

For the

1. Deconstruct and Rebuilding the Tumbling Weir Retaining wall of 10m length X 3.5m height on Havyatt Road, Wrington, North Somerset.
2. Deconstruct and Rebuilding the Spring Lane Retaining wall of 4.6m length X up to 1.5m height on Spring Lane Road, Dundry, North Somerset.

Commencing: Monday 11th November 2019

Contract Term: 6 weeks

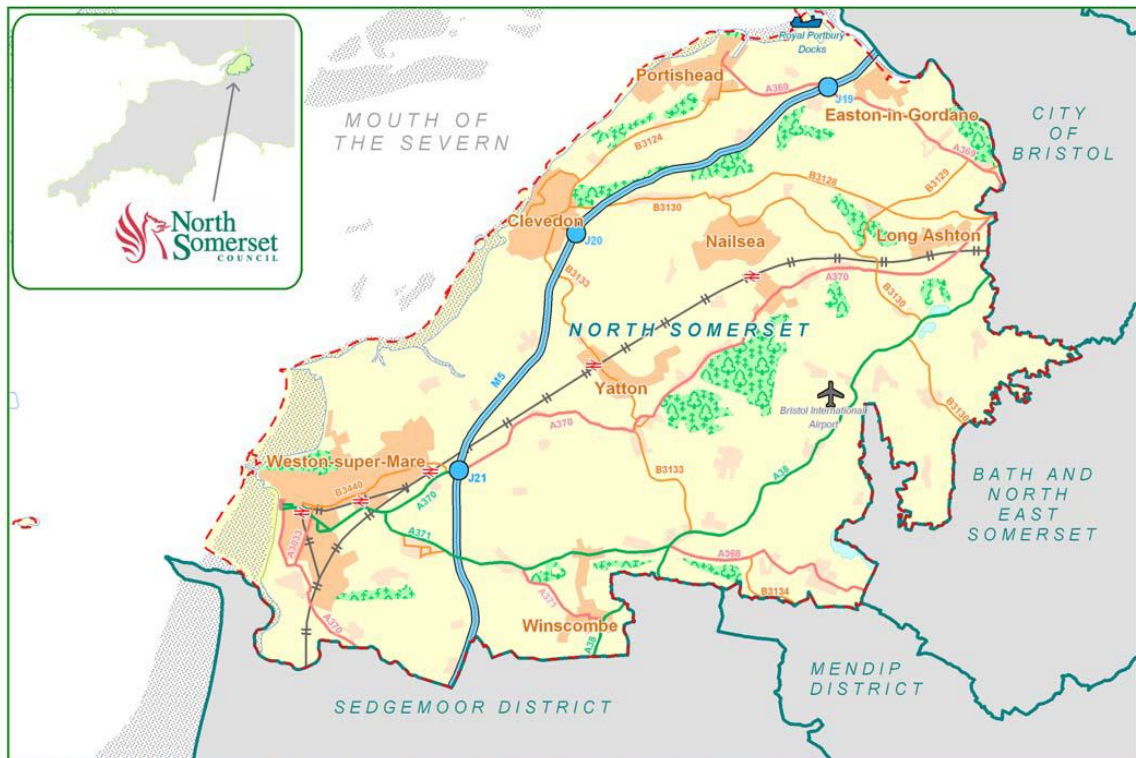
Please submit by: 18th October 2019

Bidder: [Bidder to insert name]

North Somerset Council Background Information

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-Super-Mare constituency.

The main settlements are Weston-Super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North-East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-Super-Mare and Castlewood, Clevedon.

www.n-somerset.gov.uk

1. Goods and Services Specification

1.1 North Somerset Council (NSC) would like to invite quotations from the interested and qualified civil engineering works contractors to execute the proposed works specified in the drawing numbers listed below, and in the works specification.

The Proposed construction works are:

1. To Deconstruct and rebuild the existing damaged stone masonry Retaining wall of **10m length X 3.5m height** with new hollow concrete blocks with reinforcement and concrete infill on Havyatt Road, Wrington, North Somerset.

2. To Deconstruct and rebuild the existing damaged stone masonry Retaining wall of **4.6m length X up to 1.5m height** with new hollow concrete blocks with reinforcement and concrete infill on Spring Lane Road, Dundry, North Somerset.
3. To carry out all the required areas of Tarmac re-surfacing and re-instatement works following the completion of all the above proposed works to the retaining walls, as shown in the below construction drawings.

List of Construction Drawings (Published as part of RFQ), and Works & Site Specification:

Below listed construction drawings, material specification with their quantities are formed part of works & site specification as mentioned in the NEC3 Short Contract Terms & Conditions.

Tumbling Weir Retaining Wall:

1. Existing Tumbling Weir Retaining Wall Location Map.
2. Drawing Number: 46W016/NSC/C/2018/101 Rev.01; Proposed Site Access Arrangements.
3. Drawing Number: 46W016/NSC/C/2018/102 Rev.01; Proposed Construction Sequence.
4. Drawing Number: 46W016/NSC/C/2018/103 Rev.01; Proposed wall General Arrangement.
5. Drawing Number: 46W016/NSC/C/2018/104 Rev.01; Sections Through New Retaining wall.
6. Drawing Number: 46W016/NSC/C/2018/105 Rev.01; New Retaining Wall Reinforcement Details.
7. Drawing Number: 46W016/NSC/C/2018/106 Rev.01; Trial Hole Locations.
8. Drawing Number: 46W016/NSC/C/2018/107 Rev.01; Profile of Existing Retaining wall.

Spring Lane Retaining Wall:

1. Existing Spring Lane Retaining Wall Location Map.
2. Drawing Number: 56W026/NSC/C/2018/101, Rev.01; Proposed Site Access Arrangements.
3. Drawing Number: 56W026/NSC/C/2018/102, Rev.01; Proposed Construction Sequence.
4. Drawing Number: 56W026/NSC/C/2018/103, Rev.01; General Arrangement.
5. Drawing Number: 56W026/NSC/C/2018/104, Rev.01; Sections Through New Retaining wall.
6. Drawing Number: 56W026/NSC/C/2018/105, Rev.01; New Retaining Wall, Reinforcement Details.
7. Drawing Number: 56W026/NSC/C/2018/106, Rev.01; Trial Hole Locations.
8. Extent of Spring Lane Retaining Wall with existing Gas pipe location in the wall.

2. RFQ Timetable

- 2.1 The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

STAGE	DEADLINE
RFQ Submission closing	13:00pm on 18 th October 2019
RFQ Evaluation	21 st October 2019
Award Notification	24 th October 2019
Contract Start Date	11 th November 2019

3. RFQ Submission

- 3.1 Submission of this document must be with the council no later than **13:00 on 18th October 2019** and submitted via the portal www.supplyingthesouthwest.org.uk.

If you are new to using this portal, please take the time to familiarise yourself with it.

If you have any queries regarding this request for quote please use the messaging section on the portal www.supplyingthesouthwest.org.uk to log your query. We will **only** respond to queries using this method.

- 3.2 Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of RFQs is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the bidders control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
- 3.3 If the council considers a Tender to be abnormally low priced and it suspects that the quoted price is not sustainable, it reserves the right to challenge how the bidder can deliver the expected quality at that price. If the council is satisfied that the quoted price is indeed unsustainable, then it is at liberty to reject the tender.

4. Supplier Support

- 4.1 ProActis who provide our procurement portal also offer Bidder support. For all support issues Bidders should in the first instance log their query via the following e mail:
- ProContractSuppliers@proactis.com
- 4.2 If the query is of a time sensitive nature they also have an Emergency Contact number:
- 0330 0050352
- 4.3 In the first instance Suppliers should log their call using the e mail address.

5. Compliant Quotation

- 5.1 Before evaluating your quotation the council needs to satisfy itself that you meet its minimum requirements.
- 5.2 Please answer all of the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

Questions 5.1 – 5.12 are a Pass / Fail requirement unless otherwise stated		Please reply using “Yes” or “No”
5.1	Acceptance of the Terms and Conditions - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions?	
5.2	Acceptance of the Goods and/or Services Specification – Has your quotation been submitted in accordance with the Goods and /or Services specification/scope?	
5.3	Insurance - Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed?	
5.4	Insurance - Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed?	
5.5	Insurance - Will your organisation have Professional Indemnity Insurance not less than £5 million in place before any contract is signed?	
5.6	Collusive tendering – Have you discussed and/or agreed your quote with any other bidders or 3rd party?	
5.8	Canvassing – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract?	
5.9	<p>Health and Safety - Does your organisation have a Health and Safety Policy?</p> <p>Please provide a copy of your H&S policy with your submitted RFQ, it will be evaluated by the H&S team.</p>	
5.10	<p>Equality and Diversity - Does your organisation have an Equality and Diversity Policy? Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010.</p> <p>Please provide a copy of your Equality and Diversity Policy.</p>	
5.11	References – Are you able to provide the names of at least two of your recent customers who are willing to provide references for your organisation? (See 10. References)	
5.12	Sub-contracting - You must state in your quote if you propose to sub-let any of the work and the proposed sub-contractors. You will still be required to apply in writing to the Purchaser for permission to sub-let and the fact that this declaration is completed in no way implies the	

	automatic approval or the granting of permission to sub-let the listed works.	
	5.13 – 5.15 should only be used if relevant.	
5.13	Sustainability - Does your company hold an environment management system e.g. ISO 14001 or Eco Management and Audit Scheme or equivalent standard?	
5.14	Quality systems – Does your company hold a quality assurance certification e.g. ISO 9001:2000 or equivalent standard? If yes, please include a copy of your certificate	

6. Evaluation criteria

6.1. The council will evaluate tenders on the basis of what is the most economically advantageous to it. It proposes to take into account both quality and price. Quotes will be evaluated according to quality and price at the following ratio: **30% Quality 70% Price**.

6.2 Your price score will be calculated as (Lowest bid/your bid) * 70%.

6.3 The council reserves the right to carry out initial filtering of submissions against bid price and to only carry out quality evaluations on those companies whose price score is more than 40. If the lowest price submission is rejected, prices scores will be re-calculated against the next lowest price submission

7. Quality Evaluation

7.1 Please respond to each of the questions below in the table provided.

7.2 If a word count has been included, please ensure that you keep to this level and also provide a total word count at the end of each response.

7.3 The weighting of each question is indicated in the table below.

Question		Weighting %
1	Contractor's similar work experience or previous projects information with project's completion photographs.	30
	[Bidder response]	
2	Contractor's work specific References from their current or previous clients	20
	[Bidder response]	
3	Proposed Works and site specific detailed Risk Assessment and Method Statements (RAMS)	30
	[Bidder response]	
4	Proposed works programme with clear starting and finishing dates.	20
	[Bidder response]	

	Total	100%

NB - Please answer all of the questions. Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

7.4 The quality evaluation will be scored using the following matrix:

Score	Classification	Award Criteria
5	Excellent	A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation.
4	Good	A response supported by good evidence/examples of the Bidders' relevant ability and/or gives the council a good level of confidence in the Bidders' ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation.
3	Satisfactory	A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon.
2	Weak	A response only partially satisfying the requirement with deficiencies apparent. Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidders' ability to deliver the specification.
1	Inadequate	A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the Bidders' ability to deliver the specification.
0	Unsatisfactory	No response or response does not provide any relevant information and does not answer the question.

7.5 The pass criteria for the questions in table located in section 7.3 is minimum **3**. If any of the quotations scored below **3** will automatically disqualified from further evaluation process.

8. Price Submission

- 8.1 All quotations must be held open for a period of **60** days from the date of submission.
- 8.2 Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.
- 8.3 Please complete the pricing schedule in the format shown below. Any variations on this format will not be accepted. Submissions of price received in any other format will not be accepted and will render your quotation void.
- 8.4 You must provide all the information requested in the table below, failure to do so may disqualify your quotation.

Description of Works	Duration	Value	Unit price (£)	Quantity Discount	Total amount
<u>Tumbling Weir Retaining Wall:</u> 1. Temporary works design, and procurement to support the existing carriageway. 2. Deconstruct and Rebuild the existing damaged stone masonry Retaining wall of 10m length X 3.5m height with new hallow concrete blocks with reinforcement and concrete infill [Including required foundations to the new wall] <i>Please refer</i> to Detailed proposed works Activity Schedule in the Contract Documents for your guidance.	4 weeks				
<u>Spring Lane Retaining Wall:</u> 1. Temporary works design, and procurement to support the existing carriageway. 2. Deconstruct and Rebuild the existing damaged stone masonry Retaining wall of 4.6m length X up to 1.5m height with new hallow concrete blocks with reinforcement and concrete infill [Including required foundations to the new wall] <i>Please refer</i> to Detailed proposed works Activity Schedule in the Contract Documents for your guidance.	2 weeks				
Total amount					

- 8.5 We shall not be bound to accept any quotation and reserve the right to accept all or any part.
- 8.6 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
- 8.7 The price indicated within the above table shall be fixed for the duration of the contract term.

10. References

- 10.1 Please complete the details of two references. These references should be relevant to the type of work that you are submitting a bid for.
- 10.2 Please ensure that the contact details are correct and each of the referees are made aware that they may be contacted by the council.

	Customer's name, Contact's name, address, e-mail address and telephone number	Description of services provided, the annual value and length of the contract	Dates (from/to)
1			
2			

11. Quotation submitted by:

Question	Response
Full name of the potential supplier submitting the information	
E Mail address	
Contact Numbers	
Registered office address (if applicable)	
Registered website address (if applicable)	
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)	
Company registration number (if applicable)	
Charity registration number (if applicable)	
Registered VAT number	
Trading name(s) that will be used if successful in this procurement	
Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

12 Health & Safety and Equalities & Diversity Evaluation

12.1 Health & Safety

If you are required to provide a Health & Safety policy at [Section 5 of 5.9](#), it must be of a standard to demonstrate competence and compliance with regards to H&S legislation and will be considered in relation to the nature of each procurement.

All of the questions asked are based on legislative requirements and responses will be evaluated to ensure that the information provided corresponds to the level of risk of the work or service activity specified within the tender.

The pass mark for this is 2

A score of less than 2 for any part will be considered to have failed and removed from the tender process. Where a policy is awarded a score of less than 2, it will also be deemed to have failed and the next most economically advantageous tender will be assessed.

Excellent Response, wholly compliant	3
Good response, the key information/standards are in place. Some minor omissions	2
Information submitted is inadequate	1
Significant omissions. Response wholly inadequate or no response.	0

12.2 Equalities & Diversity

Your Equality and Diversity policy as requested at [Section 5 of 5.10](#) will be assessed using the following criteria:

- Inclusion of all 9 protected characteristics specified in the Equality Act (age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, gender reassignment)
- A statement of acknowledgement of compliance with responsibilities under the Equality Act 2010
- A statement of how equality issues are being considered by the organisation in both employment and service delivery
- A statement of how equality issues are reviewed or monitored in the organisation, including the overall responsibility for the implementation of the policy
- An action plan on how equality issues are being improved across the organisation

A point will be awarded for each fulfilled criterion which is evident in your policy. **The pass mark for this is 3/5.**

Appendix 1 – Site & Works Information, Specification

Appendix 2 – Terms and Conditions of Contract (NEC3 Engineering and Construction Contract, Option A: Priced Contract with Activity Schedule)

Appendix 3 –Pricing Schedule (Activity Schedule) – Tumbling Weir (Havyat Road) Retaining Wall.

Appendix 3 –Pricing Schedule (Activity Schedule) – Spring Lane Retaining Wall.