

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR**

**Proposed Roofing Replacement Works & Associated Repairs at** **Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

**PROPOSED CONTRACT PERIOD – 12 WEEKS FROM September 2020**

**Closing Date for Tenders – 11:00am 24th July 2020**

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR**

**Proposed Roofing Replacement Works & Associated Repairs at**

**Darwen Town Hall ,Croft Street, Darwen, Lancs, BB3 1BQ.**

**SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

|  |  |
| --- | --- |
| **ITEM** | **CONTRACT DETAILS** |
| Reference Number: | **PR0362** |
| Submission instructions: | **VIA THE CHEST E-TENDERING PORTAL ONLY.**  **Electronic Tender Returns (Submission of Tender) via The Chest e-Tendering Portal**  The deadline for electronic tender returns is detailed on the e-tendering system.  All aspects (documents/attachments/responses) of the tender return must be submitted via the e-tendering system.  Please note that tender returns cannot be viewed or accessed by Council employees until after the deadline for submission and therefore it is not possible to confirm safe receipt of your tender.  Assistance/help on the e-tendering system is available to all registered users of The Chest via the Due North Website.  It is the responsibility of all Contractors to become familiar with this software if they wish to bid for business offered for tender by Council.  Assistance provided by the Council does not extend to basic IT skills or training and our role is not to deliver step by step IT training nor are we able to assist non-PC users in how to use the e-tendering system.  Please allow sufficient time to complete and submit your tender return particularly until you become familiar with The Chest software and how it operates. No extensions to the closing date and time for tender returns will be permitted on the basis that Contractors are unfamiliar with The Chest.  Please note, if your tender return is incorrect and/or incomplete, your submission could be rejected. It is the responsibility of the Contractor to ensure that the tender submission has been returned correctly PRIOR to the closing date and time.  The Contractor must ensure all required documents have been uploaded before pressing the submit button. Once a tender return has been submitted, an electronic confirmation is generated from The Chest.  **You are not permitted to return a tender submission via e-mail.** |

**Timetable**

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

| **Stage** | **Date(s)/time** |
| --- | --- |
| Issue of Invitation to Tender | **w/c 06th July 2020** |
| Submission of Tenders via The Chest e tendering portal only | **24th July 2020** |
| Evaluation of Tenders | **w/c 27th July 2020** |
| Notification of result of evaluation | **29th July 2020** |
| Standstill period | **w/c 03rd August 2020** |
| Expected date of award of Contract(s) | **14th August 2020** |
| Implementation period | **w/c 17th August 2020 – 28th August 2020** |
| Contract commencement | **September 2020** |

**CHECKLIST FOR TENDERERS**

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

|  |  |
| --- | --- |
| **Schedule Reference Number** | **Schedules to be completed and returned as part of your tender submission** |
| **1** | FORM OF TENDER |
| **2** | CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING |
| **3** | SPECIFICATION & PRICING SCHEDULE |
| **4** | STANDARD SELECTION QUESTIONNAIRE |
| **5** | METHOD STATEMENT |
| **6** | PRICING SCHEDULE |
| **7** | TERMS & CONDITIONS |

Table of Contents

[1. BACKGROUND 6](#_Toc492029680)

[2. TENDER SUBMISSION REQUIREMENTS 6](#_Toc492029689)

[3. CONTRACT DOCUMENTS 7](#_Toc492029699)

[4. TENDER EVALUATION AND AWARD CRITERIA 7](#_Toc492029703)

[5. INFORMATION REQUIRED 8](#_Toc492029732)

[6. CORPORATE REQUIREMENTS 9](#_Toc492029743)

[7. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT 11](#_Toc492029758)

[8. ETHICAL SOURCING PRACTICES 12](#_Toc492029767)

[*ITT SCHEDULE 1- FORM OF TENDER 14*](#_Toc492029781)

[*ITT SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING 16*](#_Toc492029795)

[*ITT SCHEDULE 3 – SPECIFICATION & PRICING SCHEDULE 18*](#_Toc492029798)

[*ITT SCHEDULE 4 - STANDARD SELECTION QUESTIONNAIRE 19*](#_Toc492029799)

[*ITT SCHEDULE 5 - PRICING SCHEDULE 39*](#_Toc492029801)

*ITT SCHEDULE 6 - QUALITY / SUGGESTED APPROACH****………………………….40***

[*ITT SCHEDULE 7 – TERMS AND CONDITIONS*](#_Toc492029802) *46*

[*I*](#_Toc492029803)

**IMPORTANT NOTICE**

This Invitation to Tender (“ITT”) is issued to those Contractors who express an interest to tender (“Tenderers”) to Blackburn with Darwen Borough Council (the “Council”) **for roofing replacement works and associated repairs at Darwen Town Hall ,Croft Street, Darwen, Lancs, BB3 1BQ.** (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 European and UK legislation, particularly in relation to The Public Contracts Regulations 2015.

1. **BACKGROUND**
   1. Blackburn with Darwen Borough Council (the Council) is looking to award a contract for the roofing replacement works and associated repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.
   2. Further details of the Council’s needs under the Contract and other relevant information are provided in the Specification at Schedule 3.
   3. Clarification questions should be submitted via the ‘Discussions’ area within The Chest system before 17th July 2020 at 12:00 noon.
   4. Other than via The Chest system as 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.
   5. Please note that the Council’s responses to any queries or clarification requests may, at the Council’s discretion, be circulated to all Tenderers.
   6. Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
   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.
   8. The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.
2. TENDER SUBMISSION REQUIREMENTS
   1. Tenders must be written in the English language.
   2. Tenders must provide responses as set out in the Checklist for Tenderers. Ensure your submission, including additional pages, reflects any numbering format used in the Schedules so it is clear to which part of a Schedule or question your response applies.
   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.
   4. The Tender (including price) should remain valid for a minimum period of 120 days.
   5. The Tender must not be qualified in any way.
   6. Any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.
   7. Your full registered business/name and main office address must also be provided on all documents.
   8. The Tender **must** be submitted via The Chest e Tendering portal only.
   9. If for any reason you are unable to submit a tender then you should use the ‘Opt-Out’ function within the invitation to tender information (options area).
3. **CONTRACT DOCUMENTS**
   1. Any resulting Contract will consist of the Contract Particulars (to be completed at award stage), JCT Minor Works Building Contract 2016 and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
   2. This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
   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 will allow the statutory standstill period of a minimum of 10 calendar days to elapse before sending confirmation of contract award to the successful Tenderer.
4. **TENDER EVALUATION AND AWARD CRITERIA**
   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.
   2. Each Tender will be checked initially for compliance with all requirements of the ITT.
   3. Tenders will be evaluated against the award criteria set out below.
   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.
   5. Tenders will be evaluated to determine the qualities of the Tenderers. ITT Schedule 4 Company Details **will be evaluated on a Pass or Fail basis.**  Only tenders that pass the selection criteria will be evaluated for economic advantage.
   6. Tenders that have passed the Selection will be evaluated to determine **the most economically advantageous Tender**, ITT Schedule 6 Quality / Suggested Approach considers the following award criteria:

* **Price 80%**

The contractor shall price all items and show his rates, including the preliminaries section. Each price or unit rate inserted in the priced schedule shall be a realistic valuation of the cost of completing the works described. Should a tender be seriously unbalanced in relation to the Employer’s estimate of the works to be performed under any item or groups of items, the tender shall be deemed not compliant and rejected. If not rejected the lowest priced tender will receive 100% of the price score with other tenders scoring less on a proportionate basis (e.g. if price is 10% higher then they will score 10% less).

* **Quality/Suggested Approach 20%**

The Quality criteria are to be evaluated based on the Method Statement Questions at Schedule 6.

Each Method Statement will be scored 0-4 as below:

|  |  |
| --- | --- |
| 0 | Major non-compliance with requirements. Evidence is unacceptable or non-existent. There is a failure to properly address issues or meet any of the requirements or no information is provided. |
| 1 | Does not meet requirements. Partially compliant response with major deficiencies or concerns in critical areas or where the lack of detail and relevance requires the reviewer to make assumptions. This indicates there would be serious difficulties in delivery. |
| 2 | Meets requirements. Minor deficiencies or shortfall in information provided in non-critical areas. Slight modification may be required in delivery but not seen as overly detrimental. |
| 3 | Meets requirements. Adequate relevant detail provides a comprehensive response demonstrating fully how requirements will be met. |
| 4 | Meets requirements. A comprehensive response which fully meets all requirements and clearly demonstrates how added value will be offered. |

Each Method Statement carries a weighting depending upon their importance. The scores and weightings combine to make up the overall score.

* Method Statement 1 Weighting 10 %
* Method Statement 2 Weighting 5 %
* Method Statement 3 Weighting 5 %

1. **INFORMATION REQUIRED**
   1. **Pricing**
      1. Tenderers must complete the Pricing Schedule set out in Schedule 5 to provide all of the obligations under the Contract.
      2. All Prices shall be stated in pounds sterling and exclusive of VAT.
      3. Tenderers must also indicate all other costs that will be associated with the contract e.g. deliveries costs, minimum order rates etc. No claim for additional payment will be considered for items that have not been specified.
   2. **Clarification meetings/Presentations**
      1. The Council reserves the right to hold clarification meetings, site visits and/or interviews as it considers appropriate both before and after Tender submission.
      2. If you wish a site visit as part of your preparation of the ITT, you must contact the Contract Administrator Chris Atkinson on 01254 304594 in advance. Tenderers are only permitted access to the site by pre-arranged appointments with the Council or their agents. Representatives of the Council may accompany Tenderers when they visit and inspect the site.
      3. The highest scoring Tenderer may be required to make available key members of their delivery team who will be responsible for the provision of the Contract to demonstrate their understanding and approach as outlined in the Tender and to allow the Council an opportunity to clarify any aspect of the Tender. The presentation will not be scored. Should the evidence provided not support the Tender submission and this results in the Tender no longer having the highest score, the next highest scoring Tenderer will be required to give a presentation and the process will continue and so on. The time date and location are to be confirmed at a later date.
2. **CORPORATE REQUIRE****MENTS**
   1. The Council has a statutory requirement to ensure compliance with a number of corporate considerations when providing its services. The Council is delivering its services when a contractor is delivering services on behalf of the Council. It is therefore incumbent upon the Council to ensure that these statutory requirements are carried out by any contractor that is working for the Council. Consequently, the Council is looking for a commitment within Tenders to assisting the Council in the following duties.
   2. The Council does not consider that these requirements will be onerous and so pricing should not be affected in complying with any of these obligations but if a Tenderer believes there is a pricing impact, the impact of complying with these obligations should be clearly identified in their Pricing Schedule.
   3. **Equality and Diversity**
      1. **The Council is Committed to:**

Providing its services in a way that promotes equality of opportunity at every possibility. It is expected that the successful Tenderer will be equally committed to equality and diversity in its employment practices and service provision, and will ensure compliance with all anti-discrimination legislation.

* + 1. **Expectation of the Tenderer:**

Tenderers should note that the successful Tenderer will be asked to contract with the Council to ensure that they adhere to these obligations. The Council will, if appropriate, monitor the successful Tenderer’s compliance throughout the Contract Period.

* + 1. **Compliance with Equality Legislation:**

The Council requires service providers to demonstrate that they comply with equality in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation. Organisations employing less than 5 employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. During the Contract Period the Council may work with contractors, who at present do not fully comply, to help them put in place policies and practices to do so.

**LEVEL 1 (LESS THAN 5 EMPLOYEES)**

Organisations with fewer than 5 directly employed persons will be expected to meet the appropriate level of compliance for the delivery of the Contract. Should recruitment increase the size of the organisation to 5 or more employees the organisation will be expected to meet the appropriate level of compliance.

**LEVEL 2 (5 TO 49 EMPLOYEES)**

All organisations with between 5 and 49 employees must achieve criteria 1 – 4 listed below.

1. All organisations must have an equality policy in respect of race, gender, disability, age, sexual orientation and religion/belief that covers at least:

a) recruitment, selection, training, promotion, discipline, grievance and dismissal.

b) discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the firm.

c) identification of the senior position with responsibility for the policy and its effective implementation

d) how you communicate the policy to your employees.

1. Effective implementation of the policy in the organisation’s recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements.
2. The policy should either be reviewed to reflect changes in legislation or within a three-year period whichever occurs first.
3. To monitor the gender, disability and ethnicity of job applicants. We would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

**LEVEL 3 (50 OR MORE EMPLOYEES)**

All organisations with 50 or more employees must achieve criteria 1-4 in level 2 and the additional criteria 5-10 listed below:

5. Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees.

6. Provide equality training for managers and any employees responsible for recruitment and selection.

7. In addition to criterion 4 (Level 2) carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when:

a) in post

b) applying for posts

c) taking up training and development opportunities

d) promoted

e) transferred

f) disciplined and dismissed

g) a grievance is raised

h) leaving employment

The Council would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

8. If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances.

9. In respect of 7 and 8 above, annual monitoring and reporting is required regarding equality issues within the workforce.

10. Organisation’s recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

1. FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT
   1. The Council is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).
   2. As part of the Council’s obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
   3. If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
   4. The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
   5. The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
      1. has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
      2. does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
      3. in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information
2. **ETHICAL SOURCING PRACTICES**
   1. When sourcing suppliers for our contracts we will seek to work with suppliers who: *(throughout their supply chain)*
      1. Afford their employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers should not use forced, bonded or non-voluntary prison labour;
      2. Establish recognised employment relationships with their employees that are in accordance with their national law and good practice. Suppliers should not seek to avoid providing employees with their legal or contractual rights;
      3. Can demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;
      4. Impose working hours on their staff which are compliant with national laws or industry standards;
      5. Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place;
      6. Work within the laws of their country
      7. Take appropriate measures to ensure the health and safety of their workforce and the wider public;
      8. Support our view that the long-term elimination of child labour is ultimately in the best interests of children, and have taken measures to ensure that child labour is not utilised in their operations;
      9. Do not support, encourage or facilitate the trade in drugs, arms, tobacco, slavery or prostitution;
      10. Offer wages and benefits that at least meet relevant industry benchmarks or national legal standards; and
      11. Do not commit or contribute to any gross abuses of human rights.
   2. We will encourage ethical sourcing practices among our suppliers, partner organisations and the broader market.

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF:**

**Proposed Roofing Replacement Works & Associated Repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

# ITT SCHEDULE 1- FORM OF TENDER

To: Head of Procurement

The Town Hall

Blackburn with Darwen Borough Council

BLACKBURN BB1 7DY

Dear Sir/Madam

TENDER FOR THECONTRACT

**I/We confirm that the I/we can supply the Contract as specified in the Invitation to Tender at the prices detailed in the attached pricing schedule.**

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

**Attached to this Form of Tender are the following:**

1. **A signed Certificate of Non Collusive Tendering and non-Canvassing Schedule 2.**
2. **The specification, Schedule 3**
3. **The Company Details Form/ Selection Schedule 4.**
4. **The completed Pricing Schedule 5.**
5. **Quality / Suggested Approach, Schedule 6.**
6. **Terms and Conditions, Schedule 7**

**I/We confirm that we accept the Contract as issued with the Invitation to Tender**.

I/We undertake in the event of acceptance of our Tender to execute the Contract from the 20/01/2020

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 120 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

**e-Signatures are acceptable on this document; any signatures must be made by a person who is authorised to commit the bidder to the Contract.**

**Please sign, scan and upload with your tender submission.**

|  |  |
| --- | --- |
| **Signed by** |  |
| **Name (Block Capitals)** |  |
| **Job Title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF**

**Proposed roofing replacement works and associated repairs at Darwen Town Hall Croft Street, Darwen, Lancs, BB3 1BQ.**

# ITT SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING

To: Head of Procurement

The Town Hall

Blackburn with Darwen Borough Council

BLACKBURN BB1 7DY

**Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

(a) communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or

(b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or

(c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

**e-Signatures are acceptable on this document; any signatures must be made by a person who is authorised to commit the bidder to the Contract.**

**Please sign, scan and upload with your tender submission.**

|  |  |
| --- | --- |
| **Signed by** |  |
| **Name (Block Capitals)** |  |
| **Job Title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF**

**Proposed roofing replacement works and associated repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

# ITT SCHEDULE 3 – SPECIFICATION AND PRICING SCHEDULE

**PART A - BACKGROUND INFORMATION**

|  |  |
| --- | --- |
| **Reference** | **Description** |
|  |  |
| BwD | The Specification/schedule of works |
|  |  |
| Specification, Annex A | Pre Constriction Health and Safety Plan |
| Specification, Annex B | Asbestos Information |
| Specification, Annex C | Ecology Survey |
| Specification, Annex D | Site Plans:  - Pitched Roof Plan, Front Elevation,  - Pitched Roof Plan, Side Elevation,  - Pitched Roof Plan, Entrance Porch,  - Flat Roof Plan  - Location Plan |
| Specification, Annex E | Bauder Technical Details/Specification |
|  |  |
|  |  |

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF**

# Proposed roofing replacement works and associated repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.

# ITT SCHEDULE 4 - STANDARD SELECTION QUESTIONNAIRE

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Proposed roofing replacement works and associated repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

**[OPEN PROCEDURE]**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors.** *All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-5)  (Please enter N/A if not applicable) |  |

|  |  |  |
| --- | --- | --- |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing**  THE Council will use a Mint UK report to check the financial standing of a company. If that check is not acceptable then the following information will be used to assess whether your financial/economic standing is sufficient to deliver this contract. | | | | |
|  | Question | | | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | | | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | | Yes ☐  No ☐ |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | | | Yes ☐  No ☐ |
| **Section 5** | | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | | | |
| **Name of organisation** | | |  | | | |
| **Relationship to the Supplier completing these questions** | | |  | | | |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability**  **You may be excluded from the procurement process should a reference not be provided or not confirm the accuracy of the information you have provided.** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past five years ideally for a similar value of project being tendered.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  **Failure to provide examples will lead to automatic disqualification**. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract in no more than 500 words** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N  Employer’s (Compulsory) Liability Insurance = £10M Yes ☐ No ☐  Public Liability Insurance = £5M Yes ☐ No ☐ Professional indemnity - £5 million Yes ☐ No ☐  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. **Failure to provide will result in automatic disqualification** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Section 8.2** | **Health and Safety** | |
| **a** | Are you a member of CHAS  If the answer is Yes. Pease insert your registration Number  **Registration No. ………………………………………………….**  **If you are a member of CHAS you do not need to complete the remainder of this section.** | Yes ☐  No ☐ |
| **b** | Does your organisation comply with the requirements of the Health and Safety legislation that apply to your organisation and its activities?  **Failure to comply will result in automatic disqualification** | Yes ☐  No ☐ |
| **c** | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If **yes**, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  **Failure to provide details of any enforcement/remedial orders will result in an automatic fail** | Yes ☐  No ☐ |
| **d** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  **Failure to demonstrate above will result in automatic disqualification** | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 8.3** | **Quality Management** | |
| **a** | Are you a Bauder approved contractor/installer? | Yes ☐  No ☐ |
| **b** | Do you intend to appoint a Bauder approved sub contractor/installer?  **Please note only Bauder approved contractors / subcontractors will be considered.** | Yes ☐  No ☐ |
| **c** | Are you a member of Construction Line  If the answer is Yes. Pease insert your registration Number  Registration No. …..…………………..  **If you are a member of Construction Line you do not need to complete the remainder of this section** | Yes ☐  No ☐ |
| **d** | Does your organisation have a recognised quality management certification e.g. BS/EN/ISO 9001 or equivalent?  If **yes**, please provide details:  **Failure to provide details will lead to automatic disqualification** | Yes ☐  No ☐ |
| **e** | Does your organisation have a written Quality policy?  If **yes**, please:  a) Confirm that a copy of your organisation’s Quality policy will be provided on request.  **Failure to provide will result in automatic disqualification** | Yes ☐  No ☐  Yes ☐  No ☐ |
| **f** | Do you have an Officer or Third Party responsible for your organisation’s quality?  If **yes**, please provide details including name, qualifications & experience relevant to Quality:  (Maximum 250 words) | Yes ☐  No ☐ |

**If your company is not registered with Construction Line or equivalent and fails to answer yes to the above questions (8.4 A-C) will result in automatic failure**

|  |  |  |
| --- | --- | --- |
| **Section 8.4** | **Environmental Management** | |
| **A** | Does your organisation comply with the environmental legislation and/or regulations that apply to your organisation and its activities? | Yes ☐  No ☐ |
| **B** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If **yes**, please provide details including any remedial action or changes you have made as a result of conviction or notices served.  **(Failure to provide information will result in automatic disqualification)** | Yes ☐  No ☐ |
| **C** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 8.5** | **Previous Contract Performance** | |
| **a.** | Has your organisation ever had a contract terminated within the last 3 years?  If **yes**, please provide details:  **Failure to provide details will lead to automatic disqualification** | Yes ☐  No ☐ |
| **b.** | Has your organisation ever **NOT** had a contract renewed for failure to perform to the terms of the contract?  If **yes**, please provide details:  **Failure to provide details will lead to automatic disqualification** | Yes ☐  No ☐ |
| **c.** | Has your organisation withdrawn from a contract prematurely within the last 3 years?  If **yes**, please provide details:  **Failure to provide details will lead to automatic disqualification** | Yes ☐  No ☐ |

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF**

**Proposed Roofing Replacement Works and Associated Repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

# ITT SCHEDULE 5 – PRICING SCHEDULE

**SEE THE SPECIFICATION / SCHEDULE OF WORKS**

*NB: contractors must provide a full and priced schedule of works within their tender submissions.*

* 1. The prices quoted below will include **all** associated costs excluding Value Added Tax.

|  |
| --- |
| **Total cost of the scheme exc VAT.** |
| **£** |

**1.2 Price Variation**

The Prices will remain fixed for a period of **4months**.

**Blackburn with Darwen Borough Council**

# INVITATION TO TENDER FOR THE PROVISION OF

# Proposed Roofing Replacement Works and Associated Repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.

# ITT SCHEDULE 6 – QUALITY / SUGGESTED APPROACH

Each method statement will be scored to the quality scoring mechanism in accordance with section 4.6.

Responses to the method statements will be incorporated into the contract Specification.

Word limit – stated with each question. Any words exceeding the limit will not be scored from the next word onwards.

Please ensure your response is succinct, including sufficient and relevant detail for marks to be awarded.

|  |
| --- |
| **Method Statement 1: Weighting 10%**  Please provide a statement as to how you would manage the following project risks which are to be owned and managed by the successful candidate, including details of your general approach to mitigation of unforeseen delays. **(Maximum 750 words)**   * Safety of operational staff and members of the public during works. * It is proposed that the scheme will be carried out while the building is open to staff and customers. What measures would you take to allow the building to function on a daily basis whilst minimising disruption to the buildings users. * The pitched roofing work is particularly difficult to access. Please provide details on how you will deal with this difficulty, include for plant, technical equipment available to perform this contract whilst minimising disruption to the buildings users and members of the local community.   **Please provide and site plan, including phasing of work or scaffolding arrangements in support.** |
| **Response**: |
| **Method Statement 2: Weighting 5%**  Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any) for example under ISO9001 or equivalent, details of your approach to contract and project management, service delivery and complaints. Please also provide details of the person who is responsible for quality standards, providing a managerial structure you would propose to operate, include for their qualifications and experience on similar schemes, include for delivery, quality and H&S. Include for appointment, management and control of subcontractors. **(Maximum 500 words)** |
| **Response:** |
| **Method Statement 3: Weighting 5%**  Provide your programme proposals of your approach to ensure completion within the planned contract period of 12 weeks with particular emphasis on details of safe sequencing of the works. Programmes shall be submitted as a **Gantt chart** and give sufficient information to describe when operations will be undertaken and the need for any third party approvals, showing critical path etc.  **Programme plus maximum of 500 words** |
| **Response:** |

**Blackburn with Darwen Borough Council**

**INVITATION TO TENDER FOR THE PROVISION OF**

**Proposed Roofing Replacement Works and Associated Repairs at Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ.**

# ITT SCHEDULE 7 – TERMS AND CONDITIONS

**PART 1 – DRAFT CONTRACT PARTICULARS**

Final version will be completed upon award of Contract

Note refer to ITT schedule 3 – Background information. The Contract will be JCT Minor Building Contract 2016

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)