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**Request for Quotation (RFQ)**

**For the Construction of a new footpath and layby etc., High Street Service Road and Car Park, Nailsea.**

**Commencing: 17th April 2023**

**Contract Term: Six weeks**

**Please submit by: 17th February 2023 @ 13:00 hrs**

**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 £170 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](http://www.n-somerset.gov.uk)

**1. Goods and Services Specification**

1.1 North Somerset Council would like to invite you to quote for the construction work detailed in the drawing pack (the site information) - mainly comprising of kerbing, bituminous surfacing, tactile paving, and associated excavation works. There is also some street furniture work.

The majority of the work (a new footpath route) is within an existing NSC car park, and part of this can be fenced off for the successful contractor’s use. Additionally, the former footway and part of the fenced-off car park surface needs to be removed and the area returned to a natural landscape.

A bill of quantities is provided to assist the bidder to arrive at their price for the works as shown in the drawings. Specifications are provided for materials. (Bidders are reminded to be aware of divulging information when obtaining material or sub-contractor quotes).

NSC can arrange for temporary road closures and will book advance road space to suit the work’s programme. Bidders are asked to include a typical programme showing their anticipated schedule of work and traffic management needs. The successful contractor will need to arrange their own roadspace requirements in a timely way with NSC’s Streetworks team.

Due care is to be shown for the landscape and pedestrians, residents, and businesses for the duration of the contract.

**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 | 17th Feb 2023 @ 13:00 |
| RFQ Evaluation | Feb/March 2023 |
| Award Notification | Mid March 2023 |
| Contract Start Date (or as agreed) | 17th April 2023 |

**3. RFQ Submission**

3.1 Submission of this document must be with the council no later than 13:00 on 17/02/2023 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](http://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 tenders 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 Bidder’s control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final. Bidders are responsible for ensuring their tender pack is completed correctly and in full by the closing date and time, therefore the Council is not bound to allow any bidder the opportunity to submit any part of their bid late if they do not deem it appropriate and fair to other bidders to do so. Should elements of a Bidder’s submission be missing (excepting the prices), the council may, at its discretion, allow the Bidder to provide these outstanding documents within a strict time limit, decided by the council.

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 under discretionary exclusion.

**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 5.3 – 5.12 are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** |
| 5.3 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions?\* |  |
| 5.4 | **Acceptance of the Goods and/or Services Specification –** Has your quotation been submitted in accordance with the Goods and /or Services specification/scope? |  |
| 5.5 | **Insurance -** Will your organisation have Public Liability Insurance not less than £10 million in place before any contract is signed? |  |
| 5.6 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.7 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders? |  |
| 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 | **Health and Safety**  Please provide a copy of your H&S policy with your submitted RFQ or accreditation certificates eg SSIP status or OHSAS18001/ISO 45001 |  |
| 5.10 | **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. |  |
| 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. |  |

\* **Please note**, if you accept the T&Cs but subsequently query them after award, the council reserves the right to treat this as a rejection of our offer to award the contract and will look to award to the second placed supplier.

**6. Evaluation criteria**

6.1 The council will evaluate tenders on the basis of what adheres to the expected industry values and behaviours. It proposes to take account of both quality and price. If any abnormal loading of rates or manipulation of the programme is deemed present that could represent a financial implication to the Council, it reserves the right to challenge the bidder and is at liberty to reject the tender under discretionary exclusion.

6.2 All tenders will be scored on a ratio of:

50% Quality

50% Price

6.3 The weighting attributed to each of the quality questions is set out against of the quality questions in part 7 below.

**7. Quality Evaluation**

7.1 Please respond to each of the questions below in the table provided. Responses can be attached separately / be cross-referenced from elsewhere noting the relevant link (eg. 7.3.1 – 7.3.4).

7.2 If a page count has been included, please ensure that you keep to this.

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

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| **1** | Ecology: The Council’s aim is to construct the project with care and due diligence to protecting vegetation. Please provide your methodology for managing the interface with trees, roots, and hedge shrubbery.  Max 2 A4 pages (font size 12) | **20%** |
|  | [Bidder response] |  |
| **2** | Construction Methodology and Programme: The Council’s aim is to appoint a construction team who can demonstrate they have a detailed understanding of the project. Bidders are asked to set out their methodology in relation to relevant consents, site access point(s), and a programme for the works.  Max 4 A4 pages (font size 12) and Gannt chart | **40%** |
|  | [Bidder response] |  |
| **3** | Minimising Disruption: The Council’s aim is to construct the project with minimal disruption to business deliveries, etc. Please describe how you will minimise the impact for access via the service road, and pedestrian access routes during the works.  Max 2 A4 pages (font size 12) | **20%** |
|  | [Bidder response] |  |
| **4** | Project Risks and Health and Safety: The Council aims to deliver the Project to quality, budget and programme. Bidders are asked to describe the following:  1. A description of the top 3 Project Risks, their potential impact and the mitigating actions proposed for them; and,  2. A description of the top 3 Health and Safety Risks, their potential impact and the mitigating actions proposed for them.  Max 2 A4 pages (font size 12) | **20%** |
|  | [Bidder response] |  |
|  | **Total** | **100%** |

**NB** - Please answer all of the questions above. 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. |

Please note that the council reserves the right to reject any submission scoring 2 or less in respect of any of the quality questions.

7.5 Bidders’ submissions will be individually evaluated by the Panel members, and moderation meeting will be held to reach a consensus.

**8. Price Evaluation**

8.1 Price will have a weighted score of 50% and will be evaluated as follows:

Lowest Bid Price/Your Bid Price x 50%

8.2 Once the pricing submission score is determined against the weighting it will be combined with the weighted quality submission score to give the total weighted score. Bids will be ranked in descending order by their total weighted score. The bidder with the highest overall score who has also passed the Pass/Fail criteria will be awarded the contract.

**9. Price Submission**

9.1 All quotations must be held open for a period of 60 days from the date of submission.

9.2 Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.

9.3 Please complete the pricing schedule (BoQ spreadsheet) in the tender pack. Submissions of price received in any other format will not be accepted and will render your quotation void.

9.4 We shall not be bound to accept any quotation.

9.5 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.

9.6 The prices indicated within the schedule shall be fixed for the duration of the contract term, including any extension granted.

**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 |  |
| Contact name and job title |  |
| E Mail address |  |
| Contact Telephone 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]](#footnote-2)? | Yes ☐  No ☐ |

**12 Health & Safety Evaluation**

If you are required to provide a Health & Safety policy at 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 |

**13. Freedom of Information Act**

13.1 The Freedom of Information Act 2000 came into force for local authorities on 1st January 2005. It affects all information held by local authorities. It is a matter of law and local authorities cannot contract out of it. The council currently expects the position as to what information may be accessible to the public, to be as follows. However, it can give no guarantee that this will continue to be the case, as the legislation develops and as the Information Commissioner issues decisions in this area. Nor can the council give any commitment that it or other customers may not be required or feel obliged to make information available to the public or to withhold it on some other basis. By submitting your tender, you are taken to accept this.

|  |  |
| --- | --- |
| **Information** | **How it is treated** |
| Tender submissions | Will be treated as publicly inaccessible at least until the successful bidder has signed the contract. |
| Identity and amount of tenders | The identity and amount of the successful tender will become publicly accessible during the award process. Whilst details of unsuccessful tender submissions will be considered as confidential for the purposes of Freedom of Information, this does not extend to the identities of the bidders (unless the identity would be considered to be personal data). If amounts appear in publicly accessible documents, the bidders will normally not be identified by name. Unsuccessful bidders will continue to have their existing rights to know details about their own tender, but not other peoples. |
| Contract documents as completed by the successful bidder | Accessible during the advertisement period under the council’s auditing regime. |
| Amounts spent on purchases etc. | Accessible |
| Trade secrets and other information that is genuinely commercially confidential | Under European Law the council is obliged not to disclose information that is genuinely confidential (such as the formula for making a particular product). However, the Information Commissioner has made it clear that this cannot be used as a blanket justification for refusing access, and that councils may not agree to treat information as confidential unless there is a really strong justification for doing so. |

1. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-2)