

Quick Quote reference: **DN644068**

Dated: 23/11/2022

Quick Quote return date: 13/12/2022

## **SuDS in Schools Project – Warden Hill Junior School & William Austin Junior School**

### **1. Introduction**

**1.1.** Luton Borough Council is looking to engage qualified organisations to quote for a number of interventions at both schools aimed at capturing surface water drainage, mainly:

- Tree pits
- Raingardens
- SuDS planters
- Storm door (at Warden Hill Junior)
- Rainwater harvesting (at William Austin Junior)

### **2. Instructions for completing this quotation**

**2.1.** This exercise is being conducted electronically, via the Luton Tenders Portal - <https://procontract.due-north.com/Register> (the Portal) which is free for Contractors to register on and to use.

**2.2.** Your response must include:

**2.2.1. Pricing Schedule** – Please complete the pricing schedule at Appendix B

**2.2.2. Quality Statements** – These questions relate to the quality requirements of the contract and allow the Council to meet its quality expectation. Please provide your answers to the Method Statement questions at Appendix A

**2.2.3. Social Value Statement**

**2.2.4. Form of Tender** – please read and sign at appendix C

**2.2.5. Anti-Collusion Certificate** - please read and sign at appendix D

**2.2.6. Anti-Canvassing Certificate** - please read and sign at appendix E

**2.2.7. Terms and Conditions** - please read and acknowledge at appendix F

**2.2.8. Specification** – please read and acknowledge at appendix G

**2.2.9. Code of Conduct** - please read and acknowledge at appendix H

**2.2.10. Asbestos Awareness** - please read and sign at appendix I

**2.2.11. CDM Awareness** - please read and sign at appendix J

**2.3.** Clarification questions must be submitted and will be responded to via the Portal's messaging function. Email and telephone will not be used to submit or respond to clarifications. Responses to clarifications will be shared with all bidders unless the nature of the clarification contains private or protected data of the bidder

**2.4.** Please submit your quote as an attachment via the Luton Tenders Portal – Proactis no later than 12:00 on the 13<sup>th</sup> December 2022.

### **3. Evaluation**

### 3.1. Scored elements

Quality Statements (Refer to appendix A)		%Weighting	Word Count
<b>Q1</b>	<b>Previous Experience</b>	10%	400
<b>Q2</b>	Risk Management	5%	300
<b>Q3</b>	Zero Defects	5%	400
<b>Q3</b>	Net Zero Aspirations	10%	200
<b>Q4</b>	Social Value	10%	200
Pricing Schedule		%Weighting	
<b>P1</b>	C2220-PCS-XX-XX-CSA-Q-95000-D2	60%	N/A

### 3.2. The Quality evaluation will be scored in accordance with the table below.

Score Key Assessment	Score	Interpretation
Excellent	5	Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the project. Response identifies factors that will offer potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the project. Response identifies factors that will offer potential added value, with evidence to support the response. Minimal weaknesses, issues or omissions
Acceptable	3	Satisfies the requirement. Demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the project.
Minor Reservations	2	Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer's understanding and proposed methodology, with limited evidence to support the response. Lacking detail and/or clarity
Serious Reservations/Non-compliant	1	Satisfies the requirement with major reservations. Major reservations of the Tenderer's understanding and proposed methodology, with little or no evidence to support the response.

Unacceptable/Non-compliant	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the understanding or suitable methodology, with little or no evidence to support the response.
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**3.3.** The weighted score will be calculated using the following formula: Moderated score/Maximum score available\*weighting

**3.4.** The formula used to calculate the overall weighted score is:  
 (Lowest price ÷ price of bid evaluated) x price weighting = price score  
 (quality score evaluated ÷ highest quality score) x quality weighting = quality score  
 Price score + quality score = Total score

**3.5.** If there is an **(M)** after the 'weighting score', it indicates that there is also a 'minimum' threshold to that question and suppliers will be rejected if they do not meet a minimum requirement threshold. The minimum threshold is **scoring a 2** and this will lead to the rejection of your tender in its entirety. The Council reserves the right to reject proposals which fundamentally do not comply with the requirements/specifications or are heavily caveated with exclusions which would be expected to be included within the services.

#### **4. Project timetable**

Timetable	
Invite bidders to quick quote	23/11/2022
Deadline for clarifications	3 days before return date
Deadline for submission of Quotes	13/12/2022
Evaluation	20/12/2022
Award date	21/12/2022
Contract start / delivery date	01/02/2023

#### **5. Specification**

**5.1.** Attached at Appendix G.

#### **6. Additional requirements:**

**6.1.** Insurances are required as outlined in the project specification in Appendix G

#### **7. Appendix A: Quality and Social Value Statements**

Number	Question	Weighting
<b>Q1</b>	Please provide evidence of details of carrying out similar works in scope, scale and complexity with <u>2no. references</u> (400 words) References to include: <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Client Organisation</li> <li>• Client Contact</li> <li>• Value</li> <li>• Description of services</li> </ul>	10%
<b>Q2</b>	Risk Management – please identify any risks involved in the delivery of this Contract and how you suggest these	5%

	could be managed effectively. Eg supply of materials (300 words max)	
<b>Q3</b>	Tenderers are expected to put forward proposals for moving towards zero defects on these works. Please state all quality control procedures that will be used by your organisation when delivering the particular works for which you are applying, for both design and construction phases. Also the provision of an effective after sales service to deal with ongoing customer queries, long term defects and warranty issues when contractors are no longer on site (400 words max)	5%
<b>Q4</b>	To align with the Luton Net Zero Roadmap, the consultant is required to demonstrate how carbon reduction/efficiencies will be achieved as part of the detailed design and construction process. The consultant to set out the proposed carbon modelling/assessment methodology to be applied on the project for prior agreement with the Council.	10%
<b>Q5</b>	The Public Services (Social Value) Act requires us as a local authority to think about how we can secure wider social, economic and environmental benefits in awarding contracts. What additional social, economic or environmental value (please chose one option) could you bring over and above the specification for the people of Luton if we were to award you this contract? We would like you to consider looking at areas such as; <ul style="list-style-type: none"> <li>- Locally based suppliers: Commitment to use _% of Contract value with local subcontractors (within 25 miles radius of the site or within LU post code)</li> <li>- Educational engagement activities: A commitment to engage with _ local schools (within Luton)</li> <li>- Potential for opportunities to run workshops for business and community groups as security is a key area for concern within the town</li> <li>- Supporting our voluntary sector hitting their Net Zero targets by supplying Energy Efficient provisions</li> <li>- We would also like to hear opportunities you believe might support Luton and its community</li> </ul>	10%

Please use a separate page to answer each question

Please show the number of the question being answered at the top of each page.

## 8. Appendix B: Pricing Schedule

### 8.1. Please refer to C2220-PCS-XX-XX-CSA-Q-95000-D2

Please note any work carried out by the consultant prior to receiving a formal purchase order will do so at own risk and cost. The portal notification should not be deemed as a formal instruction.

## **9. Appendix C: Form of Tender**

**9.1.** Please see attached Appendix C for Form of Tender. To be completed, signed and returned

## **10. Appendix D: Anti-Collusion Certificate**

**10.1.** Please see attached Appendix C for Anti-Collusion Certificate. To be completed, signed and returned

## **11. Appendix E: Anti-Canvassing Certificate**

**11.1.** Please see attached Appendix C for Anti-Canvassing Certificate. To be completed, signed and returned

## **12. Appendix F: Terms and Conditions**

**12.1.** Please see attached Appendix F for the terms and conditions

## **13. Appendix G: Specification**

**13.1.** Please see attached Appendix G for the project specification

## **14. Appendix H:**

**14.1.** The appointed third party shall read and make themselves fully aware of our Code of Conduct for Contractors

**14.2.** All appointed parties will be required to review and sign the document prior to appointment.

## **15. Appendix I:**

**15.1.** The appointed third party shall read and make themselves fully aware of our Asbestos Policy 'LBC Corporate Asbestos Management Policy for Non-Housing Properties ASB001'.

**15.2.** All appointed parties will be required to review and sign APF5 – Asbestos Safety Rules for Contractors prior to appointment.

## **16. Appendix J:**

**16.1.** The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007:

- the law that applies to the whole construction process on all construction projects, from concept to completion; and
- what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

**16.2.** This project requires all involved to be aware, understand and implement the above regulations. Luton Council have an in-house team of designers and clients, however, any appointments require third parties to comply with regulation 8, general duties:

- (1) *A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.*
- (2) *A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).*
- (3) *A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).*

**16.3.** For the purposes of this tender, by submitting a proposal you are self-certifying that you comply with these requirements and if successful, will provide the council with documents to satisfy ourselves of your ability to do it.

**16.4.** The Client shall provide preconstruction information to all involved where available. Where this is not available, appointed consultants shall help define the requisite information required to deliver the works safely (surveys, etc). The appointed third party shall carry out all of their duties required under the regulations relevant to their role and any additional outlined in the specification.

## **17. Supplier contact details**

Please provide Supplier contact details for any enquiries about this RFQ	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	
Signature	