REQUEST FOR QUOTATION FOR rOOFING Works AT PAULERSPURY Primary school, High Street,

Paulerspury,

NN12 7NA





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Northamptonshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Northamptonshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Northamptonshire County Council (the ‘Authority’) invites quotations for the provision of flat roofing replacement works at Paulerspury Primary School, High Street, Paulerspury, Northamptonshire, NN12 7NA.

Potential Providers are asked to note the following in relation to this Contract Opportunity:

Local government services in Northamptonshire are currently provided by the Authority and seven District/Borough Councils.

On 14th May 2019, the Secretary of State for Housing, Communities and Local Government issued a written statement confirming that, under Local Government Reform, all the existing councils in Northamptonshire will be abolished and replaced with two new unitary councils, one for the North and one for the West of the county, with effect from April 2021.

Our expectation is that, as in past local government reorganisations, the Secretary of State would make legal orders to novate (transfer) existing contracts to the two successor councils.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

The Authority, acting in line with good practice will undertake its due diligence in advance of any contract award. Part of such due diligence may include the performance of financial credit checks in relation to preferred Potential Providers. This is important to the Authority to ensure that any organisation who wishes to enter into a contract with the Authority will be in a position to provide the goods and services on an ongoing basis as agreed within any contract. This due diligence may include a financial check which measures the likelihood of an organisation becoming insolvent within the next 12 months and is expressed as a score. The Authority works with external credit agencies to provide these financial checks. The Authority reserves the right to eliminate a preferred Potential Provider from the Tender Process should any findings from the Authority’s due diligence reveal a serious concern or risk for the Authority that cannot be remedied in a reasonable amount of time before award. Potential Providers are strongly encourage to check/manage their financial score within the industry.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

Northamptonshire County Council has been carrying out a series of school condition surveys across the County and as part of this work, a condition survey has been carried out at Paulerspury Primary School. The results of this survey have highlighted issues with flat deemed to be beyond repair.

Subsequently, Tender responses are invited from interested contractors for the provision of flat roofing replacement at Paulerspury Primary School, as outlined in this RFQ.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 8th September 2020 |
| **Deadline for Clarification Questions** | **12 noon 22nd September 2020** |
| **Deadline for Quotation Responses** | 10am 30th September 2020 |
| **Quotation Evaluation** | 5th October – 14th October 2020 |
| **Contract Awarded / Start Date** | 26th October 2020 |

## CLARIFICATION QUESTIONS

Clarification questions must be referred via ProContract portal. Where a question is considered to be commercially sensitive the response will be direct to the requester. Where the question is more generic and all bidders would benefit from the clarification this will be issued to all bidders. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](http://www.lgssprocurementportal.co.uk) messaging area.

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](http://www.lgssprocurementportal.co.uk).

## EVALUATION OF QUOTATIONS

Non-compliant or incomplete bids will be disregarded and remain unmarked. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 40% + Pricing at 60% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × “X”

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “X” = 40)** |
| Bid 1 | 50 | 100 | 20% |
| Bid 2 | 75 | 100 | 30% |
| Bid 3 | 100 | 100 | 40% |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| Score | Criteria to Award Score |
| 0 | Considered to be a poor response on the basis that:   * It does not answer the question or is completely irrelevant |
| 1 | Considered to be a limited response on the basis that:   * Overall it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level |
| 2 | Considered to be an acceptable response on the basis that:   * It addresses most of the relevant criteria * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level |
| 3 | Considered to be a good response on the basis that:   * It addresses all relevant criteria * The supporting detail is considered to be clear and provides evaluators with confidence that the criteria will be delivered to a good standard |
| 4 | Considered to be an outstanding response on the basis that:   * It addresses all relevant criteria * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of Y (60%)

The following calculation will be applied to the other bids:

Score = Y – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( Y / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %**  **(If “Y “= 60)** |
| Bid 1 | £40,000 | £40,000 | 60 |
| Bid 2 | £40,000 | £50,000 | 45 |
| Bid 3 | £40,000 | £60,000 | 30 |

**TOTAL SCORE EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 20 | 60 | 80 |
| Bid 2 | 30 | 45 | 75 |
| Bid 3 | 40 | 30 | 70 |

# SPECIFICATION

A quotation is required based on the information provided within this RFQ and attached specification documents only. If you wish to visit site please do so by appointment only by way of message through the eTendering portal where contact details will be provided.

An initial examination will be made to establish the completeness of submitted quotations. The Council reserves the right to disqualify any submission which is incomplete.

The condition survey at Paulerspury Primary School determines that part of the roof at the school is in need of replacement along with a number of roof light replacements.

Site plans for the school are included in the document pack accessed for this Tender in the eTendering portal outlining areas and works required as part of the roof replacement and associated works.

A Pricing Breakdown table has been included in the document pack along with photos showing a schedule of works required at the site, which must be completed by bidders ensuring full inclusive costs for the provision of roofing replacement and associated works at the school are detailed.

It should be noted that all bidders are required to submit a fully detailed programme of works.

Bidders are also required to submit a list and description of all the materials to be used on the project. It should be noted that there should be no deviation from the specification outlined in this tender process and all materials must be in line with the attached specification.

Bidders should satisfy themselves of the accuracy of all fees, rates and prices quoted, since bidders will be required to hold these or withdraw their quotation in the event of errors being identified after the submission of quotations.

Bidders should satisfy themselves of the accuracy of their submitted programme as this forms part of the evaluation.

If a bidder fails to provide fully for the requirements of the specification it must either:

* absorb the costs of meeting the full requirements within its tendered price; or
* withdraw its quotation.

Where a specific make and/or model of a product and/or material is named or branded in these tender documents, it is in good faith and for illustrative example purposes only. Their purpose is to aid an overarching understanding of the output specification, design output and warranty period of quality or design and therefore its use and reliance is solely for illustrative and example purposes. The Authority will consider all tenders submitted that include products and/or materials where the alternative or the product and/or materials are similar or equivalent to and fully meets the output specification, design output and warranty period of quality or design, as those illustrated in good faith and for example purposes only in this tender document.

Documents included within this RFQ –

* RFQ - Paulerspury Primary School Roofing Project FINAL
* 6931 70A Roof Plan
* 6931-04-200828-MC-TB PCIP
* 6931-04-200828-MC-TB Preliminaries
* 6931-04-200828-MC-MC Breakdown
* JCT Schedule of Amendments

# SUPPORTING INFORMATION

**Please complete section 3 and 4 below via ProContract to complete this information.**

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## 

## Questions

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | **Example of a flat roof replacement project**  Please provide one example of a flat roof replacement project which has achieved Practical Completion after 1st January 2018. The example must be from an educational establishment. The project must have a final account value of between £25,000 - £100,000.  Please limit your submission to one side of A4. Please include photos and limit to one additional side of A4.  Answer must include but not limited to:  - Budget  - Project scope  - Start date  - Timescales  - Health & Safety Management on site  - Practical Completion date  - Detailed explanation of work carried out  - Complexity of the work  - How you added value to the project | Weight 3 (35%) |
| Potential Provider’s Response |  |  |
| 2 | **Project specific risks**  Can you identify and describe the **project specific** risks that could be associated with the Paulerspury Primary School roofing project?  After identification of these risks can you summarise how you would manage each risk.  It is recommended at least 3 of the most significant risks specifically for this project are described.  Example – working at height is **not** specific to this project as this is a risk associated with any roofing project.  Please limit your submission to one side of A4. | Weight 3(35%) |
| Potential Provider’s Response |  |  |
| 3 | **Programme for the provision of the roofing replacement & associated works**  Please submit a detailed programme with Gantt Chart for the provision of the roofing replacement works.  Answer must include but not limited to:   * Mobilisation Period including pre site meetings * All items included in pricing schedule breakdown (Please do not include any pricing details in the reply to this specific question) * Site meetings * Handover | Weight 2 (15%) |
| Potential Provider’s Response |  |  |
| 4 | **List and description of all the materials**  Please provide a list and description of all the materials to be used on the project. Data sheets to support the materials specified in your answer are not required at this stage, however, will be required prior to award of contract. Please submit your answer based on the specification, drawings and supporting documents included with this ITT to ensure specification is being followed. Please do not submit any files with a size larger than 10mb.  Please limit your submission to one side of A4. | Weight 2(15%) |
|  |  |  |
| 5 | Please confirm that all of your contractors who will be working on this project have received Asbestos Awareness Training within the last 24months. Certificates will be required prior to contract start. | PASS/FAIL |
| Potential Provider’s Response | **Yes**– All Staff have up-to-date Asbestos awareness training    **No**– All Staff do not have up-to-date Asbestos training |  |
| 6 | Has your organisation or any of its Directors or Executive Officers been in receipt of (enforcement/remedial orders) prohibition or improvement notices   (to) from  the Health and Safety Executive (or Equivalent body) in the last 2 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | PASS/FAIL question. Potential Providers who answer ‘Yes’ and who do not provide an explanation in a separate appendix will fail the RFQ process. |
| Potential Provider’s Response | **Yes**– Details provided in separate appendix.    **No** |  |
| 7 | The level of insurance required per annum is:  Employers Liability £10m  Public Liability £5m  Professional Indemnity is £2m  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process. |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 8 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 9 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |

# PRICING SHEET

## Pricing and Costs

Please use the pricing sheet in the document pack (6931-04-200828-MC-MC Breakdown) to provide your costs for the Paulerspury Primary School roofing project.

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** the provision of flat roofing replacement at Paulerspury Primary School, High Street, Paulerspury, Northamptonshire, NN12 7NA.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

* Works will be undertaken under JCT Minor Works Contract 2016 & included Schedule of Amendments.
* Works will be undertaken in line with the included 6931-04-200828-MC-TB Preliminaries Document.