



# St Ives Town Council

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St Ives Town Council

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Date: 25<sup>th</sup> March 2024

Dear Prospective Bidder

## Invitation to Tender: StIves-ITT-0008-2024 Specialist Seating Contractor, Design Package

Thank you for expressing an interest in the above tender opportunity. The PDF document pack provides you with all the information prospective bidders will need in order to submit a tender. This includes the following:

- Document 1: General Instructions to bidders (A detailed ITT document with completion instructions, specification, guidance and evaluation criteria)
- Document 2: Tender Information for Seating Specialist: Employers Requirements – Rev T01 – 4th March 2024 – prepared by PLANN Theatre Consultants
- Document 3: A PDF version of the technical drawing pack - prepared by PLANN, Theatre Consultants
- Document 4: Employer's Requirements for an Additional Service outside main scope: renovation and reupholstery of historic balcony seating
- Document 5: A standard Selection Questionnaire which must be completed by all bidders in order to ensure a compliant bid
- Document 6: Form of Tender

All correspondence regarding this opportunity, together with any requests for clarification should be directed to the mailbox [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk) with the relevant subject line (as detailed in the ITT) and quoting the tender reference.

Tenders must be submitted by **no later than midday on Monday 15<sup>th</sup> April 2024**.

We are delighted to offer you this opportunity and look forward to receiving your bid.

Yours sincerely,

Louise Dwelly  
Town Clerk



St Ives Town Council



# St Ives Guildhall Renewal Project: Seating Specialist Design Package

Invitation to tender STIves-ITT-0008-2024

Document 1: General Instructions to bidders

Issue Date 25<sup>th</sup> March 2024



## St Ives Town Council

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## 1. General Instructions

### 1.1 Introduction

St Ives Town Council is undertaking a refurbishment of its historic 1930's concert hall in the heart of St Ives, West Cornwall. As part of the project, it is proposed that a new custom travelling raked seating system will be installed, together with a grid/flat floor bar matrix seating system and the refurbishment of 94 balcony seats.

It is the intention of the *Employer* (St Ives Town Council) to award a contract to a specialist seating contractor for the design, fabrication, installation and maintenance of a custom seating system as specified in the contract notice under reference number **StIves-ITT-0008-2024** for direct supply to the client.

It is the Employer's intention to deliver all three elements of the design. However, each should be priced separately within the form of tender. The renovation of the balcony seating is an additional service, for which bidders may or may not wish to quote. This work may be procured as a separate/ stand alone contract.

This Instruction document forms part of the Tender Documents and the Tender must be submitted in accordance with these instructions as any Tender which does not comply may be rejected by the *Employer* whose decision on such matters shall be final.

If the Contractor cannot tender for any part(s) of the work as defined in this document the *Project Manager* must be informed as soon as possible, defining the relevant part(s) and stating the reason(s) for the inability to tender.

### 1.2 Documents that form part of this invitation to tender

- Covering letter
- Invitation to tender (this document)
- Appendix A: Employer's requirements and specification for the design, fabrication and installation of a custom travelling retractable seating system and the design, fabrication and initial setup of a grid flat floor bar / matrix seating system, prepared by the Council's consultants PLANN
- Appendix B: Drawing pack for the travelling retractable seating and matrix seating systems
- Appendix C: Employers Requirements for an Additional Service outside main scope for the renovation and reupholstery of historic balcony seating
- Appendix D: Standard Selection Questionnaire
- Appendix E: Form of Tender

### 1.3 Timescales

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Employer does not intend to depart from the timetable it reserves the right to do so at any stage.

<b>DATE</b>	<b>STAGE</b>
25/03/2024	ITT to be issued to Tenderers by the Employer
25/03/2023	Clarification period commences
To be agreed on an individual basis.	Tenderers can arrange to make a site visit. Please contact Charlotte Tomlinson ( <a href="mailto:charlotte.tomlinson@stives-tc.gov.uk">charlotte.tomlinson@stives-tc.gov.uk</a> ) to arrange a time and date.
08/04/2024	Final queries for clarification
10/04/2023	Final responses to clarification queries
<b>15/04/2024</b>	<b>Tender submission closing date</b>
19/04/2024	Evaluation completion and issue of standstill notices to unsuccessful tenderers
29/04/2024	Contract Award
Spring 2025	Anticipated onsite installation period

#### **1.4 Confidentiality**

The tender documents and any addenda thereto and electronic media are confidential, contain proprietary information belonging to the *Employer*, and may not be wholly or partially reproduced or disclosed (other than for the purpose of submitting a Tender), without the prior written permission of the *Employer*.

#### **1.5 Collusion Between Tenderers**

Every person or body submitting a tender in respect of this enquiry shall do so in accordance with the following conditions:-

1. The tender shall be a bona fide tender and shall not be fixed or adjusted by or in accordance with any arrangement with any other person
2. The Tenderer shall not communicate to any person the amount, or approximate amount, of the tender, or proposed tender, except where the disclosure in confidence of the approximate amount of the tender is necessary to obtain insurance premium or bond quotations for the purpose of the tender
3. The Tenderer shall not enter into any arrangement with any other person such that the other person shall refrain from tendering or as to the amount of any other tender to be submitted
4. The Tenderer shall neither offer nor agree to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing in relation to the tender any act or thing of a nature described above.

In the event of any breach the *Employer* shall be entitled at his discretion to determine any contract or agreement made pursuant to the tender and to claim damages from the Tenderer.

#### **1.6 Freedom of Information**

The Employer is a local authority and in accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA'), the Authority may, acting in accordance with the Secretary of State's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR, be required

to disclose information submitted by the Tenderer to the Employer. The Authority may also consider any other guidance published by HM Government in this respect and may also take advice relating to any such requirement to disclose information.

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

- Clearly identify such information as commercially sensitive
- Explain the potential implications of disclosure of such information; and
- Provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive. This information should be communicated in writing with the tender submission.

Where a Tenderer identifies information as commercially sensitive, the Authority will endeavour to maintain confidentiality. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

### **1.7 Tender Costs and Acceptance**

The *Employer* will not be liable for any costs incurred in the preparation and submission of the tender or the provision of any additional information requested by the Employer, or for the Tenderer's attendance at any pre- or post-tender meetings.

The *Employer* offers no guarantee that the lowest or any tender will be accepted.

### **1.8 Tender Queries**

Should the Tenderer find discrepancies in, or omissions from the tender documentation, should the intent or meaning appear unclear, or should any question arise relating to the documents, the Tenderer shall request clarification from the Special Projects Officer of St Ives Town Council.

All tender queries shall be submitted directly by e-mail to [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)

All responses to tender queries shall be provided via email and will be circulated to all tenderers.

Any information in response to requests for clarification will be distributed to **all** of the Tenderers involved in this process as opposed to solely the organisation that requested the information. The only circumstance in which this procedure may be waived is if a tenderer considers their enquiry to be innovative to their specific offer in which case this should be clearly communicated within the correspondence. The Employer will decide whether the request for information is deemed "innovative" to the applicant's offer and if not considered to fall within that category the applicant will be informed so they may make a decision whether to continue with this line of enquiry.

## **1.9 Site Visits**

Contractors are able to visit the Guildhall site during the tender period. Contractors wishing to visit should contact the Project Officer Charlotte Tomlinson (e-mail [charlotte.tomlinson@stives-tc.gov.uk](mailto:charlotte.tomlinson@stives-tc.gov.uk)) to arrange a time and date for the visit.

## **1.10 Compliant Offers**

The *Employer* wishes to receive a fully compliant Tender made without qualification and strictly in accordance with guidance notes contained within this document.

Qualification may only be made in relation to requirements of the *Employer* which the Tenderer feels unable to comply with under any circumstances, or at any price. If the Tenderer wishes to make any qualifications this must be done by clearly indicating the item as a qualification and providing full details and the reason for each qualification.

Notwithstanding the above, the *Employer* reserves the right to disregard the Tenderer's offer if it contains qualifications or omissions.

## **1.11 Alternative Offers**

In addition to the compliant offer the Tenderer may put forward alternative offers for the *Employer's* consideration. Alternatives may relate to methods of work execution and programme but must bring benefits in terms of cost, time, or quality, ideally to both the *Employer* and the Tenderer. Any alternatives shall be clearly titled and described.

## **1.12 Pricing Errors**

Should a genuine error be discovered in the Tenderer's pricing during the evaluation period the Tenderer may be given an opportunity of confirming his offer or of amending it to correct the error.

## 2 Submission of Documents and tender evaluation

### 2.1 Submission

Supporting information may be used to aid evaluation of the Tenderer's Submission but will not form part of the formal tender submission (see 2.2 below for required documents for tender submission).

#### The date and time for the tender's return:

12.00pm (noon) 15<sup>th</sup> April 2024

#### Tenders MUST be submitted by email by the due time to:

[tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)

Tenders received late will not be considered for acceptance. Tenderers who return an incomplete submission will not be considered for acceptance.

No attempt to vary the terms of the proposed tender by letter or otherwise subsequent to opening of tenders will be accepted.

### 2.2 Information to be provided by the Tenderer

The Tenderer shall provide the following information as part of the tender:

1. Technical specification in response to specification and drawing pack  
(Appendices A, B, C)
2. Methodology
3. Programme
4. Case studies / examples of previous work
5. Responses to the Qualitative Questions (See section 5.0)
6. Standard Questionnaire (Appendix D)
7. Form of tender (Appendix E)

Priced Submissions which shall include for:

- Pre-Construction Fee (Fixed)
- Contractors Preliminaries
- Overhead & Profit % and Total (Fixed based on the tender information)
- Contract Conditions

### 2.3 Evaluation of Tenders

Tenders will be evaluated on the basis of the Most Economically Advantageous offer that demonstrates compliance with the requirements of the Contract and on the quality of the Tenderer's staff, competence and technical ability to deliver the Contract requirements; the objective being to establish the most advantageous offer overall to the *Employer*. The Tenderer may be required to answer queries, provide further information (and the Employer may make a site visit to view the proposed system) regarding their submission to allow the *Employer* to identify the best offer. Any interview or visit will be used as a means of clarifying the submission.

PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 90 days from the date fixed for the submission or lodgement of tenders.

Following the closing date for receipt of tender, the *Employer* will evaluate all the tenders. A decision on the appointment is expected in line with the timescales outlined in section 1.3. An opportunity for debriefing unsuccessful tenderers will be made available.

The *Employer* shall not be bound to accept any proposal received or to award any contract pursuant to this Invitation to Tender. The Employer reserves the right to award a contract for all or one element of the Design Package or Additional Services.

Tenders will be evaluated in line with the weighting specified in the Award Criteria section 4.0 and the qualitative question responses in section 5.0.

## **2.4 Social Value evaluation**

As a public authority, the *Employer* is legally required by the Public Services (Social Value) Act 2012 to consider how the services they propose to procure "might improve the economic, social and environmental well-being" of the area in which the services are to be provided (section 1(3) Public Services (Social Value) Act 2012). In meeting this requirement, the *Employer* looks to achieve social value from all goods, works and services that it procures over £100,000 and as a result includes social value as part of its assessment of value for money and determining the most economically advantageous tender. The *Employer* is actively seeking contractors who share their commitment to proactively deliver additional social value to the Parish.

This procurement, therefore, will take into account the social value priorities of the Council relating to the economic, social and environmental well-being of the Town.

Delivery of social value measures ("Social Value") should not be included in the cost of delivering the Services. You are required to offer measurable targets of social value, in addition to fulfilling the Services set out in the Specification.

## **2.5 Insurances**

Contractors should also note the section on insurances and that they are required to commit to obtaining, if they do not already possess, the levels of cover identified in that sect.

## **2.6 Additional notes on format of tender submission**

- Tenders should be limited to a file size of 20Mb. If this is not possible the emails should be split using the same details and numbered accordingly
- The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
- Tenderers should use Calibri or arial 11pt.

## **2.7 Documents to sign as part of tender submission**

The following documents need to be completed, signed (where appropriate) and returned with your tender submission.

- Quality Criteria Responses – as set out above
- Form of Tender

### 3 Evaluation and Award Criteria

St Ives Guildhall Renewal Project –Seating Specialist Design Package tender, evaluation and award criteria weighting in percentages outlined in below table:

<b>Evaluation Criteria:</b> <b>Commercial</b>	<b>Percentage%</b>	<b>Means of evaluation</b>
Pricing	30%	Submission of form of tender.  All items to be provided by the tenderer to be priced individually.
<b>Total for section</b>	30%	
<b>Evaluation Criteria:</b> <b>Quality</b>		
Approach and Methodology to supply and installation	30%	Written submission in response to qualitative questions in section 5.0.
Optimum programme	10%	Written submission in response to qualitative questions in section 5.0.
Previous experience and projects completed	25%	Written submission in response to qualitative questions in section 5.0.
<b>Total for section</b>	65%	
<b>Evaluation Criteria:</b> <b>Social Value</b>		
Social Value	5%	Written submission in response to social value question in section 5.0.
<b>Total for section</b>	5%	
<b>Overall total</b>	<b>100%</b>	

## 4 Pricing Notes

### Pricing Element – 30% Weighting

**Criteria Guidance:** Provider's evaluation of construction on-costs relating to this project.

#### Pricing Instructions:

1. Provider to complete the Pricing Summary separately for both the travelling retractable seating system and the grid/flat floor bar matrix seating system
2. If the Provider also wishes to Price for the refurbishment of 94 balcony seats they should do so as a separate item, but are not obligated to do so.
3. Preliminaries.
4. If any of the above items are considered work package specific, you should identify the quantity and rates within your accompanying notes. These may be added to Prelims Other costs for evaluation purposes.
5. Within Prelims Staff, the Provider shall enter details of ALL staff who will be involved on the project, including grade and anticipated hours. If the individual staff are deemed included within the Providers overhead %, the Provider shall show the grade and anticipated hours but enter 'o/h' within the '£ Rate' column.
6. Please identify and allow within Prelims for the following Employer Specific Requirements.
7. PPE for operatives (hat, gloves, boots, hi-viz jacket, eye protection)
8. The Contractor is required to attain a high level of accuracy for the pricing of Prelims and other items. The tenderers pricing of preliminaries will be deemed to be fixed unless there is a significant change in the scope/ value of the works (above +/- 20%) from the Cost Plan/ brief document.
9. The estimated construction cost (excluding Prelims, o/h & p) is provided for context only and will not form part of the evaluation.

## 5 Qualitative Questions

The questions below will enable the tenderer to outline how the supply and installation of their product best meets the Employer's specification and requirements.

<p><b>Qualitative Element 1:</b></p> <p><b>Proposed methodology and approach to supply and installation – 30% Weighting</b></p>
<p><b>Criteria Guidance:</b></p> <p>Provider's information on proposed methodology and approach in delivering a solution in response to the employer's requirements, specification and drawing pack.</p>
<p>The Tenderer should outline how their product best meets the Employer's specification for a travelling retractable seating system and a grid/flat floor bar matrix seating system for the Guildhall, considering the specification, Employers' requirements and drawing pack.</p> <p>If Pricing for the Additional Service of the renovation of the balcony seating, The Tenderer should outline how their methodology and approach best meets the Employer's specification and requirements.</p> <p>The Tenderer should also provide a methodology outlining the contractor's approach to logistics, site access, measures for compliance with various stakeholders, and for getting the equipment/labour/plant/materials/waste both to and from the site. The response should outline key liaisons/workshops they consider necessary.</p> <p>Methodology should include the contractor's approach to avoiding damage to the hall throughout the installation works and any health and safety considerations.</p> <p><b>The following items shall be submitted as part of the tender submission:</b></p> <p><b>Equipment Schedule:</b></p> <ul style="list-style-type: none"> <li>- Design, fabrication, and installation of a custom travelling retractable seating system</li> </ul> <p><b>Additional supply items of equipment:</b></p> <ul style="list-style-type: none"> <li>- Design, fabrication, and setup of a grid flat floor bar / matrix seating system.</li> <li>- If, relevant the method and materials for the reupholstery of the existing historic balcony seating.</li> </ul> <p><b>Showing unit prices and totals for all.</b></p> <p><b>Separate Addendum:</b> Giving any additional cost information as requested by this specification. This includes a quotation for a post contract service and maintenance contract.</p> <p><b>Omissions Schedule:</b> Detailing any items which the tenderer believes to have been omitted from the schedule of equipment, but which are necessary to provide a fully functional system.</p>
<p><b>Anticipated outcome:</b></p>
<p><b>Tenderer Response:</b></p> <p>Response to be limited to 3 A4 page Font Size Arial 11</p>

<p><b>Qualitative Element 2: Optimum programme - 10% Weighting</b></p>
<p><b>Criteria Guidance:</b> Provider's evaluation of programme and any proposed revisions</p>
<p>The main construction contract that forms the capital works for the Guildhall Renewal Project, is programmed to begin at the beginning of April 2024 and with contract completion by the end of March 2025.</p> <p>The seating design package, as a direct client purchase, will need to be installed at the end of the construction phase, either through liaison with the main contractor for access via the Project Manager or following practical completion of the construction phase.</p> <p>A method statement and pre-contract/construction programme demonstrating how you will deliver these works within the timeframe, identifying key pre-construction activities (e.g., plant lead-in) and critical path.</p> <p>The programme should consider both the possibility of installing during the construction phase, or on practical completion and advise which would be more effective considering method, product, timescale, and cost.</p> <p>The <i>Employer</i> is prepared to consider an alternative programme with any alternative start and completion dates the Provider may wish to offer if this results in a significant cost saving. In this case tender returns should set out their Tender for both the Council's preferred programme and the contractor's alternative programme.</p>
<p><b>Anticipated outcome:</b> The Tenderer should consider and identify critical activities demonstrating how potential lead-in times, construction and commissioning will be achieved within the timeframe.</p>
<p><b>Tenderer Response</b></p> <p>Response to be limited to 2 A3 page programmes and 1 A4 description page Font Size Arial 11</p>

<p><b>Qualitative Element 3: Qualifications, relevant experience, and case studies of previous similar projects – 25% Weighting</b></p>
<p><b>Criteria Guidance:</b> Provider's information on case studies of previous similar projects, insurances, relevant experience and any qualifications and/or specialisms of the team.</p>
<ol style="list-style-type: none"> <li>1. Please provide evidence of relevant experience and demonstrate three contracts you have supplied for similar products within the design package.</li> <li>2. Please provide qualifications and CVs of the company team.</li> <li>3. The Theatre Consultant and / or <i>Employer</i> reserve the right to inspect any previous equipment or systems supplied or installed by you.</li> <li>4. The Provider should also demonstrate previous experience of working in difficult / remote locations and constrained sites and how they have overcome logistical challenges on previous projects.</li> </ol>

As this sub-contract includes the design responsibility for a fully functioning system, it is expected that the tenderer will carry the following insurances:

- Employers Liability with limit indemnity of £ 10,000,000
- Public Liability with limit indemnity of £ 5,000,000
- Professional indemnity Insurance with indemnity limit of £ 1,000,000

Please provide evidence that these levels of insurance are in place.

All tenderers shall provide, if requested to do so, proof of their financial ability to complete the contract works.

All tenderers shall have installed systems similar to those described in this specification for a period of at least five years.

**Anticipated outcome:**

**Tenderer Response**

Response to be limited to 2 sides of A4 plus appendices Font Size Arial 11

**Qualitative Element 4:**

Social Value 5% Weighting

**Criteria Guidance:** Evidence of Social Values

Contractors are required to set out how their organisation contributes to Social Value, summarising key initiatives that they undertake to ensure added benefit to their employees, local community, charities, not for profit organisations, schools & local industry. Examples should be tailored to demonstrate relevance to the condition programme works proposed.

**Anticipated outcome:** The response should seek to demonstrate tangible benefits achieved through Social Value / Corporate Social Responsibility activities and initiatives.

**Tenderer Response:**

Response to be limited to 1 A4 page Font Size Arial 11

## Mark Level Descriptions

The tender qualitative responses will be scored against on the following basis.

Mark	Level Description
1	<p><b>Very Poor:</b> the response is significantly below what would be expected because of one or all of the following:</p> <p>The response indicates a significant lack of experience and understanding relating to the requirements. The response fails to meet the requirement.</p>
2	<p><b>Poor</b> (meets some of the requirement)</p> <p>The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention.</li> <li>• Evidence does not demonstrate competence or understanding.</li> <li>• The response is light and unconvincing.</li> </ul>
3	<p><b>Satisfactory</b> (meets most of the requirement)</p> <p>The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues. These would require some further clarification or attention later in the procurement process, and may arise through lack of demonstrated capability and/or appropriate evidence. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Basic understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some areas of concern that require attention.</li> </ul>
4	<p><b>Good</b> (meets the requirement)</p> <p>The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Good understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some insight demonstrated into the relevant issues.</li> </ul>
5	<p><b>Excellent</b> (fully meets and exceeds the requirement).</p> <p>The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Very good understanding of the requirements.</li> <li>• Excellent experience demonstrated through relevant evidence.</li> <li>• Considerable insight into the relevant issues.</li> <li>• The response is also likely to propose additional value in several respects above that expected.</li> </ul>

# St Ives Guildhall Renewal Project: Seating Specialist Design Package Invitation to tender STIves-ITT-0008-2024

DOCUMENT 2: Tender Information for Seating Specialist  
Employers Requirements – Rev T01 – 4<sup>th</sup> March 2024

Issue Date 25<sup>th</sup> March 2024



## St Ives Town Council



## Introduction

St. Ives Guildhall vision is to develop a vibrant and locally based live event and performance venue at the heart of the town. They will deliver an all-year round programme, which celebrates the best of music, theatre and dance. They aim to create a balanced programme to promote community access with local community events and markets alongside a programme of commercial ticketed events, to energise the cultural life of the town and finance the preservation of the historic Guildhall. The hall is a large venue which will aim to attract larger audience events but forms part of a local network of venues and we will aim to ensure programmes are complimentary and provide the broadest reach and appeal.

The hall is a multi-purpose flat floor room with a tiered balcony with fixed audience seating and will be used for a varied programme of events such as live music, theatre, conference, lectures, comedy, cabaret, corporate events, indoor markets, community hires and film screenings with live music as the primary event.

A travelling retractable seating unit is proposed for the stalls level which can be stored when not in use. When fully deployed, the retractable system forms a continuous rake visually linking the stalls level audience with the balcony audience.

When the travelling retractable unit is stored, the hall reverts to a flat floor room which allows for a range of different events. Both layouts could be used for events such as cabaret performances, award ceremonies, corporate hospitality, comedy, live music and weddings. When in flat floor mode the hall could also be used for collectable and farmers markets as well as for standing live music performances.

The tender also asks bidders to consider pricing an Additional Optional Contract Element for the design and re-upholstery of heritage balcony seating.

Live music events are a key element of the venue programming. These are proposed to be standing events with a capacity of around 500 people.

## 1 Scope of Contract

Plann are Theatre Consultants working on behalf of the client St Ives Town Council who is looking to appoint a specialist seating contractor to provide a contractor's design package to include; design, fabrication, installation and maintenance of a custom seating system as specified in this set of employer's requirements for direct supply to the client. We are currently at RIBA Stage 4 with building work due to commence shortly with hand over to the client spring 2025.

This specification document is split into two distinct parts:

- Design, fabrication and installation of a custom travelling retractable seating system
- Design, fabrication and initial setup of a grid flat floor bar / matrix seating system.

### **Additional Services**

It is recognised that many specialist seating contractors also offer renovation services and so the renovation and re-upholstery of 94 1930's balcony seats is also included in this tender process as an Additional Service. The renovation and re-upholstery of the balcony seating is outside the scope of this specification and is covered elsewhere in the tender documents. But bidders are invited to price for this Additional Service in the Form of Tender as a separate quotation, but for the avoidance of doubt bidders are not required to do so.

The renovation of the balcony seating is also a stand-alone Request for Quotation.

This document represents the Employers Requirements and along with the attached drawings, as listed in the document issue register, provides the specification for these systems and the standards of implementation expected.



The package is to be let as a contractor's design package purchased directly by the client. The client wishes to appoint the seating specialist to ensure that adequate structural and electrical elements are implemented within the builder's scope of works.

It is the responsibility of the seating specialist to undertake the detailed design, coordination and constructional drawings to implement these seating systems. This will start as soon as the contract is awarded with installation due around Q2 / 2025 as part of the client direct works.

Plann will require sight of all tender response returns from the seating specialists to verify compliance with the performance specification.

#### WITHIN THIS SCOPE:

- Provide a contractor's design package to include; design, fabrication, installation and maintenance of a travelling retractable seating system and flat floor bar / matrix seating system as per the suggested layouts attached;

**SIG – SEAT - GA – 001 Rev T01**

**SIG – SEAT - GA – 002 Rev T01**

**SIG – SEAT - SEC – 001 Rev T01**

- Provide design drawings for approval
- Coordination with architect and client regarding finishes
- Provision of seat samples and finishes
- Carry out site survey and coordination with the main contractor
- Coordination with architect around finishes
- Coordination with structural engineer to ensure floor loading is compliant
- Manufacture of systems
- Clear simple labelling of components to aid the following of assembly instructions
- Factory acceptance test of systems
- Delivery of systems to site
- Assembly of commissioning of retractable seating system along with trial assembly of loose components
- Initial assembly of grid flat floor bar / matrix seating system
- Trial system assembly, dismantling and storage of loose components, with the client representative
- CDP Design responsibility for a fully functioning installed system
- Instructional assembly manual and provision of 'As built' drawings
- Client training and ongoing support
- Warranty of the systems
- Inclusion of a full service one year after client acceptance.



## 2 System Specification

This section provides the specification for the equipment required for the contract works.

It is the design responsibility of the seating specialist to complete a detailed summary of system components and quantities to provide the desired system configurations. Please include in the tender submission supporting technical documentation for the key system components.

The descriptions are divided into broad categories as follows:

- Travelling retractable seating system
- Seating (common to both systems)
- Grid flat floor bar / matrix seating system

Note that only equipment relevant to this contract is described here.

### 2.1 TRAVELLING RETRACTABLE SEATING SYSTEM

A travelling retractable seating unit is proposed for the rear section of the stalls level.

The benefits that a travelling retractable seating system will provide are:

- Flexible seating that allows for a range of events to be programmed in different configurations
- Improved audience experience and comfort
- Improved sight lines
- Faster turnaround between events requiring lower staffing requirements allowing for different daytime and evening events to be programmed.

#### 2.1.1 Specification

The travelling retractable seating unit is to be constructed to the highest quality possible and will consist of a series of telescopic platform units. The system will deploy and retract semi-automatically using electric motors. The seats and handrails will be folded down manually. The operation is to be reliable, smooth, quiet and convenient to operate. The closed retractable unit is stored under the balcony. When stored, the row-front fascia panels are to present a neat and finished timber panelled wall that completely hides the seats behind.

It shall comprise of the following components:

- The travelling retractable seating will comprise of 164no. seats contained in a single bank comprising 10 rows of seats on a single retractable unit. There will be an additional 15no. removable front row riser fixed chairs.
- The maximum width of the unit shall be 10560mm (including all side accessories), and each platform depth (row to row) is to be 900mm. Nominal row riser height is to be 260mm. When retracted the system is to be stored under the balcony with a maximum available height of 2850mm. All dimensions are to be confirmed from architects drawings and on-site survey prior to commencement of shop drawings.
- Partial opening of the travelling retractable unit is to be possible. Each row shall lock into position. All wheels and slides will run straight, true and in parallel alignment.
- The retractable unit, platforms and handrails shall not rattle, wobble or squeak when walked upon. The unit shall be well damped, feel solid and rigid and must not sway or generate excessive noise when walked across. There shall be no perceived movement or inherent 'creaking' when the platforms are walked across.
- Row to row cushioning is required to dampen the sound when the audience walks across the decks.
- Adjustable cantilever arms are to be used allowing for adjustment during maintenance.

### 2.1.2 Operation

- The system shall be designed as a standalone freestanding unit that travels under its own power. There shall be no floor tracks and it shall move on non-marking wheels designed to traverse back and forwards in a straight line. There shall be no attachments to the building structure and when in use the area behind shall be in public use.
- The travelling retractable unit shall spend most of its time stored against the rear wall of the auditorium. The retractable unit is to be operated from the front. The retractable unit shall be designed to move under its own power by means of electrically-driven drive motors. Control will be operated from a hand-held pendant control with a 5m cable plugging into the front of the unit. Limit switches will ensure no overrun is possible which may damage the unit in either the open or closed operations. It shall move in a straight line without twisting from its 'parked' location in a closed format to the front of the balcony. At the front of the balcony a contact closure/s will stop the system in the correct location. The travelling retractable seating can then be partially or fully deployed. A spring-loaded locking mechanism will lock each platform in place when opened. When moving the travelling retractable unit if required it shall be possible to 'nudge' the motors to correct the direction of travel to maintain a straight line.
- It is assumed that the motors will be three-phase and with the connection point to the power source provided within the footprint of the unit but this needs to be accessible when the unit is fully closed in its stored position against the rear wall. The manufacturer is to advise the electrical contractor on electrical supply and loading. The electrical contractor will provide a 32A TPN ceeform socket mounted on the auditorium rear wall to the side of the stored location. The seating specialist is to also provide a temporary suitably sized HO7 extension cable to allow for the full travel distance. Once the unit is deployed this extension cable will be unplugged allowing the public free access behind the structure.

### 2.1.3 Structural / design loads

- As a minimum, the retractable unit will support a 5kN/m<sup>2</sup> live load in addition to its own load and weight of seats. Horizontal Sway 7.5%. Max deflection 1/200 at Design Load.
- It is anticipated that the auditorium finished floor surface will be a semi-sprung timber floor. Tenderers are to provide details of likely point loads imposed by the retractable unit and are expected to coordinate with the architect on the flooring detail.
- Each row shall be supported to the appropriate number of wheels suitable for the timber floor and the wheels shall not produce tracking marks.
- Maximum deflection under full loading shall not exceed +/-3mm per metre.
- The seating specialist shall co-ordinate with the flooring contractor to ensure that the imposed loads of the retractable system will not present a problem to the proposed flooring.

### 2.1.4 Acoustic considerations

- Equipment is to operate quietly and without undue vibration. Where required, acoustic dampening and isolation for all mechanical noise and rattles are to be provided by the manufacturer.

### 2.1.5 Timber finishes

- Each platform shall have a fixed timber fascia panel from a suitable thickness birch faced plywood (architect to select stain or varnish finish). This is to provide an aesthetic solution when the unit is stored. These panels are to form a continuous timber surface when the retractable unit is stored. The tolerance gap between the panels is to be kept to a minimum.
- The aisles shall have slot-in timber fascia panels, as specified above, for when the unit is stored.
- Mounted permanently on the rear of the seating unit there shall be a suitable thickness birch faced plywood, (architect to select stain or varnish finish). This is to provide an aesthetic and safety solution when the unit is in its operational location at the front of the balcony when the public travel behind the unit.
- Permanently mounted on either side of row 10 there shall be a robust timber solid side fascia panel, as specified above, to provide a seamless timber finish when the system is in its closed position.



### 2.1.6 Side drapes

- When the unit is deployed on each side of the remaining rows 1 to 9 there shall be removable side drapes to be temporarily fixed to the sides of the retractable unit to hide the underside of the retractable mechanism. These are to be manufactured from a lightweight fire-retardant fabric, such as wool serge minimum weight of 500gsm or equivalent that can temporarily fix easily to the sides of the retractable unit and present a neat finish. Fixing method to be proposed by manufacturer, but design should ensure the cover hangs flat and is not gathered. Architect to select colour of fabric from a standard range.

### 2.1.7 Step units

- Each row shall have fixed half steps.
- To access the bottom of the retractable seating row from the floor there shall be a manual locking step unit that will need to be fitted before and after operation.
- All steps require contrasting nosing detail. Nosing to be manufactured from hardwearing aluminium and should include integral photo luminescent strips.
- Risers and steps to be constant throughout flight and finished as platforms.

### 2.1.8 Platform & tread finish

- Platform decking to be carpet of heavy contract rib or velour type. Vertical riser and half steps to be of similar finish.
- The carpet shall be hardwearing with anti-ravel, anti-fray properties and it shall be anti-static. It shall have a minimum colour fastness of Light (BS EN ISO 105: B02) >6, Wet & Dry Rubbing (BS EN ISO 105: X12) >5.
- The carpet shall offer both impact noise reduction and sound absorption so as there is no perceived inherent 'creaking' when the platforms are walked across. If required, the carpet should be fitted with acoustic backing.
- The carpet shall comply with relevant fire legislation.
- Architect and client to choose colour from the standard product range.
- Reference carpet: Heckmondwike FB – Supercord range  
<https://heckmondwike-fb.co.uk/product/supacord/>  
or equal / equivalent.

### 2.1.9 Handrails

- The retractable unit will have two outer side gangways. The retractable unit is to be provided with guard/handrails on each side of the retractable seating unit. The handrails are to be designed to fold down onto the aisles next to them so to make removal unnecessary. Barriers are to be a height of 1100mm with a minimum design load of 2.0kN/m. Barriers are to comply with Approved Document K to the Building Regulations.
- It is anticipated the rear protection behind the rear row (row 10) shall be provided by the front edge of the balcony. This is the purpose of a contact limit switch to stop the unit in the correct location. It is expected that the seating specialist shall coordinate with the architect and main contractor to check compliance and coordination with the existing balcony front.
- The handrails shall be manufactured from steel and powder coated with a smooth matt finish, colour to be RAL 9005, with a perforated steel infill panel. The handrail design will be developed by the architect and theatre consultant.



### 2.1.10 Safety lighting

- Each aisle shall have a low voltage LED light incorporated into the gangway.
- The LED strip shall be fully dimmable down to zero without any flickering or low level cut off. The LED strip will automatically switch on to a preset show level when energised. External control via DMX will temporarily override the setting allowing for full dimming control. DMX input via XLR 5 pin shall be provided at a suitable location underneath the structure. Venue 230V power and DMX will be provided from a floor trap underneath the seating structure which will be plugged in once the system is deployed.



## 2.2 SEATING

- All seating is to be ergonomically designed and must respond to the high architectural quality and language within the performance space. In line with the quality of finishes within the building, the cover material for the seats is to be of a high and durable quality.

### 2.2.1 Visual

- The visual appearance of the seating shall reflect the nature of the performance space. The detailed design of components should display a continuity which complements the form. Within the auditorium several types of seat are required and it is expected that the same aesthetic language will be used throughout the performance space.

### 2.2.2 Ergonomic design

- Comfort shall be the most important factor in designing the seating. The design should be based upon recognized anthropometric data and studies of the human form and dimensions.

### 2.2.3 General

- The auditorium seating comprises different types of seat. The designs should include as many common components as possible for ease of manufacture, visual continuity and minimum site spares.
- No component or part of the seat is to present a hazard to any patron or member of staff. All finishes to be free of burrs or sharp edges - with particular attention paid to risk of trapped fingers or damaged clothing.
- Deleterious materials are to be avoided where possible. It is required that each contractor submits their environmental policy as part of the tender return.

### 2.2.4 Structural / design loads

- Seating is to withstand its own dead load, loads imposed during installation and replacement and also reasonable impact loads without detriment.
- The seat assembly shall be certified to withstand a static load of 200kg laterally distributed 100mm from the leading edge of the seat.
- Seating shall comply with the relevant sections of BS 4875-1:2001 and BS 5459.

### 2.2.5 Durability

- All seating shall be suitable for the intended purpose and perform satisfactorily. It should be assumed the design life of the seating is 25 years.
- Cover material to be resilient and heavy duty, and resistant to abrasion, spillage, stain, tear, wilful damage and seam slippage. Fabrics to scotch guard protected or similar.
- The fabric covered portions of the seats should be capable of easy exchange without damage to the seat.
- The seat design will minimise wear and tear of the cover material.

### 2.2.6 Fire

- All seating, components and systems are to be classified as in the Building Regulations to be materials of limited combustibility.
- The seating shall have a Class 1 surface rating for the spread of flames when tested in accordance with BS 476: parts 6 and 7.
- Certificates of conformity are to be provided and included in the manual.



- All upholstered items are to contain only materials specified in the Furniture and Furnishing Fire Safety Regulations 1988 and in accordance with Furniture and Furnishing Fire Safety Regulations (Amendment) 1989.
- Upholstered items to retain fire properties as specified after cleaning. Any life span of fire properties is to be clearly identified and are subject to discussion.

### 2.2.7 Critical dimensions and tolerance

- Number of seats and seatway dimensions is to be in accordance with the regulations. It is the responsibility of the contractor to ensure that the proposed system meets the required regulations.
- Tenderers are to highlight any potential dimensional conflicts within current drawings - especially in relation to the retracted seating unit and its storage location.
- Seat positions should be installed with an overall dimensional tolerance of +/-5.0mm. Deviation exceeding this tolerance will be classed as a defect unless agreed by client.

### 2.2.8 Seat construction

- There shall be 164no. seats contained within the travelling retractable unit spread across the 10no. rows with an additional 15no. removable front row riser fixed seats and 54no. seats ganged together mounted on a discrete floor bar / matrix system. These shall be constructed using the same materials and finishes.
- The add on riser fixed seats need to be detachable in pairs to allow for accessible wheel chair positions.
- The seat needs to comply with a minimum of BS EN 12727 – Grade 4 (severe) for strength and stability.
- Each seat shall be 500mm wide between seat centres.
- The seats are to have a seat back angle of between 15 to 21 degrees to the vertical.
- As space is a premium in this venue a comfortable yet compact chair solution is required. When vacated the seat, back and arm shall automatically rotate together in a single movement into an upright position. This operation shall be smooth and silent in operation with no undue 'thud' when closed. Minimal downward pressure to be required to fold seat down. Tipping mechanism is to be either counterweight or spring type. Hinge mechanism must be fully enclosed and be safe for audience and present no 'finger traps'. It must require no maintenance or lubrication for life of the seat. It is expected that the speed, regularity and performance of the springs is compliant with safety regulations in order to maintain the seatway width and all seats tip together to a flat surface.
- The seat shall consist of a minimum of 12mm plywood timber core with 50mm of HMR polyurethane foam and fully upholstered.
- The back shall consist of a minimum of 12mm plywood timber core with 50mm HMR polyurethane foam, fully upholstered with a steel or timber panel (from a suitable thickness birch faced plywood architect to select stain or varnish finish) protection plate to the lower part of the outer backrest.
- Each chair shall have a shared arm rest constructed of solid kiln dried beech, (architect to select stain or varnish finish) with minimum width of 50mm.
- All metalwork is to be properly deburred, degreased, cleaned and finished and powder coated, baked at 180C. in RAL 9005 Smooth Matt Black.
- The seats shall be suitably grouped together into groups, up to a maximum of four, and can be manually released using an easy foot operation and folded down. Each of these groups of chairs shall be fitted with gas springs to reduce impact and noise when being lowered and assist when raising the seats. The weight of each group of seats needs to be assessed to comply with safe manual handling procedures.
- The additional removable front row riser fixed chairs shall be fitted using a simple discrete temporary attachment on row 1 of the retractable unit and shall be fitted with front wheels so they can be left in situ when the seating unit is operated.



### 2.2.9 Seat upholstery

- Upholstery to seating and components are to be at least the minimum thickness required for audience comfort. All upholstery is to be continuous and smooth, without stretch crease marks and stitch sewn. Upholstery is to be free from tacks, pins, staples, glue and frays.
- The same components and materials are to be used for seats and back rests. Fabric is to be treated prior to installation to guard against stains, moisture, humidity and bacteria. Colour fading of cover material to be avoided. Durability and fire integrity to be as set out in this specification. All fabric used must be from the same batch.
- Upholstery fabric to be made from 100% post-consumer recycled polyester.
- Minimum weight 310 g/m2.
- Heavy Duty > 100,000 Martindale cycles with a minimum of 10 year guarantee.
- It shall have a minimum colour fastness of Light (BS EN ISO 105: B02) >6, Wet & Dry Rubbing (BS EN ISO 105: X12) >4.
- The upholstery shall comply with relevant fire legislation.
- Upholstery shall be able capable of the following without causing damage or discolouration; be vacuumed regularly, wiped with a damp cloth using soap and water or use proprietary upholstery shampoo/soap, steam, bleach, alcohol or professionally dry clean.
- Architect and client to choose colour from the standard product range.
- Reference fabric ranges: Camira – Xtreme or X2 ranges  
<https://www.camirafabrics.com/en/contract/fabrics/xtreme>  
<https://www.camirafabrics.com/en/contract/fabrics/x2>  
or equal / equivalent.

### 2.2.10 Acoustic

- All seats must not make any creaking, rattling or squeaking noises when in use in the room.
- Ideally it is expected that the acoustic properties of the seats to be the same whether occupied or unoccupied in the closed position.
- The seat design must conform to the acoustic criteria as set out by the Acoustician.

### 2.2.11 Signage

- Every row shall have an aisle letter at either end of the row mounted permanently on the side of the chair.
- Each seat shall have a durable seat marker mounted central at the top of the underside of the tip up seat. For permanent seats on the retractable seating blocks these labels shall be permanently fixed using a suitable durable method. For the temporary riser fixed seats and grid flat floor / matrix seats these need to attached using a temporary solution such as magnetic labels.

## 2.3 GRID FLAT FLOOR BAR / MATRIX SEATING SYSTEM

- In front of the retractable unit, it is proposed to have three rows of flat floor seating. These will be linked together with a grid flat floor bar / matrix system.
- Some of these chairs need to be removed in pairs to allow for accessible wheelchair positions.

### 2.3.1 General

- There shall be 54no. self-tipping base, back and arm rest seats ganged together mounted on a discrete floor bar / matrix system.
- These seats shall be manufactured using the same materials and finishes as the travelling retractable unit. Refer to section 3.2 for specification of seats.
- Grid flat floor bar / matrix seating system allows for seat modules to be arranged in row formation on a flat floor. Seat modules are mounted onto rails as banks of two or three seat units. These units can then be easily stored in purposely designed trolleys.
- This system allows for the automatic tipping chair to be used as specified in section 3.2.
- Once the grid flat floor / matrix bars are laid out the seats in banks of two to four can be slotted in and clamped into position.
- This system reduces chair legs to a minimum which means it is easy to clean between events.
- The system needs to be free standing and there shall be no fixing points within the auditorium floor.

### 2.3.2 Grid flat floor bar / matrix system

- There shall be three rows of seats which follow the curvature of the stage. Refer to the GA drawings for full details.
- The seats will be ganged together and mounted onto a self-supporting grid flat floor bar/ matrix system which is discrete and maintains the seatway widths as specified on the GA drawings.
- The seats shall be held firmly in line with no moving or snaking.
- Where the grid flat floor bar / matrix frame run perpendicular across a seat way this section needs to be as flat as possible to avoid potential tripping hazard and should be fitted with integral photo luminescent strips.
- The seats need to be ganged together to allow for removable seats as illustrated in the GA drawings to provide for wheelchair access. These removable seats need to be quick and easy to interchange. Removable seating is to be in pairs. When seats are removed, integrity of floor is not to be compromised and must be clear, level and free from obstructions.
- The floor bars shall be manufactured from steel or aluminium and shall be properly deburred, degreased, cleaned and finished and powder coated, baked at 180C. in RAL 9005 Smooth Matt Black.

### 2.3.3 Setup and dismantling

- The grid flat floor bar / matrix system must be easy and quick with a locking system which must be simple to use to allow operation by trained staff. Removed seats must be able to stand upright without aid.
- The operation of removing the seats is required to meet manual handling regulations. When removed the seat should similarly not present any hazard to the user, for instance it must not topple over during storage.

### 2.3.4 Trolleys

- Purpose-built trolleys to accommodate and transport removable seats are required. Trolleys are to be an appropriate size, must be able to navigate the circulation routes within the performance space and seat store, and must be a suitable width for the clear openings.
- The total number of trolleys required is to be proposed by the tenderer. All loose seats and removable seats are to be stored on trolleys.
- Trolleys to have foot brakes to assist when loading and storing.
- Trolleys are to be designed to fit in the seating store behind the retractable seating.



## 2.4 GENERIC NOTES

### 2.4.1 Timber

- All fabrication of components to conform to BS 1186: Part 2. Sections to be formed from single pieces unless otherwise agreed.
- Timber is to be free from twist and bowing pre-machining, and all finished surfaces are to be smooth and free from defects. All screw fixings to be countersunk below timber surface.
- All timber to be treated. If varnished, finish is to be matt, with any colour staining approved by the architect. The moisture content of the timber is to be maintained during manufacture and storage, within the parameters specified for the component.
- All materials are to be smooth and flat before finishing treatment. All end grains to be sealed before assembly. Grade of timber to be Class 'O' and comply with relevant fire regulations.
- All timber referred to within this specification will come from FSC certified forests and will be covered by a valid chain of custody certificate to be submitted to all relevant parties.
- Any exposed plywood is to be finished to a standard RAL colour as selected by the architect. The paint finish shall not compromise the fire-proofing properties of the material.

### 2.4.2 Metalwork

- Grades of metals, section dimensions and properties to conform to appropriate British Standards. All exposed metal parts shall be protected.
- Fixing methods are to be appropriate in method, type, number, size and spacing for joint, material and conditions of use. Welds at critical stress areas are to be electronically welded with continuous weld. Screwed and bolted connections are only to be used where necessary for onsite adjustment. Designs using the minimum number of bolted joints will be favoured.
- All metalwork is to be properly deburred, degreased, cleaned and finished and powder coated, baked at 180C. in RAL 9005 Smooth Matt Black.

### 2.4.3 Spares stock

- Additional seating and components are required to provide spare parts for the user. The fabric-covered portions of the seats should be capable of easy exchange with spares in the event of damage or soiling. In all cases, it should be possible to exchange components without disturbing adjacent seats and using a minimum of tools.
- The approved manufacturer is to submit a complete list of replacement materials for approval in the region of two percent of the total installation. The additional materials are to be provided in both complete assembled form and in a kit of separate parts.



## **2.5 INSTALLATION**

### **2.5.1 Delivery, storage and site handling**

- During delivery, storage and handling all materials are to be protected from damage, moisture, dirt and corrosion. It is the contractor's responsibility to ensure no items are damaged during this stage and installation.
- Site delivery to be at a time agreed with the client.
- Tenderers are to note that the venue is in the centre of St Ives, Cornwall. Attention must be given to the size of the narrow surrounding access roads available for get-in and the route from this to the installation site prior to submitting a tender to ensure all materials and parts can be transported in it. It should also be noted that the building will be either completely or substantially finished during the time of installation, and adequate protection to the finishes must be allowed for. The client will reserve the right to charge the cost of repairing any damage done to the fabric of the building during delivery or installation back against the price of this contract. It is the contractor's responsibility to carry out a condition survey and agree this with the client prior to delivery and installation. The contract may be executed prior to the main building contract being completed and signed off (Practical Completion) under an "Artists and Tradesman's" agreement.

### **2.5.2 Installation**

- Seating contractor's representative will supervise and be available on site for the duration of the installation.
- The electrical installation (by others) will include all wiring and containment to a 32A TPN isolator which will be located near the rear of the retractable unit. If this supply is not suitable, the tenderer must make this clear in their tender return.
- The contractor is responsible for the removal of any waste or packaging materials used for delivery or installation.

### **2.5.3 Completion and cleaning**

- Installed seating and systems shall be rigid and free from distortion, rattles, squeaks or movement. All moving parts to be silent as described elsewhere in this specification.
- All works are to be kept clean and dry.
- Installed works must be protected until handover. Any damage to the works prior to handover will be deemed to be the responsibility of this contractor, as the protection will be deemed to have been inadequate should damage occur.



### 3 Execution

It is important to note that the scoping of the works indicated below is for guidance only and remains the responsibility of the Client. The specifier takes no responsibility for packaging of the works, nor for the sequencing or co-ordination required between contractors and the client.

Please also note that it will be expected that the tenderer has allowed for significant co-ordination time in their return, concurrent with their experience of similar installations, their knowledge of the inherent complexity of buildings of this type, and their extensive knowledge of specialist venue systems installation works.



## 4 Summary of Contract Documentation

This specification is to be read in conjunction with the following drawings:

- **GA Drawings:** These show the general architectural arrangement of the building, with the locations of all items of equipment to be installed under the contract.

After award of contract, the successful sub-contractor shall provide the following documentation for review before commencing manufacture:

- **Hazard Elimination Schedule:** For the installation, operation and maintenance of the equipment to be installed as part of the contract works.
- **Final Schedule of Equipment:** Listing all equipment to be supplied under this contract.
- **'Construction Issue' Fabrication and Installation Drawings:** For all custom-manufactured items and permanently installed proprietary equipment.
- **Programme:** To include design & coordination period, client sign off, manufacturing, FAT test, delivery and installation.

Prior to the commencement of manufacturing, the contractor shall supply the following samples for inspection. If appropriate, these samples may be used for installation after approval:

- Complete seat sample with the agreed fabric covering and seat arm with the agreed finish.
- Sample of front, side and rear fascia panels.
- Sample of side drape material.
- Sample floor carpet.

### 4.1 Information required prior to On-Site Installation

Prior to delivery to site the specialist sub-contractor shall provide:

- **Method Statement:** Covering all aspects of the installation.
- **Risk Assessment:** Covering all aspects of the installation method.
- **Updated Hazard Elimination Schedule:** Detailing residual risks inherent in the design which must be considered during installation and subsequent operation and maintenance.

And, any other site documentation required by the Main (Fit-Out) Contractor and/or the Client.

### 4.2 Information required on completion of the Installation

After completion of the work, the specialist sub-contractor shall supply the following documentation:

- **Assembly Instructions and Maintenance Manual:** The specialist contractor shall prepare one draft hard-copy and one draft electronic (PDF) copy of the Assembly Instructions and Maintenance Manual for review by the Theatre Consultant two weeks prior to the final site inspection. This document must be clearly marked "DRAFT."

After review, the specialist sub-contractor shall make where required, reasonable revisions. This process shall be repeated until the contents are satisfactory.

On completion of the review process and, prior to final acceptance of the installation by the Client, the specialist sub-contractor shall provide:



Operation and Maintenance Manual: in the form of:

- One printed, bound copy in plastic pocket/laminate protection (confirmation from the client paper copies are required, failing that electronic only)
- Two USB Flash Drive electronic copies (in Adobe Acrobat™ .PDF format.)
- One electronic copy to the Theatre Consultant.

The manual must be presented in a form which clearly separates the installed systems into separate sections or volumes, according to system.

User instructions and guidelines must be clearly separated from maintenance procedures for example, by providing a 'user manual' and a 'technical manual.'

- **Final Test and Inspection Report:** Content as detailed below.
- **Completed Sub-Contractor Warranty:** As required.

### 4.3 Quality Assurance

The design of the specified systems shall be in accordance with relevant legislation, specification standards and codes of practice. Where standards and codes are contradictory or, unavailable then conservative margins arrived at through recorded risk analysis shall be used. Where a specific standard or regulation is omitted from this specification this does not undermine the duty of care that the specialist sub-contractor has to maintain, at all times, in terms of industry recognised best practice and levels of quality management.

Design proposals shall be thoroughly analysed and verified by the specialist sub-contractor prior to construction. Where the specialist sub-contractor has any doubt as to the viability of the design or is uncertain that the required performance will be achieved, then they shall create prototypes or, carry out simulations, tests and calculation as necessary to ensure that the detailed design shall provide a system which functions as specified.

Designs shall use only proven technology that can be demonstrated to have worked reliably for a substantial period, under similar conditions and for similar purposes in other completed installations.

High quality components and materials with documented, known and predictable performance shall be used throughout. Particular care shall be taken in the selection of items known to be a frequent cause of reliability problems such as fasteners, lifting accessories, electrical connectors and sensors.

Where supplied items are manufactured by the specialist sub-contractor or, his nominated sub-contractors then manufacture, assembly and installation shall take place in a quality-controlled environment with comprehensive records kept of material provenance, testing and other quality assurance procedures. Where items are procured from other suppliers the specialist sub-contractor must ensure, as far as is reasonably practicable, that components are sourced from known suppliers with proven track record and similar quality control procedures.

The specialist sub-contractor must maintain awareness for counterfeit branded components. The specialist sub-contractor will be held responsible for any such item(s) found to be included in the installation.

Systems shall be designed to be tolerant of normal and predictable abuse as informed by the specialist sub-contractor's previous relevant and extensive experience of installed systems in performance venues. Vulnerable items shall be protected from predictable causes of damage as far as is reasonably practicable.

Systems shall have fault tolerant features -wherever practical- such that the failure of any one component shall not prevent use of the entire system.



#### 4.4 Regulations

The contract works shall be completed in accordance with all relevant regulations, including, but not limited to:

- ABTT Technical Standards for Places of Entertainment (“The Yellow Book”).
- ABTT Model National Standard Conditions for Places of Entertainment (“The Green Book”).
- The Health and Safety at Work Act, 1974 including revisions
- Lifting Operations and Lifting Equipment Regulations (LOLER), 1998
- Provision and Use of Work Equipment Regulations (PUWER), 1998
- IEE/BS 7671:2001 Wiring regulations, incorporating amendments 1:2002 and 2:2004
- The Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations (1989)
- Fire Precautions Act 1971
- Manual Handling Operations Regulations, 1992
- All appropriate British Standards
- Local Authority Building Regulations
- Local Authority Licensing Regulations

The completed installation shall not present any threat or safety hazard to users, or non-technical theatre staff.

#### 4.5 Construction (Design and Management) Regulations

The specialist sub-contractor’s attention is drawn to the Construction (Design and Management) regulations 2015.

Under these regulations the specialist sub-contractor has a ‘designer’ role and as such has a responsibility to advise on and suggest mitigation for safety risks inherent in the design intent as described herein. The degree of residual risk must be reduced as far as possible whilst not impinging on typical performance venue operations which can be safely achieved if appropriate management procedures are employed. The specialist sub-contractor has a duty to report any risk which he deems to be unreasonable or which cannot be managed by an appropriate management regime.

Being responsible for the final design, the specialist sub-contractor has a special responsibility to consider maintenance issues including safe access for routine maintenance procedures as recommended by his own published equipment instructions or, by the equipment supplier, if different. This requirement must be fully considered in the design and where the specialist sub-contractor considers that measures not covered in this specification are required to achieve a safe maintenance regime then these should be reported as part of the ‘omitted items’ submission included with tender submittals.

The specialist sub-contractor must maintain a ‘hazard elimination schedule’ of safety risks addressed in his designs with any residual risks highlighted and additionally noted on construction drawings. This must include risks inherent in the installation process as well as those inherent to the ‘use and maintenance’ and ‘removal’ stages of the installation life-cycle.

All residual risks carried forward to the operational and maintenance stages of the project life cycle must be mitigated by reasonable and practicable management procedures. Recommended management procedures must be fully justified and detailed in the O&M manual for the relevant systems. These procedures must be discussed with the Theatre Consultant and Client and covered in training sessions.



The specialist sub-contractor must provide details of his risk assessment procedure, hazard elimination schedule and residual risks to the Theatre Consultant.

Post award of contract, the specialist sub-contractor is required to comply with the requirements of the Principal Designer (Project CDM Coordinator as named under previous regulations) and Main (Fit-Out) Contractor. The specialist sub-contractor must ensure that the Main (Fit-Out) Contractor is fully informed regarding installation, operation and maintenance risks associated with these works.

#### **4.6 Assembly Instructions and Maintenance Manual - Content Guideline**

The Operation and Maintenance Manual shall comprise the following:

Hazard elimination schedule detailing the residual risks associated with the operation and maintenance of the installation.

Recommended management procedures for the operation and maintenance of the installed and supplied equipment detailing safe methods of use and maintenance which mitigate residual risks as detailed in the hazard elimination schedule.

System descriptions.

- Description of assembly, configuration, commissioning and operating procedures for the installed and supplied equipment.
- Safety procedures, thorough examination and testing procedure required for each type of re-installation and re-configuration.
- Manufacturers' operating manuals, service manuals and related documentation for all supplied proprietary equipment.
- Periodic maintenance procedures.
- List of spare parts and equipment.
- Final copies of all drawings and schedules at 'as installed' or 'as delivered' status as applicable.
- Final copies of test and inspection reports described above.
- Copy of support agreement.
- Copy of warranty agreement.
- Specialist sub-contractor contact details and emergency/out of office hours contact arrangements.

#### **4.7 Final Test Report, Test Records and Certification**

Prior to acceptance and hand-over, the specialist sub-contractor shall submit a Final Test Report which by the use of completed test sheets, measurement data and other notes indicates the fully functional status of all components of the installed systems and provides written evidence that the appropriate testing procedures have been carried out. This report shall be accompanied by a letter from the specialist sub-contractor, certifying that the equipment is safe to use, functional in every respect, meets the design requirements of the specification and is ready to be handed-over to the Client.

This report must include records of line testing, data line length tests, electrical load tests and other relevant certification as required by regulation for all systems.

The Final Test Report must be incorporated into the O&M manual as detailed above as a separate volume.



## 4.8 Warranty

### General Conditions

The specialist sub-contractor shall provide a written warranty for all systems included in the contract works. This warranty shall be valid for a minimum period of 12 months from the date of acceptance and handover to the Client.

The specialist sub-contractor shall provide full contact details as part of the Operation and Maintenance Manual. This shall include arrangements for emergency and out-of-office hours call-out.

Warranty replacement proprietary equipment shall be provided within two days of official notice by the Client. Repairs and replacements to items manufactured by the specialist sub-contractor or, part of a bespoke installation shall take place at the Client's request at the earliest opportunity at which safe access to the installation can be arranged.

Warranty of repairs to the installation, replacement equipment and components shall be the same as for the original installation and equipment and shall begin on the date of installation of the replacement item.

### Follow-Up Testing and Service

This follow-up visit shall include testing and adjustment as required by maintenance procedures as well as repair of all items covered under the warranty.

Costs for this service shall be included under the contract.

The specialist sub-contractor shall provide a written report to the Client detailing the extent and results of the follow-up testing, adjustment and repairs.

### Repeated Failures/Unsatisfactory Equipment

If a particular component part, or, module of the equipment fails more than three times during the warranty period, the failure shall be deemed to be due to engineering design, manufacturing and/or installation error.

In this event, the specialist sub-contractor shall, within two day's notice from the Client, take action to modify or correct the defect by changes to engineering design or, installation methods.

## 4.9 On-going Support

### Product Recall and Failure Experience

The specialist sub-contractor shall have a duty to inform the Client if problems occur in installations supplied to other users which arise from design faults, material faults or, failures due to incorrect usage instructions, management procedures and maintenance regimes. This duty shall exist for the life cycle of the equipment as far as is reasonably practicable.

The specialist sub-contractor shall have a duty to inform the Client if problems occur in installations supplied to other users arising from miss-use or novel use and which may reasonably be foreseen as possible to occur in the Client's installation and which require an update of user instructions, warnings and maintenance regimes.

Where instances as described above result in the necessity for a product recall, modification or repair this shall be undertaken with no cost to the Client and with due regard to the operational requirements of the Client.



### **Minimum Routine Customer Support Requirements**

The specialist sub-contractor shall provide telephone support, during office hours, at no additional cost to the Client.

The specialist sub-contractor shall be prepared provide a minimum of five year's service, support and replacement parts, at reasonable cost, for the installation irrespective of any other warranty, on-going support and maintenance agreements.

Specialist sub-contractors are requested to provide a cost for an optional annual service contract as part of the tender submittals. Specialist sub-contractors must make a detailed offer with optional levels of service. The ability to offer this service at reasonable cost is regarded as a fundamental requirement for a successful bidder.

### **4.10 Client Training**

The contractor shall provide suitable training on all the infrastructure and equipment provided for this project, including interconnects with other equipment not expressly included within this contract, but that might reasonably be connected to the infrastructure within these works. It is anticipated that this training take the form of a four hour session for 4 of the Client's staff by a fully trained system specialist.



## 5 Hazard Elimination & Management Strategy – Design Risk

It is our duty as designers to:

- take account of any pre-construction information provided by the client
- eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
- take steps to reduce or control any risks that cannot be eliminated.

Travelling retractable and loose seating systems inherently have an element of risk associated with their installation, operation and end of life. The main risk factors are working at height, manual handling, operation of mechanical plant, equipment operating from low voltage electrical wiring and the presence of the public. Whilst in the design process we can reduce some of these risks there will still be a need for further risk reduction practices during the construction process, operational considerations, maintenance and end of the system life cycle.

### 5.1 Installation Risks

#### Working at height Risk

**Risk:** The retractable seating system will require working at height.

**Risk Reduction:** During the installation relevant working at height risk reduction policies will need to be in place to protect the workforce.

#### Installation

**Risk:** The seating specialist's scope of works has been designed to minimise works to the fabric of the building. Most of the works involves the assembly of pre-manufactured equipment on site.

**Risk Reduction:** General health and safety procedures will need to be followed for all site works along with site specific risk assessments.

#### Manual Handling

**Risk:** The seating specialist's design needs to allow for the safe movement of the potentially bulky and heavy components. The venue can only be accessed via the narrow streets of St Ives and all component parts will need to be brought into the venue via standard doorways using manual handling aids. There is no access for a forklift truck direct into the venue. The system needs to split down into smaller components for ease of moving, with mechanical aids.

**Risk Reduction:** Follow appropriate risk assessments and use mechanical aids wherever possible.

### 5.2 Operational Risk

#### Operating the systems and equipment

**Risk:** The operation of the retractable seating system will require specialist knowledge to understand their unique operational criteria.

**Risk Reduction:** These systems and equipment should only be used and maintained by experienced and trained personnel.

#### Manual Handling

**Risk:** Moving, raising and lowering the groups of seating on both the retractable and floor seating system. The design of the seat grouping should be split down into smaller blocks for ease of moving, with mechanical aids such as trolleys provided for stacking and moving components. However, these weights may still be too great for a single person to handle.

**Risk Reduction:** The client needs to minimise this operational risk further by completing risk assessments and training staff. The HSE provide a brief guide on manual handling <https://www.hse.gov.uk/pubns/indg143.PDF>

### Working at height Risk

**Risk:** Falls from height when removing or assembling the side hand rails of the retractable seating system.

**Risk Reduction:** Follow correct procedure for lowering the side rails. Where the side rail cannot be folded down appropriate fall arrest restraint points shall be provided. Relevant working at height risk reduction policies will need to be in place to protect the workforce.

### Operation and movement of retractable seating system

**Risk:** Crush injury and damaged to the building or property.

**Risk Reduction:** These systems should only be operated by appropriately trained and experienced personnel. A specific risk assessment will be required to make sure that areas are cordoned off or personnel excluded during the operation of the system, that the seating systems cannot move in any area not designed to take the load using limit switches on the balcony front.

### Retractable seating system

**Risk:** Collapse of seating or staging systems and personnel or the public falling off.

**Risk Reduction:** These systems should always be erected in accordance with the manufacturers specifications and fitted together according to the design layouts with the relevant stair treads and handrails. These systems should be regularly serviced and maintained by appropriately trained and experienced personnel.

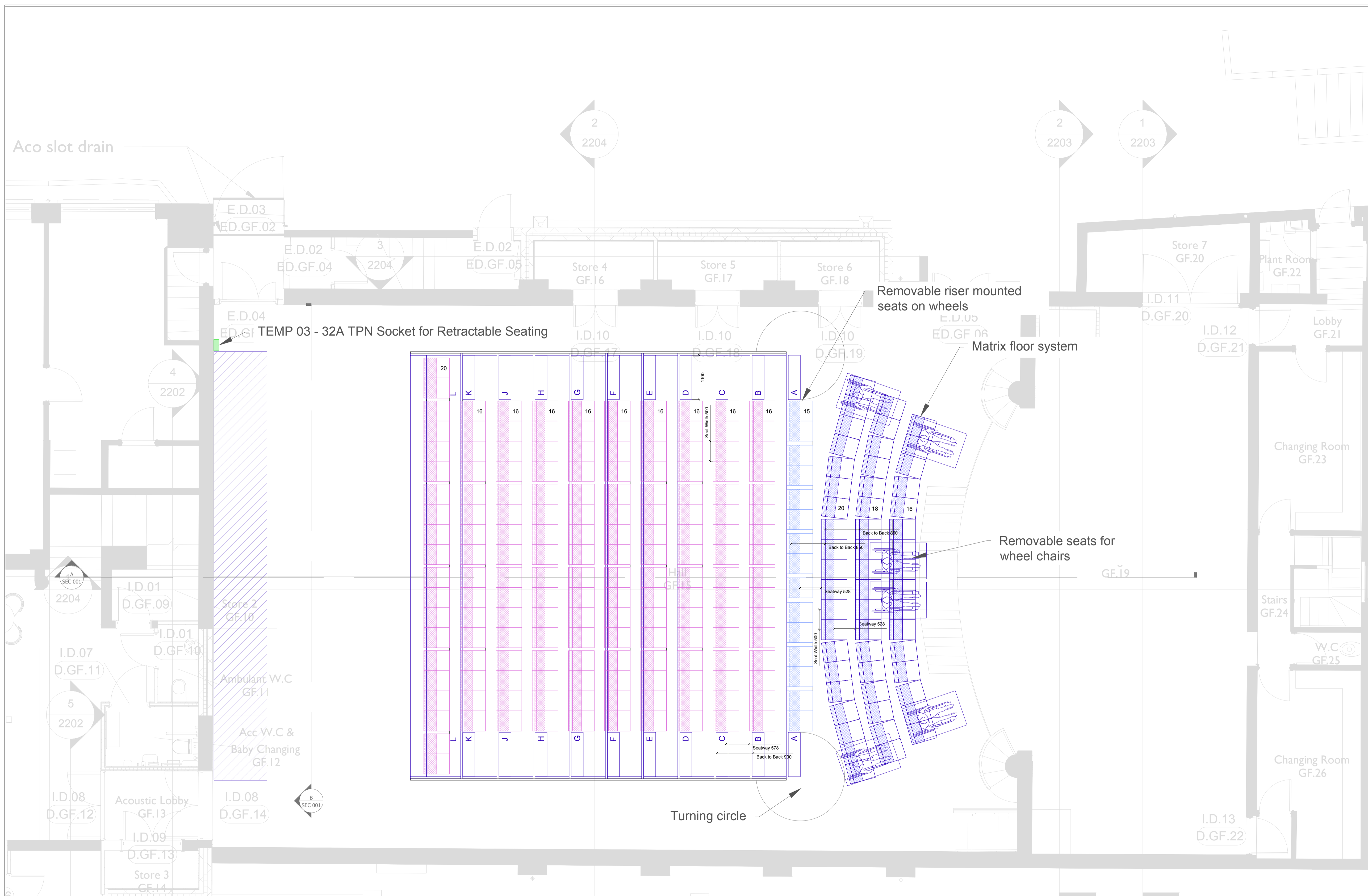
### Slips, trips and falls

**Risk:** The loose seating system comprises of multiple components that require careful storage when being erected and stored.

**Risk Reduction:** Following manufacturers assembly instructions, maintain a tidy work environment, ensure staff are trained and supervised and complete a specific operational risk assessment.

END OF TENDER SPECIFICATION. //





**NOTES:**  
 Seating Systems  
 Drawing issued as design intent for a contractors design portion.  
 Drawing should be reviewed alongside the structural engineering drawings and electrical services schematic.  
 This drawing should be read in conjunction with Auditorium Seating Performance Specification.  
 All dimensions to be verified on site.  
 Do not Scale form this Drawing  
 Drawing should be printed in Color.

**BALCONY:**  
 Existing seats re-furbished.

**STALLS:**  
 Self tipping seat & auto top arm rest  
 Seat width 500mm  
 Standard upholstered back rest  
 Timber arm rest

**Retractable seating seating:**  
 Full operation under motorised self power from remote pendant. Possible to nudge either motor to straighten drive.  
 Needs to travel in a straight line from its 'parked' location as a closed unit. Travels to front of balcony, stops via limit switch in correct location to line the front of the balcony to be safety barrier for rear row. Then fully or partially deployed.  
 Row depth 900mm with 260mm riser.  
 Metal side rails – fold down operation (apart from rear row)  
 Balcony front forms rear rail  
 Timber fascia boards plus slot in fascia for aisles  
 Rear of structure covered with lightweight timber effect panel (only seen when deployed will spend most of its time against the wall)  
 Rear side section robust timber panel (for when stored)  
 All other rows detachable wool serge drape  
 Carpet finish  
 Seat Numbers  
 Aisle Letters  
 LED aisle lighting – DMX dimmable  
 Seats in blocks of four seats – manual fold down / up with gas springs

Front row riser fixed chairs on wheels that are detachable in pairs for accessibility.

**Loose seating – Matrix system**  
 Seats slot into lateral floorbars which are laid out on the floor.  
 Selected seats removable for wheelchair users as per layout.  
 Seats and floorbars store on trolleys when not in use.  
 Seat Numbers  
 Aisle Letters

T01	Tender	240226
02	Stage 4	231127
01	Stage 3	230818

Project title  
**St Ives Guildhall**  
**St Ives, Cornwall**

Drawing title  
**Auditorium Seating - GF**

Drawing type  
**General Arrangement**

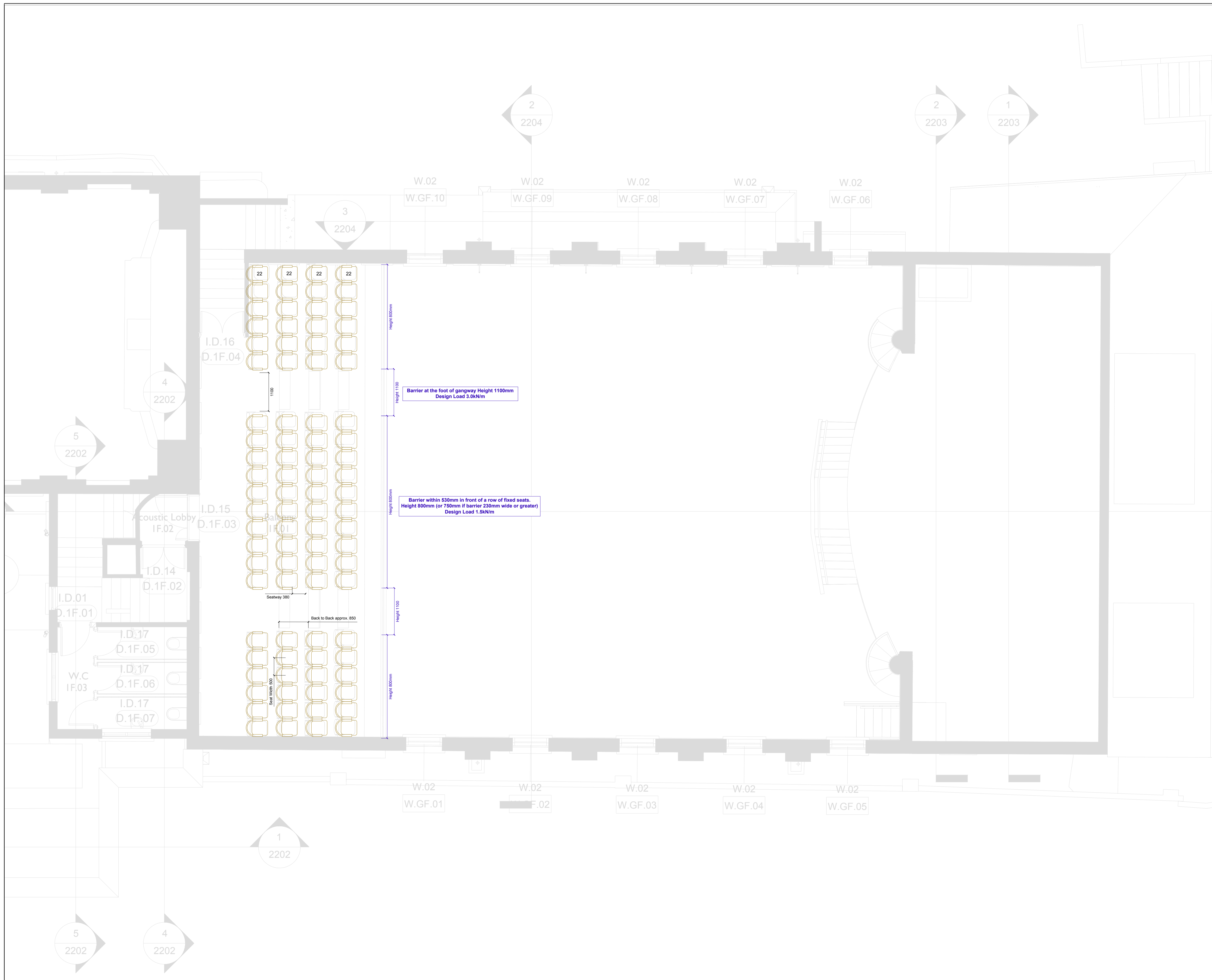
40 Mortimer Street, London W1W 7RQ  
 T +44 (0)20 3846 9230  
 www.plann.co

Scale 1:50	Size A1	Status Tender	
Drawn RP	Date 220818	Checked PLANN	Date
DWG SIG-SEAT-GA-001			REV T01

**NOTE:**  
 These are old backgrounds.  
 Architect to provide new backgrounds for integration.

**SEAT COUNT:**  
**Balcony:**  
 88no. existing seats with arms at 500mm centres, self tipping base, seat row depth of 850mm  
**Stalls:**  
 Retractable seating system:  
 179no. seats with arms at 500mm centres, self tipping base and arms, seat row depth of 900mm  
 Floor matrix system:  
 54no. seats with arms at 500mm centres, self tipping base and arms, seat row depth of 850mm  
 20no. removable seats for 6no. accessible wheel chair seats.

**Total Seats:**  
**307no. seats including 6no. accessible seats** up to 321no. seats with no accessible seats.



**NOTES:**  
Seating Systems

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This drawing should be read in conjunction with Auditorium Seating Performance Specification.

All dimensions to be verified on site.  
Do not Scale form this Drawing  
Drawing should be printed in Color.

**BALCONY:**  
Existing seats re-furnished.

**STALLS:**  
Self tipping seat & auto top arm rest  
Seat width 500mm  
Standard upholstered back rest  
Timber arm rest

**Retractable seating seating:**  
Full operation under motorised self power from remote pendant. Possible to nudge either motor to straighten drive.  
Needs to travel in a straight line from its 'parked' location as a closed unit. Travels to front of balcony, stops via limit switch in correct location to line the front of the balcony to be safety barrier for rear row. Then fully or partially deployed.  
Row depth 900mm with 260mm riser.  
Metal side rails – fold down operation (apart from rear row)  
Balcony front forms rear rail  
Timber fascia boards plus slot in fascia for aisles  
Rear of structure covered with lightweight timber effect panel (only seen when deployed will spend most of its time against the wall)  
Rear side section robust timber panel (for when stored)  
All other rows detachable wool serge drape  
Carpet finish  
Seat Numbers  
Aisle Letters  
LED aisle lighting – DMX dimmable  
Seats in blocks of four seats – manual fold down / up with gas springs

Front row riser fixed chairs on wheels that are detachable in pairs for accessibility.

**Loose seating – Matrix system**  
Seats slot into lateral floorbars which are laid out on the floor.  
Selected seats removable for wheelchair users as per layout.  
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Seat Numbers  
Aisle Letters

T01	Tender	240226
02	Stage 4	231127
01	Stage 3	230818

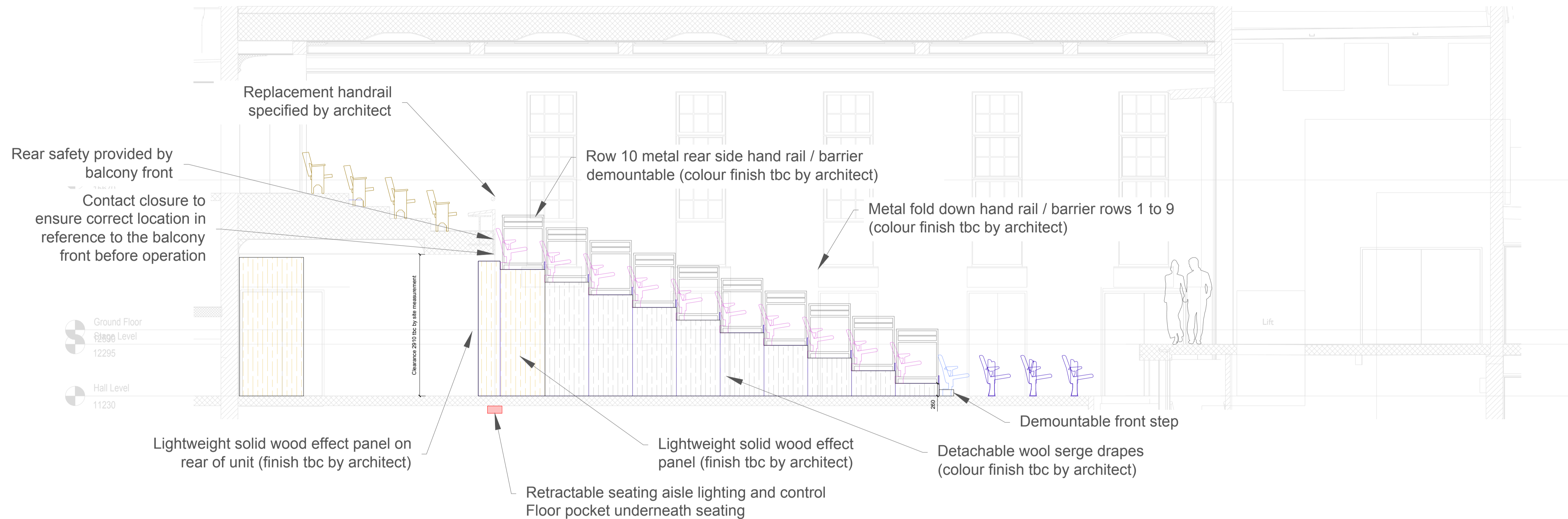
Project title  
**St Ives Guildhall**  
St Ives, Cornwall

Drawing title  
**Auditorium Seating - Balcony**

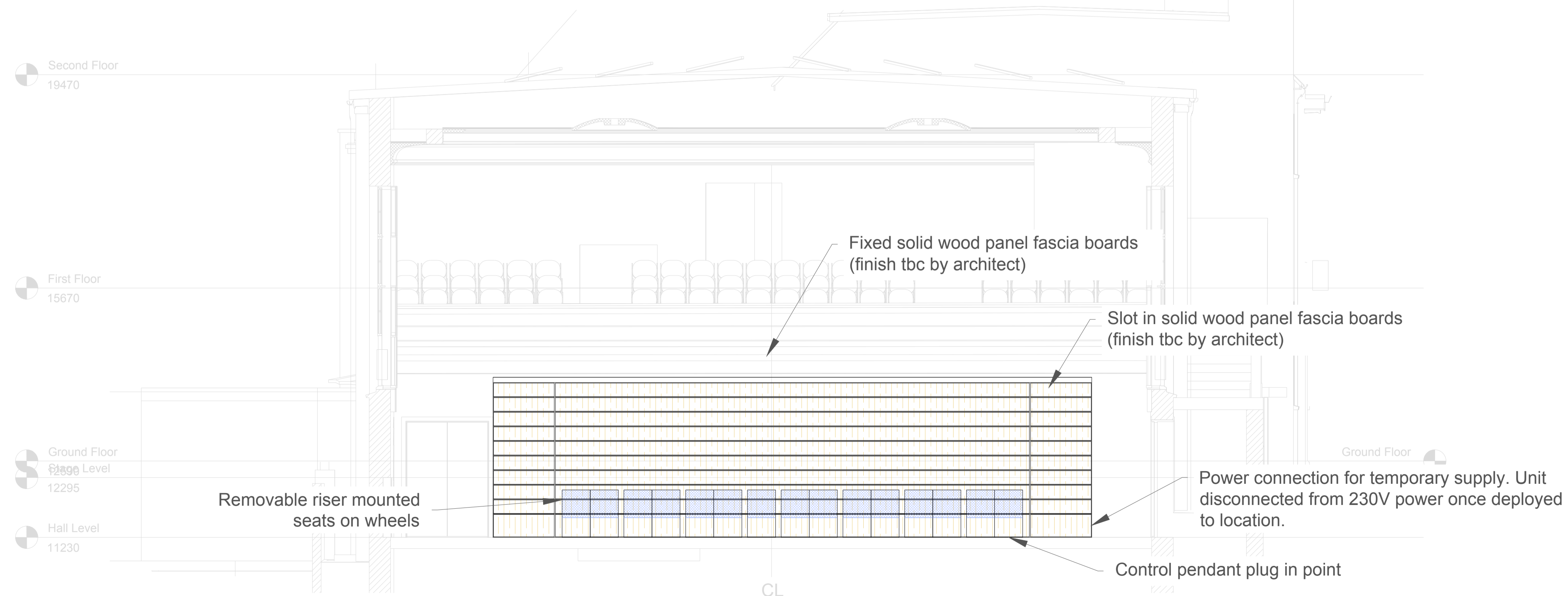
Drawing type  
**General Arrangement**

**plann**  
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T +44 (0)20 3846 9230  
www.plann.co

Scale 1:50	Size A1	Status Tender
Drawn RP	Date 220818	Checked PLANN
DWG SIG-SEAT-GA-002		REV T01



**A** Long Section - Looking stage right  
1:50



**B** Section towards balcony  
1:50

**NOTES:**  
Seating Systems

Drawing issued as design intent for a contractors design portion.  
Drawing should be reviewed alongside the structural engineering drawings and electrical services schematic.

This drawing should be read in conjunction with Auditorium Seating Performance Specification.

All dimensions to be verified on site.  
Do not Scale from this Drawing  
Drawing should be printed in Color.

**BALCONY:**  
Existing seats re-furnished.

**STALLS:**  
Self tipping seat & auto top arm rest  
Seat width 500mm  
Standard upholstered back rest  
Timber arm rest

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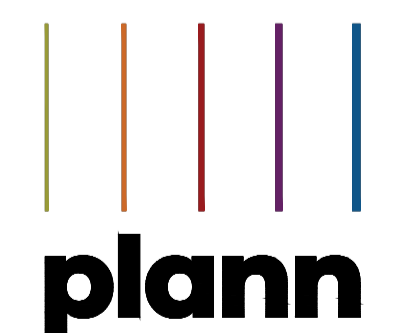
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Selected seats removable for wheelchair users as per layout.  
Seats and floorbars store on trolleys when not in use.  
Seat Numbers  
Aisle Letters

T01	Tender	240226
02	Stage 4	231127
01	Stage 3	230818

Project title  
St Ives Guildhall  
St Ives, Cornwall

Drawing title  
Auditorium Seating - Section

Drawing type  
General Arrangement



40 Mortimer Street, London W1W 7RQ  
T +44 (0)20 3846 9230  
www.plann.co

Scale 1:50	Size A1	Status Tender	
Drawn RP	Date 220818	Checked PLANN	Date
DWG SIG-SEAT-SEC-001		REV T01	

# St Ives Guildhall Renewal Project: Seating Specialist Design Package

Invitation to tender STIves-ITT-0008-2024

Document 4: Employer's Requirements for an Additional Service outside main scope: renovation and reupholstery of historic balcony seating

Issue Date 25<sup>th</sup> March 2024



## St Ives Town Council

## **Introduction**

The Guildhall concert hall is a large venue within St Ives, built in 1939 and retaining many of its distinctive features, including stage, full height windows and the 1930's style balcony. The concert hall redevelopment project will involve an upgrade of the space, including investing in the seating, audio technology, the bar, toilets and visitor welcome space.

The main concert hall space currently has a multi-purpose flat floor with a tiered balcony with fixed audience seating and will be used for a varied programme of events such as live music, theatre, conference, lectures, comedy, cabaret, corporate events, indoor markets, community hires and film screenings with live music as the primary event.

It is the Council's intention to procure three seating elements as part of the refurbishment of the concert hall, as follows:

- Design, fabrication and installation of a custom travelling retractable seating system
- Design, fabrication and initial setup of a grid flat floor bar / matrix seating system and
- The renovation and reupholstery of 94 heritage balcony seats in a consistent, or complementary fabric with a similar aesthetic.

It is recognised that many specialist seating contractors also offer renovation services and so the renovation and re-upholstery of the 1930's balcony seats is included in this tender process as an Additional Service. The renovation and re-upholstery of the balcony seating is outside the scope of the main tender, but bidders are invited to price for this Additional Service in the Form of Tender as a separate quotation, but for the avoidance of doubt bidders are not required to do so.

The renovation of the balcony seating is also a stand-alone Request for Quotation.

This document represents the Employer's Requirements and provides the specification for this Additional Service and the standards of implementation expected.

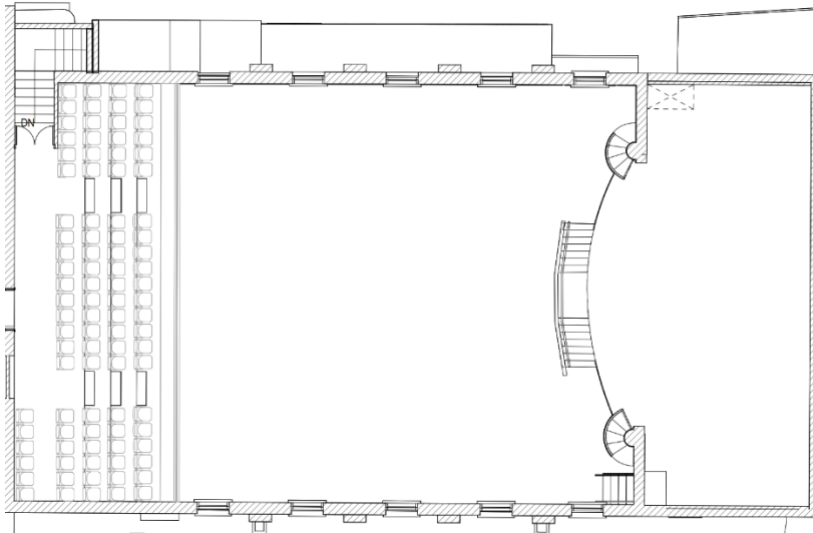
The package is to be let as a contractor's design package purchased directly by the client. The client wishes to appoint the seating specialist to ensure that adequate structural and electrical elements are implemented within the builder's scope of works.

It is the responsibility of the seating specialist to undertake the detailed design, coordination and constructional drawings to implement these seating systems. This will start as soon as the contract is awarded with installation due around Q2 / 2025 as part of the client direct works.

## **Historic background information and current condition of existing seating**

The existing chairs were designed and patented in 1936 and are made from cast iron with an art deco design. They feature a weighted mechanism fold down seat, upholstered in a red, velvet finish fabric. The current arm rests are modern, although some of the original arm rests remain. Although the seating is in fair-good condition, and fully functioning, the existing foam may or may not meet current regulations.

There are 94 individual seats installed in rows, with two central gang ways as per the floor plan below. There are 108 arm rests in beach wood, primarily a later addition:



### Within this Scope

#### The scope of these works is as follows:

- To dis-assemble and remove 94 existing theatre chairs in the Guildhall Balcony together with arm rests and all associated ply beading using appropriate care and skill
- Strip down the upholstery, removing fabric and foam
- Remove all stickers, glue and loose material and sand back ply on the outerback and top rail and the panel on the underside of each seat.
- Carry out spot repairs to any underside ply seats, glue back any splits as necessary. Include a 5% allowance for replacement bases.
- Applying two layers of a durable lacquer – colour to be agreed with the Lead Designer and Client - to match to original and reflect the wider aesthetic of the hall
- Re-foam all seats and back rests and re-upholster with the selected fabric, ensure end seats are trimmed as original with round head decorative upholstery tacks
- Price for the refurbish or supply of new beach arm rests
- To propose an acoustic solution that addresses the current tipping noise of the seats folding when vacated.
- Apply seat numbers to the underside of each ply seat
- Attend on site to re-install 94 seats, arm rests and top rail trim
- Apply new row numbers

### 1. Specification

#### Components of works

##### Visual

- The visual appearance of the reupholstered/refurbished seating shall reflect the nature of the performance space.
- Within the auditorium several types of seats are required, and it is expected that matching fabric or co-ordinating fabric with the same aesthetic language will be used throughout the performance space.

##### General

- The seating is to be ergonomically designed. Comfort shall be the most important factor in the re-upholstery and must respond to the high architectural quality and language within the performance space. In line with the quality of finishes within the building, the cover material for the seats is to be of a high and durable quality.
- The auditorium seating comprises different types of seat. Recognising the heritage

design and construction, all seating designs should include as many common components as possible for ease of manufacture, visual continuity and minimum site spares.

- No component or part of the seat is to present a hazard to any patron or member of staff. All finishes to be free of burrs or sharp edges - with particular attention paid to risk of trapped fingers or damaged clothing.
- Deleterious materials are to be avoided where possible. It is required that each contractor submits their environmental policy as part of the tender return.

### **Durability**

- Cover material to be resilient and heavy duty, and resistant to abrasion, spillage, stain, tear, wilful damage, and seam slippage. Fabrics to scotch guard protected or similar.
- All upholstered items are to contain only materials specified in the Furniture and Furnishing Fire Safety Regulations 1988 and in accordance with Furniture and Furnishing Fire Safety Regulations (Amendment) 1989.
- Upholstered items to retain fire properties as specified after cleaning. Any life span of fire properties is to be clearly identified and are subject to discussion.

### **Seat upholstery**

- Upholstery to seating and components are to be at least the minimum thickness required for audience comfort.
  - The fabric covered portions of the seats should be capable of easy exchange without damage to the seat.
  - The seat design will minimise wear and tear of the cover material.
  - All upholstery is to be continuous and smooth, without stretch crease marks and stitch sewn. Upholstery is to be free from tacks, pins, staples, glue and frays.
  - Fabric is to be treated prior to installation to guard against stains, moisture, humidity and bacteria. Colour fading of cover material to be avoided.
  - Durability and fire integrity to be as set out in this specification.
  - All fabric used must be from the same batch.
  - Upholstery fabric to be a minimum weight of 310 g/m<sup>2</sup> and heavy Duty > 100,000 Martindale cycles with a minimum of 10-year guarantee.
  - It shall have a minimum colour fastness of Light (BS EN ISO 105: B02) >6, Wet & Dry Rubbing (BS EN ISO 105: X12) >4.
- 
- Upholstery shall be able capable of the following without causing damage or discolouration; be vacuumed regularly, wiped with a damp cloth using soap and water or use proprietary upholstery shampoo/soap, steam, bleach, alcohol or professionally dry clean.
  - Architect and client to choose colour from the product range.

### **Fire**

- The upholstery shall comply with relevant fire legislation.
- All upholstered items are to contain only materials specified in the Furniture and Furnishing Fire Safety Regulations 1988 and in accordance with Furniture and Furnishing Fire Safety Regulations (Amendment) 1989.
- Upholstered items to retain fire properties as specified after cleaning. Any life span of fire properties is to be clearly identified and are subject to discussion.

### **Acoustic**

- There should be a suitable solution or amendment to the historic weighted mechanism to dampen noise on the seat closing.

## **Signage**

Every row shall have an aisle letter at either end of the row mounted permanently on the side of the chair and a seat number to the underside of the ply seat, to be agreed with the Client and Architect.

## **2. Delivery, storage, and site handling**

- During delivery, storage and handling all materials are to be protected from damage, moisture, and dirt. It is the contractor's responsibility to ensure no items are damaged during this stage and installation.
- Site delivery to be at a time agreed with the client.
- Tenderers are to note that the venue is in the centre of St Ives, Cornwall. Attention must be given to the size of the narrow surrounding access roads available for get-in and the route from this to the installation site prior to submitting a tender to ensure all materials and parts can be transported in it.
- It should also be noted that the building will be either completely or substantially finished during the time of installation in the first half of 2025, and adequate protection to the finishes must be allowed for.
- The client will reserve the right to charge the cost of repairing any damage done to the fabric of the building during delivery or installation back against the price of this contract. It is the contractor's responsibility to carry out a condition survey and agree this with the client prior to delivery and installation. The contract may be executed prior to the main building contract being completed and signed off (Practical Completion) under an "Artists and Tradesman's" agreement.

## **Completion and cleaning**

All works are to be kept clean and dry.

Installed works must be protected until handover. Any damage to the works prior to handover will be deemed to be the responsibility of this contractor, as the protection will be deemed to have been inadequate should damage occur.

## **2. Installation**

### **Before commencing reupholstery works**

- The specialist sub-contractor shall submit a detailed risk and method statement setting out all stages of the commission from dis-assembly and removal to installation and practical completion
- The specialist sub-contractor shall submit a programme with clear timescales from inception to installation
- This shall include reasonable time for client sign off of material choices, samples of any replacement components or materials for inspection
- The specialist sub-contractor shall be expected to liaise with the Architect – Lead Designer and Main Contractor for the installation and associated works

### **Information required prior to On-Site Installation**

Prior to delivery to site the specialist sub-contractor shall provide:

1. A detailed Risk and Method Statement for the installation works.
2. Risk Assessment: Covering all aspects of the installation method.
3. Any other site documentation required by the Main (Fit-Out) Contractor and/or the Client

**On-Site**

- The Seating contractor's representative will supervise and be available on site for the duration of the installation.
- The contractor is responsible for the removal of any waste or packaging materials used for delivery or installation.
- The completed installation shall not present any threat or safety hazard to users, or non-technical theatre staff.

**Execution**

- Please note that it will be expected that the tenderer has allowed for significant co-ordination time in their return, concurrent with their experience of similar installations, their knowledge of the inherent complexity of buildings of this type, and their extensive knowledge of venue seating installation works.

**Regulations**

The contract works shall be completed in accordance with all relevant regulations, including, but not limited to:

- ABTT Technical Standards for Places of Entertainment ("The Yellow Book").
- ABTT Model National Standard Conditions for Places of Entertainment ("The Green Book").
- The Health and Safety at Work Act, 1974 including revisions
- Furniture and Furnishing Fire Safety Regulations 1988
- Furniture and Furnishing Fire Safety Regulations (Amendment) 1989.
- The Construction (Design and Management) Regulations 2015
- Fire Precautions Act 1971
- Manual Handling Operations Regulations, 1992
- All appropriate British Standards
- Local Authority Building Regulations
- Local Authority Licensing Regulations

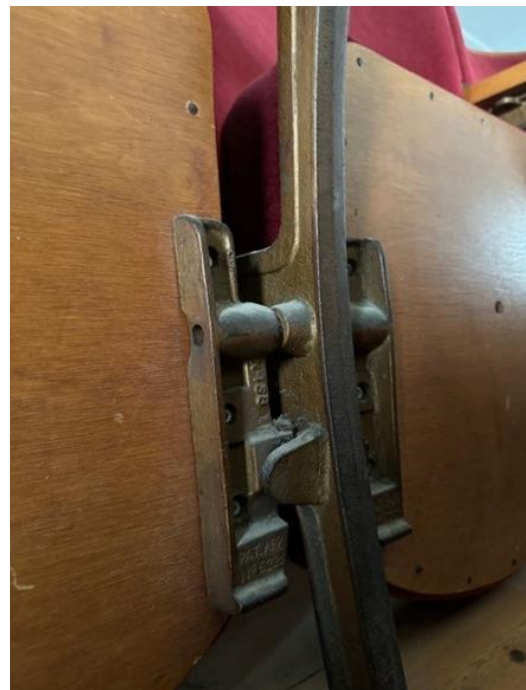
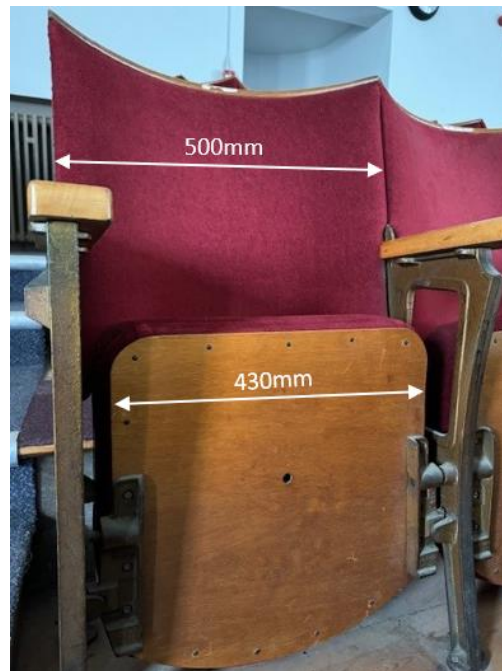
**3. Warranty and general Conditions**

- The specialist sub-contractor shall provide a written warranty for all systems included in the contract works.
- This warranty shall be valid for a minimum period of 12 months from the date of acceptance and handover to the Client.
- Warranty replacement proprietary equipment shall be provided within two days of official notice by the Client.
- Repairs by the contractor or, sub-contractor shall take place at the Client's request at the earliest opportunity at which safe access to the installation can be arranged.
- Warranty of repairs shall be the same as for the original installation and shall begin on the date of installation of the repair.

## APPENDIX

### Seating measurements and photographs

A site visit by the contractor is strongly recommended. The images below are to give an overview of the type, condition, and indicative size of the individual chairs.





St Ives Guildhall Renewal Project: Seating Specialist Design  
Package

Invitation to tender STIves-ITT-0008-2024

Issue Date 25<sup>th</sup> March 2024

Document 5: Standard Selection Questionnaire



**St Ives Town Council**

### Standard Selection Questionnaire

#### **Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

*Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.*

#### **Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

#### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

**St Ives Guildhall Renewal Project**  
**Reference St Ives ITT-0008-2024**  
**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) - (i)	Registered office address (if applicable)	
1.1(b) - (ii)	Registered website address (if applicable)	
1.1(c)	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)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	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	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: <sup>3</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>4</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

<sup>2</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

<sup>4</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual					

	obligations assigned to each sub-contractor					
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**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	early termination of that prior contract, damages or other comparable sanctions?	
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

**Part 3: Selection Questions<sup>5</sup>**

<b>Section 4 Economic and Financial Standing</b>		
	<b>Question</b>	<b>Response</b>
<b>4.1</b>	Are you able to provide a copy of your audited accounts for the last three years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4.2</b>	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 5 If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Name of organisation</b>	
<b>Relationship to the Supplier completing these questions</b>	

<b>5.1</b>	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2</b>	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.3</b>	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 6 Technical and Professional Ability</b>	
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<sup>5</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

<b>6.1</b>	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
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	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			

<b>6.2</b>	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
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**6.3** If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

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<b>Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015<sup>6</sup></b>	
<b>7.1</b>	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p> <p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
<b>7.2</b>	<p>If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>Yes <input type="checkbox"/> Please provide relevant the url ...</p> <p>No <input type="checkbox"/> Please provide an explanation</p>

<sup>6</sup> [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

## 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance* = £10m</p> <p>Public Liability Insurance = £5m</p> <p>Professional Indemnity Insurance = £1m</p> <p>Product Liability Insurance = £N.A</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

# FORM OF TENDER

St Ives Guildhall Renewal Project: Seating Specialist Design Package  
STives-ITT-0008-2024



Price for: St Ives Town Council,  
To: St Ives Town Council  
The Guildhall, Street an Pol  
St Ives, Cornwall  
TR26 2DS  
Email: [tenders@stives-tc.gov.uk](mailto:tenders@stives-tc.gov.uk)

From: .....  
.....  
.....  
.....

We have examined the following documents:

1. General Instructions to tenderers (Document 1)
2. Tender Information for Seating Specialist: Employers Requirements – Rev T01 – 4<sup>th</sup> March 2024 (Document 2)
3. Seating Tender Drawing Pack (Document 3)
4. Employer’s Requirements for an Additional Service outside main scope: renovation and reupholstery of historic balcony seating (Document 4)
5. Standard Selection Questionnaire (Document 5)

We offer to carry out the Works as described for each element and in accordance with the documents referred to in this Tender Pack as follows

**Element A :** Design, fabrication and installation of a custom travelling retractable seating system

for the sum of £ ..... (in words)  
exclusive of VAT

**Element B:** Design, fabrication and initial setup of a grid flat floor bar / matrix seating system.

for the sum of £ ..... (in figures)  
exclusive of VAT

**Optional Element C:** Renovation and reupholstery of historic balcony seating

We offer to carry out the Works as described as an Additional Service  
and in accordance with the documents referred to in this Tender Pack as follows

for the sum of £ ..... (in words)  
exclusive of VAT

within ..... weeks from acceptance of our tender, comprising a period of:

..... weeks from acceptance to the Date of Possession and  
(with a target commencement date of .....)

..... weeks from the Date of Possession to the Date for Completion

Our Detailed specification document and completed questionnaire is/ are attached/ enclosed.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedures as described in JCT Tendering Practice Note (2012).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 90 days from the last date fixed for the submission of tenders.

We confirm that this Tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other Quotation.

Signed by or on behalf of : .....

Name : .....

Signature : .....

Position : .....

Date : ..... 2024