Particulars and contract (to be completed), the Standard Terms and Conditions, the Special Terms and Conditions (all as set out in Schedule 2) and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 3.2 This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
- 3.3 Any contract award will be conditional on the Contract being approved in accordance with the Council's internal procedures and the Council being generally able to proceed and may allow for a standstill period to elapse before sending confirmation of contract award to the successful Tenderer.

4. TENDER EVALUATION AND AWARD CRITERIA

- 4.1 The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 4.2 Each Tender will be checked initially for compliance with all requirements of the ITT.
- 4.3 Tenders will be evaluated against the award criteria set out below.
- 4.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 4.5 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 4.6 Tenders will be evaluated taking into consideration the following award criteria:

The tender assessment will be based on the following criteria; weightings are shown below:

- (a) Value for money (65%)
- (b) 10% Methodology
- (c) 5% Health and Safety- Please provide policy/pack statement
- (d) 5% References- Please provide 2
- (e) 5% Time Scales- Please see the timetable and provide a project plan
- (f) 10% Social Values- Please see the social values questionnaire

5. INFORMATION REQUIRED

5.1 Tender information

Tenderers are asked to indicate:

- 5.1.1 Their proposed methodology for fulfilling the Contract and meeting the Specification;
- 5.1.2 A contract timetable which the Tenderer proposes to adhere to;
- 5.1.3 A project management structure and principal point of contact for the Council who will be Contract Manager;
- 5.1.4 The proposed personnel identified for the provision of the Contract and whether they will be exclusively deployed to the Council and any other resources which will be used.

5.2 Pricing

- 5.2.1 Tenderers must complete the Pricing Schedule set out in Schedule 3 to provide all of the obligations under the Contract.
- 5.2.2 All Prices shall be stated in pounds sterling and exclusive of VAT.