

QUOTATION REQUEST FOR THE REMOVAL, DISPOSAL OF AN EXISTING CONSERVATORY TO REPLACE WITH NEW AT FORTON BOWLING CLUB, GOSPORT

Gosport Borough Council requires quotes for the removal and disposal of an existing conservatory at Forton Bowling Club, Forton Road Gosport PO12 3HB to be replaced with a new conservatory to match the existing footprint.

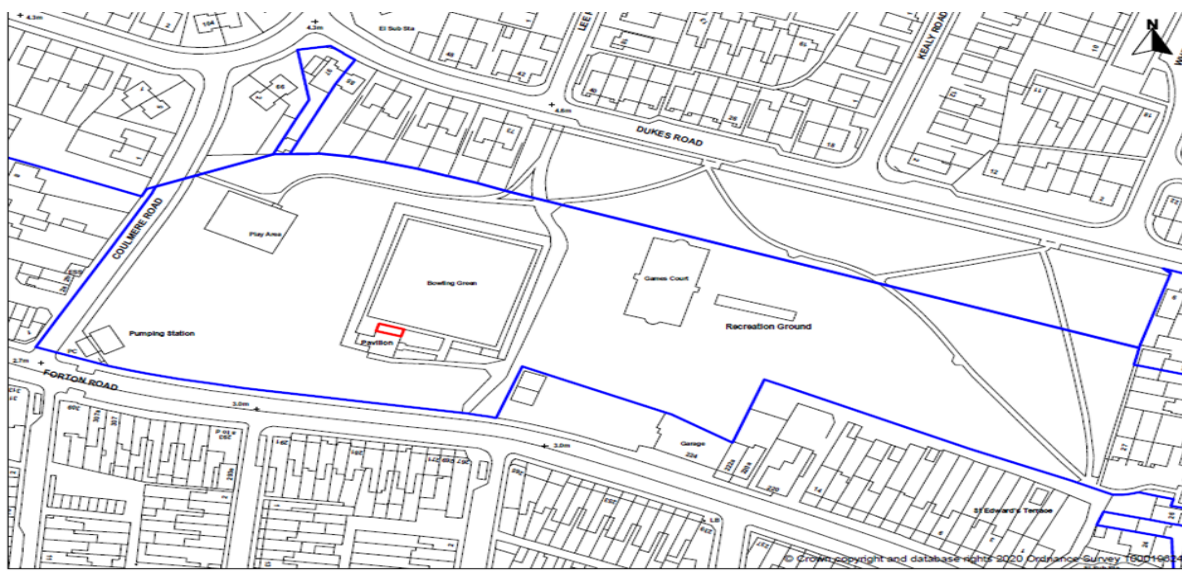
The works are required to be completed by 16th April 2021 subject to planning approval.

1.0 GENERAL CONSIDERATIONS

The contractor must take the physical constraints of the location into account when submitting their quotation.

The Bowling Club House is located within the grounds of Forton Recreation Ground as shown in blue in the site plan and can be accessed off Coulmere Road (key for vehicular access would need to be collected from GBC) Access to the Bowling Club will need to be given by the Bowling Club who can be contacted via GBC on 08000 198 598 who will contact the Club on your behalf, for access.

1.1 Site Plan



2.0 SCOPE OF THE PROJECT

2.1 SERVICES

The Contractor shall be responsible for checking that underground services will not be disturbed during removal of the old conservatory and construction of the new one.

2.2 MATERIALS

All materials are to be supplied by the contractor and must conform to relevant BS & EN industry standards for the construction of the conservatory and the material used; the contractor shall also be responsible for calculating required quantities.

The contractor will specify the materials to be used within their returned quotation.

The contractor must also provide information on products that, subject to COSHH regulations, will be used and stored on site along with the following

2.4 BRIEF METHOD STATEMENT

Gosport Borough Council wish to ensure that companies working on our projects ensure the safety of the general public and the natural environment that may be in the vicinity of the works and therefore we require a bullet point generic method statement covering how the following will be achieved;

Site safety – for example exclusion of the public from the working area with fencing, signage to safely guide the public away from the works.

Environmental protection – for example using materials to cover soil and grass to prevent contamination with metals, rust, paint flakes lime based cement and oil

As well as providing the information on products (see 1.3) the contractor must also provide information on how the risk of spillage will be mitigated

2.5 HEALTH AND SAFETY

Ensure all Health and Safety requirements are in place including submission of a risk assessment and method statement, including Covid 19 risks and mitigation, and particularly Working at Height provided with your quote.

Risk assessments will be checked and approved by Gosport Borough Council's Covid 19 Team prior to the start of the works.

All operatives must be provided with and use/wear appropriate Personal Protective Equipment (PPE) All PPE shall be to relevant British Standard or equivalent. All operatives shall wear safety footwear and Hi-Visibility waistcoat or jacket of the appropriate class at all times for the duration of working on site.

2.6 DOCUMENTS

The contractor shall provide evidence of Public Liability minimum 10 million, Employers Liability, and Product Liability Insurance with minimum cover of £5 million, appropriate industry accreditation for the design and construction phases, along with

a valid waste carrier's license with details for the disposal of the waste generated by these works or a valid trade waste agreement.

2.7 SPECIFICATION

Operations shall not be carried out during periods of inclement weather, i.e. rain, frost, or when the ground is water-logged unless precautionary measures are taken for access across the recreational ground such as using track mats.

Should any damage occur reinstatement would be required to return the area to its original state.

- The new conservatory will match the existing footprint of 7500mm X 3100mm.
- Take down and dispose of existing conservatory including shutters.



- Lay concrete floor to receive flooring and to be the same level as club house floor
- Construct cavity walls approx. 600mm in height. Face brickwork to outside, lightweight block to inside with insulation. Note: front and left hand side only
- Double glazed windows to front and Left hand side 2100mm approx. to head of frames. All windows to be opening
- Stud wall with cladding to gables and right hand side wall
- French doors to front wall approx. 2400 mm X 2100mm, Fascia and gutters to front elevation, gutters to discharge to existing drainage
- Roof to be glass solar or Pilkington blue
- The contractor shall ensure that each site is left clean, tidy and safe for use by the general public on completion of the works.

3.0 TIMETABLE/KEY DATES

Provide a clear set of dates for the bidders to follow/agree to.

Deadline for clarification questions (at least a week before the deadline for quotes)	23/02/2021
Deadline (time and date) for Quotes/Tender Responses	02/03/2021
Notification of award	08/03/2021
Service commencement date	22/03/2021
To be completed by	16/04/2021

4.0 QUOTATION PROCESS

Please provide a breakdown of costs in your quotation, including a cost of materials and a cost for labour and a schedule of works.

The Quote must be clear, concise and complete. The Council reserves the right to mark a Respondent down or exclude them from the procurement if their Quote contains any ambiguities or lacks clarity.

All quotes/responses must be submitted through the South East Business Portal (SEBP), also known as Proactis, no later than the time and date set out in the timetable (see 3.0)

It is advised that all interested parties visit the site and assess the areas to ensure accuracy; access can be gained by pre-booking the visit via the messaging function on the SEBP/Proactis. Any clarifications must also be submitted this way before the deadline set in the timetable (see 3.0).

With your quotation you must provide a copy of your Environmental License and Insurance Certificate. Failure to provide these may result in your bid becoming non-compliant.

5.0 THE COUNCILS RIGHTS

The Council during the procurement process reserve the right to:-

- Waive or change the requirements of this ITQ from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Respondent's submission.
- Disqualify any Respondent that does not submit a compliant Quote in accordance with the instructions in this ITQ.
- Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Quote, expression of interest, or the Invitation to Quote process.

- Withdraw this ITQ at any time, or to re-invite Quotations on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make changes to the Timetable, structure or content of the procurement process if required

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

6.0 EVALUATION PROCESS

6.1 Award Criteria

The overall award criteria shall be 60% Quality and 40% Price.

The price will be awarded on the basis of the total price for all of the items listed and the lowest priced response will receive the maximum available score for price.

Higher-priced offers will receive a score proportionate to the lowest offer, calculated as follows:

$$\frac{\text{Lowest Price}}{\text{Bidder's Price}} \times \text{Available Marks} = \text{Score}$$

For quality, the sub-criteria to be applied, and their relative weightings, are as follows:

Quality Criteria	Weighting
General Specifications and Characteristics – how the proposed design meets the councils requirements	40%
Guarantees / Warranties/Insurance & Product Liability	10%
On schedule of works provided Works to be completed by the 16 th April 20121	10%
Total	60%

Quality criteria will be evaluated on the basis of the following methodology:

Score	Criteria
4	Excellent - offers more than the expected level of quality / capability, in a way

	that delivers clear additional benefits to the Council.
3	Good – fully satisfactory, appears to meet all the expected level of quality / capability in all aspects
2	Fair - demonstrates some merit and adequately meets the expected level of quality / capability but, in one or more aspects, suggests minor shortcomings of understanding or approach which may have a minor impact on service delivery or performance.
1	Poor - fundamentally fails to meet the expected level of quality / capability in one or more aspects, which may have a significant impact on service delivery or performance.
0	No information provided or an entirely unacceptable or irrelevant response

Where a tender scores 0 or 1 marks for any of the quality criteria, and where this score is assigned due to a serious failure to meet one or more of the basic requirements specified in the Statement of Requirements, the Council will disqualify the supplier's tender.

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Respondent's quote during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Quote non-compliant.