

# Invitation to Tender

St Ives Guildhall  
Street an Pol, St Ives, TR26 2DS

St Ives Town Council

September 2021



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ABC385d/September 2021

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## 1.0 Introduction

The contractor is invited to tender for extension and refurbishment works at St Ives Guildhall. The intention of the project is to improve the WC facilities on the ground floor of this multipurpose building.

The project is being commissioned by St Ives Town Council, who are the building owners.

## 2.0 Timetable

The anticipated timetable for the project is set out below.

### Tender

Tenders issued	10 September 2021
Contractor site visits	13 September - 01 October 2021
Questions from contractor's deadline	01 October 2021
Response to questions deadline	06 October 2021
Tender Return	08 October 2021

### Contractor Appointment

Tenders assessed	12 October 2021
Feedback to client	14 October 2021
Feedback to contractor/shortlisting	15 October 2021
Contractor Interviews	19 October 2021
Contractor Appointed	22 October 2021

### Construction Phase (alternative dates will be considered)

Works commence onsite	Winter 2021/22
Works complete	Spring 2022

## 3.0 Tender Submission

The contractor is provided with the specification and drawings attached to this invitation to tender. Attention is also drawn to the Conditions of Tender document which is included in the tender package. These can be downloaded at:

<https://www.dropbox.com/t/DtVVFbCjSiR2D2yl>

Tenderers are asked to return a fully **priced Specification, Summary Sheet and Form of Tender by 12noon on Friday 08 October 2021**, having duly visited, inspected and costed the works.

The contractor is also requested to provide a **covering letter** with details of at least 2 previous projects undertaken of a similar nature. Please include a brief description of the works undertaken, client contact, location and contract value. This will be used in assessment of the tenders.

Tenders will be received by email attachment in PDF format to [stivesguildhalltenders@outlook.com](mailto:stivesguildhalltenders@outlook.com) and the email message must be clearly marked with the subject line 'TENDER – ST IVES GUILDHALL'. Tenderers are advised to request an acknowledgement of receipt when submitting by email.

The submissions will be treated as a sealed bid and will not be opened until after the deadline. Failure to submit all required documents prior to the specified deadline will invalidate the tender.

## 4.0 Site Visits

Site visits will be pre-arranged by contacting St Ives Town Council on 01736 797840 or [enquiries@stives-tc.gov.uk](mailto:enquiries@stives-tc.gov.uk).

## 5.0 Tender Clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to Jon Ramage at [info@atlanticbuildingconsultants.co.uk](mailto:info@atlanticbuildingconsultants.co.uk) in accordance with the Tender and Commission Timetable in section 2.0. Responses to clarifications will be anonymised and returned to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall be binding unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 6.0 Tender Evaluation Methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT by Jon Ramage of Atlantic Building Consultants. Tenders will then be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. Tender returns will be assessed on the basis of the following tender award criteria:

**6.1 Valid submission** **Pass/ Fail**

**6.2 Budget** **80%**

The lowest bid will be awarded the full 80%. Other bids will be awarded a % that is proportionate to the level of their bid in comparison to the lowest bid.

**6.3 Proven skill and experience** **5%**

The contractors are asked to provide details of at least 2 previous projects undertaken of a similar nature, which will be used in assessment of the tenders.

**6.4 Proposed start/completion date** **5%**

Contractors are asked to provide an indicative start date and contract period within the form of tender document. It is anticipated that these dates will fall within the timetable outlined in section 2.0, although alternative dates will be considered.

**6.5 Credit check** **5%**

St Ives Town Council are required to undertake a full credit check on all potential suppliers, which will be used in the assessment process.

**6.6 Interview** **5%**

Up to 3 contractors will be shortlisted for interview to discuss the proposed project. It is likely that interviews will be conducted remotely, and a date of 19 October 2021 has been set aside.

## 7.0 Scoring Matrix

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, we reserve the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

The client is not bound to accept the lowest price or any tender and there will be no reimbursement for any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with the clients' internal procedures and being able to proceed.

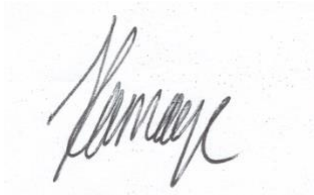
## 8.0 Disclaimer

The issue of this documentation does not commit the client to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between the client or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the client and any other party (save for a formal award of contract made in writing by or on behalf of the client).

Cancellation of the procurement process (at any time) under any circumstances will not render the client or agent liable for any costs or expenses incurred by tenderers during the procurement process.

## 9.0 Enclosures

1. Specification of Works (with summary sheet)
2. Form of Tender
3. Ben White Plans:  
19086.4.1001A, 19086.4.1002, 19086.4.1003, 19086.4.1004, 19086.4.1010C, 19086.4.1011B,  
19086.4.1020, 19086.4.1021A, 19086.4.1022A,
4. Structural Plans & Specifications:  
20-137-BW-201, 20-137-BW-202, 20-137-BW-203, 20-137-BW-204, 20-137-BW-205, 20-137-  
BW-206, 20-137-BW-207, 20-137-BW-208, 20-137-BW-209, 20-137-BW-101A, 20-137-BW-  
102A,
5. Drainage Plans:  
J-1799-3001A, J-1799-3401A
6. Pre-Construction Information Pack
7. Asbestos Report
8. Knotweed Method Statement
9. Conditions of Tender



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