Bath & North East Somerset Council

The Hollies One Stop Shop & Libraries Reconfiguration Project:

SSQ Instructions to Contractors

APPOINTMENT OF MAIN CONTRACTOR

The applicant should note that should they be successful in being awarded any contract with the Council, the Council reserves the right to terminate the contract if it is discovered that the applicant has made any material misrepresentation in this application form.

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Aligned with PAS91:2013

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1. Introduction

The project involves reconfiguration of the existing One Stop shop at the Hollies at Midsomer Norton and combining the existing Libraries provision into one space at the Hollies. The works comprise briefly of refurbishment of the Existing One Stop Shop and installing new furniture and fittings to a new layout along with integration of the new Libraries storage and equipment. There are mechanical and electrical works associated with this project which is contained to the ground floor area of the Hollies.

Supporting information comprising a selection of drawings, area schedules, key programme dates, are appended to this document for reference at this stage.

The enclosed questionnaire is being issued to gain levels of interest in the project and to obtain a shortlist to ultimately progress to tender. Returned questionnaires will be evaluated against a scoring matrix to identify the five to seven most suitable applicants. The firms identified will then be invited to submit a tender for the project. Throughout the selection process evaluations will consider quality issues as well as cost issues.

Any queries or questions should be raised via the portal using the 'view discussion' section. Please do not telephone or send emails.

Once you have completed this questionnaire please upload back through the portal to arrive no later than *12 noon on Tuesday 20th September 2017*. Please do not send emails, hard copies or CDs.

The Project Delivery Team is committed to the principles of Best Value which are incorporated within the Council's "Visions and Values" statement and is continually seeking to improve its delivery of services to its customers.

2. Instructions for completing the questionnaire

It is important that all questions are fully answered.

Where necessary, and within the word or size limitations where specified, please include additional information on separate pages, clearly annotated to the relevant SSQ question.

Recipients should note that the questionnaire will be scored using the marks available for each sub-section as indicated in the questionnaire scoring matrix.

Recipients are advised within the SSQ if failure to provide satisfactory responses to these questions may lead to the exclusion of the Potential Provider from further consideration.

<u>Do not include promotional or general publicity material or additional information except where requested</u>.

3. Tender Process

The chosen procurement path is selective competitive tendering where a shortlist from a selection and an invitation to tender processes (ITT) will take place. The project will be let on a Traditional (Client design) basis and an NEC 3 Option A Engineering and construction Contract will be used.

4. Key dates

The procurement and construction timetable is as follows:

- 20/09/17 Deadline for submission of SSQs
- 25/09/17 Invitation to tender issued
- 06/11/17 Deadline for submission of tenders
- 10/11/17 Tender interviews
- 13/11/17 Contract award
- 18/11/17 Site set up period
- 26/03/18 Completion of works

5. Additional Information

The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this SSQ. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

6. Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), all information submitted to the Authority may be disclosed in response to a request made pursuant to the FoIA.

In respect of any information submitted by a Potential Provider that it considers to be commercially sensitive the Potential Provider should:

1. clearly identify such information as commercially sensitive;
2. explain the potential implications of disclosure of such information; and
3. provide an estimate of the period of time during which the Potential Provider believes that such information will remain commercially sensitive.

Please submit responses to 1, 2 or 3 as an Annex with the completed SSQ.

Where a Potential Provider identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality. Potential Providers should note, however, that, even where information is identified as commercially sensitive, the Authority might be required to disclose such information in accordance with the FoIA. Accordingly, the Authority cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

7. Site Visit

It is strongly advised that interested Contractors visit site during the SSQ period and prior to submission of their SSQ. Contact the Project Manager, Miles Barnes, to arrange a site visit via Procontract.

8. General Notes for Completion of SSQ

"Council" means Bath and North East Somerset Council, or anyone acting on behalf of Bath and North East Somerset Council that is seeking to invite suitable suppliers to participate in this procurement process.

"You"/ "Your" or "Supplier" means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

This Supplier Selection Questionnaire (SSQ) has been designed to assess the suitability of a Supplier to deliver the Council's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply, please state clearly 'N/A'.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.