

Cheshire East Borough Council

**INVITATION TO TENDER VIA YPO FRAMEWORK 654:
CREMATORIA SOLUTIONS II
LOT 2 MAINTENANCE OF CREMATORIA EQUIPMENT**

RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF CREMATOR
MAINTENANCE**

**PERIOD: 11th July 2017 to 10th July 2022
With 2 x 12 months option to extend**

CHEST REF: 16 200

Name of Tenderer:	
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Version 7

OFFICIAL

SELECTION OF LOTS

Lot 1	Lot 2
Macclesfield Crematorium	Crewe Crematorium

Please indicate (tick) below the Lot(s) for which you are Tendering, by double clicking the grey tick box and selecting 'checked'.

LOT 1	LOT 2
<input type="checkbox"/>	<input type="checkbox"/>

Tenderers may tick up to two Lots

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	Item	Included in Tender?
1.	Form of Tender	<input type="checkbox"/>
2.	Certificate of non-collusion and non-canvassing	<input type="checkbox"/>
3.	SQ - Selection Questionnaire	<input type="checkbox"/>
4.	ITT Pricing Schedule	<input type="checkbox"/>
5.	ITT Quality Response	<input type="checkbox"/>

Cheshire East Borough Council
Provision of Cremator Maintenance Services
Period: 11.07.17– 10.07.22 with 2 x 12 months option to
extend

SCHEDULE 1 - FORM OF TENDER

Cremator Maintenance Services (the “Contract”)

FORM OF TENDER

To: Cheshire East Borough Council
(Via 'The Chest')

For the Attention of **Abigail Coyne**

Date: _____

Dear Sir/Madam,

TENDER FOR CREMATOR MAINTENANCE

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. My/our response to the requirements of the ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the **total costs of £_____ (excluding VAT)** submitted within the Pricing Schedule herein.

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 within the timescales stipulated.

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 90 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.

Signed by
Name(s) _____
Position _____

for and on behalf of **[Insert Company Name]**

Full registered business / name and registered company address of the Tenderer

Cheshire East Borough Council
Provision of Cremator Maintenance Services
Period: 11.07.17– 10.07.22 with 2 x 12 months option to
extend

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

Cremator Maintenance Services (the “Contract”)

To: Cheshire East Borough Council
(Via 'The Chest')

Date: _____

For the Attention of: **Abigail Coyne**

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.
- (d) committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council's interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

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.

Signed _____

Name: _____

Position _____

For and on behalf of **Tenderer**

(End of Schedule 2)

Schedule 3 - Standard Selection Questionnaire

CHESHIRE EAST BOROUGH COUNCIL

16 200 CREMATOR MAINTENANCE SERVICES

ITT RESPONSE DOCUMENT

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.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

NOTE TO ORGANISATION:

- *Schedule 2 Selection Questionnaire will be marked based on pass and fail and information only.*
- *Applicants will fail on incomplete responses. Tenders that fail Schedule 2 will not be evaluated any further.*
- *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.*
- *Where you are asked to mark an ‘X’ to indicate your answer, please double click the grey box and select ‘checked’. Try it here*
- *Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule 2 as a result.*
- *Tenderers are therefore strongly advised to ensure they answer all questions within each section*

Potential supplier Information

This Section is for Information Only

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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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	

	<p>within one of these, and if so which one)</p> <ul style="list-style-type: none"> a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual 	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - 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; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

² 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.](#)

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>			
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	

Additional SQ modules - Insurance

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.

Please indicate your answer by marking 'X' in the relevant boxes where necessary and enter responses to questions in the fields provided.

Section 2	Additional Questions	
2.1	Insurance <i>(This question is to be scored on a pass/fail basis.)</i>	
	<p>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:</p> <p>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:</p> <p>(a) Employer's Liability Insurance* = £10million. Is required in respect of each and every claim.</p> <p>(b) Public Liability Insurance = £5million. Is required in respect of each and every claim with no abuse exclusion/inner limit.</p> <p>*It is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Declaration

3	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of..... (Insert name of supplier).</p> <p>I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the Authority's requirement.</p> <p>The following appendices form part of our submission;</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section ref of SQ	Supplier Appendix number
<i>Enter here if necessary...</i>	<i>Enter here if necessary...</i>
SQ completed by:	
3.1	Name
3.2	Role in Organisation
3.3	Date
3.4	Signature

(End of Schedule 3 SQ)

Cheshire East Borough Council Cremator Maintenance Services

SCHEDULE 4 – PRICING SCHEDULE

Pricing Schedule – 40% of total evaluation score

Please complete the pricing schedule at **Appendix G** for your proposed charges for the provision of **Cremator Maintenance Services**

This should represent the full charges payable by Cheshire East Council for the **full term of 11th July 2017 – 10th July 2022 with a 2 x 12 option to extend** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use the Appendix G

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

(End of Schedule 4)

Your answer should include but not be limited to:

- What is the greatest benefit you hope to gain from implementing your people strategy so far?
- If you have not produced a workforce development plan, how are you approaching workforce planning in a different way?
- What is the greatest benefit that you hope to gain from developing/implementing your workforce development plan?

Word Limit = 500

Response

Word Count.....

Question 3 - 5%

This contract requires rapid response times to emergency plant failure, please outline your contingency plans with regard to dealing with emergencies, and explain how you will maintain the level of service required.

Word Limit = 500

Response

Word Count.....

Question 4 - 15%

Please provide details of your proposed team for the scheme and how they will work in partnership with and integrate into the development team within the Council to deliver an exemplar service.

Please provide details of how the solution will provide the flexibility required to match the Council's future needs.

Please include a testimonial or example scheme that illustrates your approach to partnership working to overcome a particular challenge.

Word Limit = 500

Response

Word Count.....

Question 5 - 15%

Outline proposal response time should breakdown of one or both cremators occur. Routine calls - calls made before an agreed am time should/must be attended the same day. PM calls by an agreed time are not to affect the following days timetable.

Word Limit = 500

Response

Word Count.....

Question 6 - 5%

Please outline how your organisation will work with Orbitas to ensure costs are reduced and best value achieved.

Your answer should include but not be limited to an outline proposal to implement an account management team, frequency of formal review meetings and KPI monitoring process.

Word Limit = 500

Response

Word Count.....

End of Schedule 5 ITT Response

SCHEDULE 6

COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS

This section will be evaluated on a pass / fail basis

Please confirm you have complied with the stated specification included within this RFQ document, by entering an 'X' in the field below:

YES	
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Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

YES	
-----	--

End of Schedule 6 ITT Response

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