

INVITATION TO TENDER

FOR

CONVERSION OF c.180-YEAR-OLD STONE BARN INTO 2 FLOORS OF OPEN PLAN OFFICE SPACE AT BRAMLEY VILLAGE HALL, HALL ROAD, BRAMLEY, SURREY, GU5 0AX

Return Date of ITT: 31st January 2020 at 17:00 hours

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SECTION 1 Covering Letter

20th December 2019

Dear Sir/Madam

Invitation to Tender (ITT) ref: Stone Barn 2019/20
Scope of Service: Conversion of c. 180-year-old Stone Barn into 2 floors of open plan office space.

Bramley Parish Council is pleased to invite you to tender for conversion and refurbishment of the stone barn.

The Invitation to Tender will open on 20th December 2019. Once open, the tender documents and all associated Appendices will be available for downloading from the Bramley Parish Council website (www.bramleyparish.co.uk/community/bramley-parish-council-15042/stone-barn-conversion/).

Your tender must be received by 17:00 hours on 31st January 2020 and shall remain open for acceptance for not less than 120 days from such date, or in the event that the aforementioned date is extended, the final date for submission of tenders.

The tender documents comprise this ITT letter, rules of tendering and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their quality assurance processes, relationship management, pricing, service levels and innovative solutions to meet the requirements of Bramley Parish Council for conversion and internal refurbishment of the stone barn.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant.

The contract will be subject to Bramley Parish Council's requirements and satisfactory performance through continuous monitoring and performance review. During the contract life, the successful applicant will need to achieve a safe and high quality build, complying with all legal and client requirements. Failure to do so may result in the contract being terminated.

Any questions concerning this document, or the tendering process should be sent via email to Bramley Parish Council (bramleyparish@gmail.com) no later than 20th January 2020.

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email from Bramley Parish Council.

Bramley Parish Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Bramley Parish Council reserves the right not to contract or contract only in part with any applicant.

Applicants:

- Shall either destroy or return all documentation related to the tender process if Bramley Parish Council so directs.
- Shall ensure that tenders are both technically and arithmetically correct. Should Bramley Parish Council discover any arithmetical errors in the Applicant's tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors, or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Bramley Parish Council.
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.
- Will identify any costs or areas that have contingency built into and if underspent return the funds to the council by deducting from the final invoice.

The contract will be entered into on the basis of the total tender package (exclusive of VAT) which will be included as part of the Contract Documents including any amounts or additions made and agreed during the tender proposal assessment period.

The information supplied within this ITT and accompanying documents reflects Bramley Parish Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- Bramley Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- Bramley Parish Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by Bramley Parish Council should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form, **Appendix 1**, and return with the completed proposal, as per the instructions set out in this ITT.

For additional information about the site and to arrange site visits, please contact the Tender Contact (details below). Failure to attend a site visit shall not be deemed to be a reason for lack of knowledge of the site, of access to and from the site nor any other thing which may affect your tender pricing, methods of operation or the application of the contract which would have been ascertained from a site visit.

Tender Contact:

Mrs Kathy Victor
Parish Clerk
Bramley Parish Council
Village Hall
Hall Road
Bramley
Surrey, GU5 0AX

bramleyparish@gmail.com

01483 894138 / 07976 290211

SECTION 2 – Scope of Procurement

Bramley Parish Council is looking to procure Building Construction Work and Refurbishment Work.

Bramley Parish Council is looking for a high-quality solution for the specified conversion and internal refurbishment of the Stone Barn from high quality providers that deliver a service that is demonstrably focused around the needs of Bramley Parish Council. Tenderers are requested to study the specification document in detail and ensure that the specified requirements can be met that are stated within the document and thus your understanding of our requirements is reflected in your Pricing schedule return.

The contract for the provision of the building construction and refurbishment work is expected to commence in March/April 2020, with the exact dates to be agreed depending on the agreement between the successful provider and Bramley Parish Council.

Bramley Parish Council wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation, achieved through the **Most Economically Advantageous Tender** submitted.

The principle benefits anticipated by Bramley Parish Council in this procurement include;

- Ability to maximise opportunities for best value and efficient services.
- To allow bidders to explore efficiencies, this may be possible by suggesting innovative and cost-effective solutions.
- Presentation of cost savings to Bramley Parish Council in order to maximise economical operational efficiency and value for money.

The basis of the contract will include conversion of Stone Barn to open plan office space over 2 floors whilst maintaining the historic look and nature of the Barn.

SECTION 3 – Procurement Process**3.1 Procurement Stages**

This is a procurement exercise conducted in accordance with the **Restricted Procedure** commonly used in public sector procurement exercises.

During this stage we may wish to conduct site visits to your references' sites identified in order to moderate the score given in Section 4. Bramley Parish Council will advise Tenderers of such requests during the tender process.

SECTION 4 – Award Criteria**4.1 Award Criteria**

The Contract will be awarded on the basis of the following weighted award criteria:

	Award Criteria	Weighting
4.1.1	Conformance to Specification Submissions which do not, in the opinion of Bramley Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	PASS/FAIL
4.1.2	Price	50%
4.1.3	Technical Merit (Quality & Safety)	50%
	TOTAL	100%

The **Technical Merit** criteria are made up of the following sub-criteria:

4.1.3.1	Relevant experience	20%
4.1.3.2	Past performance	10%
4.1.3.3	Technical skills	20%
4.1.3.4	Resources	20%
4.1.3.5	Management skills	10%
4.1.3.6	Methodology	5%
4.1.3.7	Geographical location	5%
4.1.3.8	Health & safety record	10%

Tenderers may then be taken forward the final stage of an interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

4.2 Interview

4.2.1	Interview	Not Scored
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Tenderers invited to the Interview stage will be expected to provide any equipment, consumables and suitably qualified/skilled staff required during this process free of charge.

Bramley Parish Council reserves the right to invite other Tenderers, by rank order, to participate in the Interview stage if required.

4.3 Submissions Evaluation

The evaluation of submissions will be on the criteria listed below in **4.3.1** and **4.3.2**. The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

Evaluation criteria will be a combination of both financial and non-financial factors and will consider the following areas:

4.3.1 Price (50%)

The Price criteria carry a weighting of 50% of the overall achievable score.

Please see **Appendix 2** Pricing Schedule to be completed and returned by all suppliers.

A price score shall be calculated for each tender by reference to the lowest tender, which is given a point's score of 100. One point shall be deducted from each of the other tenders for each percentage point above the lowest in accordance with the following formula:

$$100 \times (a / b) = \text{score}$$

where -

a = price of lowest bidder

b = price of tender being evaluated

4.3.1.1 Prices submitted as part of this ITT must remain open for acceptance for a **minimum of 120 days** from the closing date for the receipt of offers.

4.3.1.2 Prices must be exclusive of **VAT**. Please see Appendix 2 for pricing schedule that should be completed and returned as part of your tender response.

4.3.1.3 The contract price will be **fixed** for the duration of the contract.

4.3.1.4 Contract prices applicable to any extension of the contract will be agreed by negotiation prior to that extension.

4.3.1.5 Bidders must demonstrate how their proposals represent overall value for money and how they will assist Bramley Parish Council with cost initiatives.

4.3.2 Technical Merit (Quality & Safety) (50%)

The Quality & Safety criteria carry a weighting of 50% of the overall achievable score and is broken down into the following areas and respective weightings.

	<u>WEIGHTING</u>
Relevant Experience (evidence of examples of similar work)	20%
Past Performance (to include details of a reference client)	10%
Technical Skills (to include experience of historical buildings work)	20%
Resources (skilled and able to match proposed start date)	20%
Management Skills (communication with Bramley Parish Council and frequency of project status reports)	20%
Methodology (to comply with all relevant construction regulations)	5%
Geographical Location (able to sensibly travel to / from site)	5%
Health & Safety (details of H & S record and approach)	10%

Please see **Appendix 5** Tender Technical Questions & Answer sheet to be completed and returned by all tenderers.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements may render a tender liable to disqualification.

Bramley Parish Council reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

NOTE: *If any criteria within the specification document are classed as non-compliant, Bramley Parish Council will not be able to take your tender through to the next stage. If however you state that you are non-compliant and are able to provide an alternative solution, then this may be considered but not a guarantee that it will be accepted.*

4.4 Scoring Principles

Submitted Tenders will be assessed against the above criteria and scored using the following point's system principles:

Key	Performance
0	No Requirement Met
1	Meets Very Little Requirements
2	Meets Some Requirements
3	Partially Meets Requirements
4	Mostly Meets Requirements
5	Fully Meets Requirements

4.5 Evaluation Process

Each Offer Schedule will be scored in accordance with the evaluation process stated above.

Clarifications may be sought in writing, or by interview / presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of Bramley Parish Council are unrealistically low or not reasonably sustainable (in terms of Quality or Price) may be rejected.

The weighted scores within each sub-criterion will be added together to arrive at the total score.

4.6 Contract Term

The contract is estimated to be for a period of **6 months**. This will be agreed with the chosen supplier once appointed.

SECTION 5 – PRICING

- 5.1 All sums and rates shall be fixed for the contract term and fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses.
- 5.2 Expenditure against any provisional sums and rates shall be agreed in advance with the Contract Manager. The Contractor shall not be paid for any such costs howsoever incurred without such approval.
- 5.3 Unless otherwise agreed, the Contractor shall only be entitled to invoice for completed activities as identified on the Pricing Schedule.
- 5.4 Additional rates / prices and provisional sums shall only be expended at the instruction of the Contract Manager. The application of these rates will only be applicable to variations issued under the Conditions of Contract.

A Pricing Schedule is available for completion in **Appendix 2**.

SECTION 6 – Terms for Submission of Electronic Tenders

6.1 Closing Date & Submission

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **17:00 hours (5pm) on 31st January 2020**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via e mail to: bramleyparish@gmail.com.

Or

Via post to:

Bramley Parish Council, Village Hall, Hall Road, Bramley, Surrey, GU5 0AX
Marked for the attention of: Kathy Victor, Parish Clerk.

Tender Documents can be found at Bramley Parish Council's web site:

www.bramleyparish.co.uk/community/bramley-parish-council-15042/stone-barn-conversion/.

6.2 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as Bramley Parish Council reserves the right to extend and / or amend the timetable as necessary. Any major changes will be discussed with potential tenderers.

Activity	Start Date	Finish Date
Invitation to Tender (ITT) Submission	20/12/2019	31/01/2020 (5:00pm)
Tenderers must submit questions and comments regarding tender documents (ITT) by	06/01/2020	20/01/2020
Bramley Parish Council responds to questions and comments via email to all tenderers	20/01/2020	23/01/2020
Tender Closes		5:00pm 31/01/2020
Interviews	10/02/2020	14/02/2020
Proposals evaluated		18/02/2020
Recommendation to Main Council		20/02/2020
Bidders notified of contract award		21/02/2020
Contract signing		08/03/2020
Mobilisation Period	09/03/2020	23/03/2020
Contract to start	23/03/2020	

6.3 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Bramley Parish Council commits Bramley Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Bramley Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Bramley Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of Bramley Parish Council in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Bramley Parish Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Bramley Parish Council dated **20th December 2019** as the Bramley Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Bramley Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Bramley Parish Council.

6.4 Freedom of Information Act 2000

Public Authorities are committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act.

If tenderers consider that any of the information included in their tender is commercially sensitive, it should be identified, and an explanation given (in broad terms) of what harm may result from disclosure if a request is received and the time period applicable to that sensitivity. Please use Appendix 8 of this Invitation to Tender for this purpose.

Tenderers should be aware that, even if they have indicated that information is commercially sensitive, Bramley Parish Council may be required to disclose it under the Act or the Regulations if a request is received. Please also note that the receipt of any material marked “confidential” or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, Bramley Parish Council may also be required to disclose details of unsuccessful tenders.

6.5 Response/Return of Invitation to Tender

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include “Not applicable” where appropriate.

Tenderers are advised that it is **compulsory** to complete and return all of the following documents. Failure to do so will mean that your tender is not considered.

- 1. Completion of Tenderer Declaration (Appendix 1)**
- 2. Completion of the Pricing Schedule (Appendix 2)**
- 3. Completion of Supplier Technical Question & Answer sheet (Appendix 5)**

6.6 Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: **bramleyparish@gmail.com**. Only questions submitted to this email

address will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in 6.2 of this document.

All responses to received and any communication from tenderers will be treated in strict confidence.

6.7 Material Misrepresentation

Bramley Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

6.8 Collusive Bidding

Collusive bidding is unacceptable by Bramley Parish Council. Any tenderer that is caught by Bramley Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a. Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b. Communicates to any person other than Bramley Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c. Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d. Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Bramley Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

6.9 Bribery

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor

(including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

6.10 Relationship with Members of the Council

If a candidate for any tender is to his/her knowledge related to any Member of the Council or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Parish Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

APPENDIX 1 Tenderer Declaration Form

Declaration by Tenderer

ITT Title: BRAMLEY PARISH COUNCIL REF: STONE BARN 2019/20

1. I, _____, certify that I am the person duly authorised to sign tenders for and on behalf of

_____, the tenderer, and having read the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
 - under the terms and conditions indicated
 - at the price (or prices) specified in the attached tender documentation.
2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
- Communicate to a person other than Bramley Parish Council, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
 - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
 - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the

subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.

5. I understand that Bramley Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as Bramley Parish Council may decide. Bramley Parish Council is not bound to accept the lowest or any tender.
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by Bramley Parish Council.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
For and on behalf of	
Job Title	
Address	
E-mail address	
Telephone Number	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time stated in paragraph 6.2. Use the checklist to ensure that you have submitted the relevant documents (see paragraph 6.5).

APPENDIX 2 – PRICING SCHEDULE

Bramley Parish Council wishes to receive **detailed** quotes in the stages matching those of the Scope of Works at Appendix 7, separating materials and labour.

A Pricing Schedule template in Excel is provided. Tenderers must complete the Pricing Schedule and return it by the submission deadline.

Applicants can add further line items to the schedule if required. If any line items are not to be included in the tender, the applicant should not delete them from the schedule. The relevant costs for these items should be either left blank or priced as £0. Any line items added to the schedule should be marked in red.

All prices should **exclude** VAT.

APPENDIX 3 – KEY PERFORMANCE INDICATORS (KPI'S)

Progress reports to be submitted to Bramley Parish Council on a monthly basis. KPI's will be assessed on the following:

- Bramley Parish Council client satisfaction
 - Questions answered
 - Complaints from neighbouring properties – target zero
 - Area around the site to be tidy and safe
- Construction timescales – to schedule
- Health and safety record – target zero hazardous incidents
- Compliance with working time guidance
 - Working hours: 08:00 to 17:30
 - Deliveries to site: 09:30 to 15:00 only
- Costs as per tender
- Defects – snags identified and fixed
- Waste – responsible, quick and efficient disposal

APPENDIX 4 – CONDITIONS OF CONTRACT

The Contract will be subject to the Joint Contracts Tribunal (JCT) Minor Works Building Contract 2016.

The successful contractor must sign a Statement of Compliance agreeing to carry out the works in accordance with the following Construction Conditions and provide all relevant documents where necessary:

- All works will be carried out in accordance with current Building Regulations where appropriate. Building regulation approval notices and/or equivalent certificates (Fensa, NICEIC, Gas safe, etc.) and/or a statement of compliance from a suitably qualified person or Project Manager will be provided on request
- All Health and Safety and Construction Design and Management Regulations (including CDM Regulations 2015) will be met where appropriate. Details of CDM Co-ordinator appointment, details of relevant Health and Safety policies, and/or a statement of compliance from a suitably qualified person will be provided on request.
- Due consideration of relevant Statutory Safety requirements will be taken prior to construction or during demolition stage where appropriate. If applicable, a Refurbishment/Demolition Survey will be carried out if the premises, or part of it, need upgrading, refurbishing or demolishing. Surveys will be carried out by a competent surveyor, and the survey will locate and identify all Asbestos Containing Material (ACM) before any work begins at a stated location or on stated equipment at the premises. Copies of relevant reports or a statement of compliance from a suitable qualified person or Project Manager will be provided on request.

Payment terms will be 30 days or as otherwise agreed with the Parish Council.

There will be a retention of up to 10%, or as otherwise agreed with the Parish Council, pending receipt of certified completion.

APPENDIX 5 – SUPPLIER TECHNICAL QUESTIONS & ANSWER SHEET

This document must be completed by all applicants. It can be completed by hand or a blank form can be downloaded from www.bramleyparish.co.uk/community/bramley-parish-council-15042/stone-barn-conversion/ for completion electronically.

i) Relevant Experience

Answer feedback:

ii) Past Performance / Reference Clients

Answer feedback:

iii) Technical Skills to Manage this type of Project

Answer feedback:

iv) Resources and Ability to meet Project Timescales

Answer feedback:

v) **Management Skills**
Details of project management and communication experience

Answer feedback:

vi) **Methodology**
Including Safety, Quality and Cost Control

Answer feedback:

vii) **Geographical Location**
Ability to resource skilled personnel and materials

Answer feedback:

viii) **Regulation 23 Criteria**
Details of any convictions as stated in Regulation 23 of the Public Contracts Regulations 2006

Answer feedback:

ix) **Insurance**
Evidence of level of Employers Liability and Public Liability insurance

Answer feedback:

x) **Site Facilities**
List of any required facilities to be provided by Bramley Parish Council

Answer feedback:

xi) **Any Other Relevant Information**

Answer feedback:

APPENDIX 6 - DRAWINGS

Available at:

www.bramleyparish.co.uk/community/bramley-parish-council-15042/stone-barn-conversion/

APPENDIX 7 – SCOPE OF WORKS

Overview

The Stone Barn is a traditional barn built around the 18th century. It has Bargate stone walls with brick reveals and a pitched timber roof with clay tiles. Inside there is an original mezzanine floor, which covers approximately a third of the internal floor space, and a makeshift floor covering the remaining space. A survey on the condition of the building was conducted in September 2017 a copy of which is included in this pack.

Bramley Parish Council owns the barn and it sits adjacent to their village hall on Hall Road, Bramley. It is currently used as a garage / store and the council wish to convert it into a high-quality modern office space, which they will rent out to local businesses.

An application has been granted by Waverley Borough Council for the change of use and renovation of the property ([WA/2019/1344](#)). Copies of the application drawings are included in this pack.

Bidders should pay particular attention to the Conditions specified in the Decision Notice from Waverley Borough Council, the letter from Surrey Wildlife Trust and the recommendations specified in the Bat Survey Report from aLyne Ecology, all of which are included in this pack. Any tender that does not comply with these conditions and recommendations will be disqualified.

The purpose of this Scope of Works is to give an overview of the renovation work and specification of the desired finish. It is not to be followed as either a construction method or a comprehensive list of tasks to be undertaken.

Bramley Parish Council wishes to receive detailed quotes in the stages matching those of this Scope of Works, separating materials and labour, along with a proposed project schedule and any supporting documentation showing your suitability to undertake such a project. The deadline for responses is 5:00pm on 31st January 2020.

Supporting documents

- Survey of condition – September 2017
- Planning application drawings – D1009-1, 2, 3C, 4B, 5, 6 & 7
- Structural design drawings – October 2018
- Waverley Borough Council Decision Notice for planning application reference WA/2019/1344
- Letter from Surrey Wildlife Trust dated 3rd October 2019
- Bat Survey Report from aLyne Ecology dated 10th July 2019

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1. Demolition

- Remove all internal fixtures and fittings.
- Strip out old electrical wiring and conduit for sockets & lighting. Along with the numerous fuse boxes and switches in the south east corner.
- Remove makeshift floor covering and supporting structures.
- Remove existing mezzanine level and support / brace building as necessary.
- Remove old roof insulation / lining fabric.

2. Groundwork

2a. Footings

- Dig footings for the pad foundations as per structural design.
- Pour concrete pad foundations to support steel frame.
- Build up ground level on the south east elevation to prevent further erosion of foundations on this side.

2b. Water supply & drainage

- Investigate which foul drain is best to connect the barn to. Dig trench across the car park and lay drainage to connect a new inspection chamber located outside the barn.
- Continue this drainage up to the barn and prepare connections for new toilet waste pipes.
- Investigate which is the best route for a water supply.
- Run new water main to the barn (hopefully this can go in the same trench as the foul drain).
- Expose existing rainwater drains and check their suitability. If necessary, repair or replace them.

2c. Fibre broadband & telephony

- Dig trench as required for connection to nearest street cabinet.

3. Masonry

- Make necessary repairs to exposed foundations on south east elevation.
- Make necessary repairs to cracks in external stone walls.
- Make necessary repairs to pointing of external brickwork.
- Brick up doorway at the rear of the barn to store behind.
- Make necessary repairs to internal faces of the stone walls.

4. Structural

- Provide accurate measurements for the fabrication of the steel frame as per the structural design drawings.
- Construct steel frame which ties the building together and provides support for the new first floor.
- Lay timber first floor joists using 50x200mm at 400mm c/c.
- Repair ground floor slab as necessary installing a suitable dampproof membrane.
- Build floating floor to level ground floor using joists 50x200mm at 40mm c/c and insulate with 150mm Celotex.
- Lay 19mm plywood decking over both floors.

5. Roof

- Apply for necessary Bat licence and follow recommendations detailed on page 13-14 of the Bat Survey report produced by aLyne Ecology. Bramley Parish Council will require documentary evidence that such recommendations are being followed.
- Strip existing clay roof tiles and keep those which are re-useable.
- Remove existing rotten battens and felt.
- Strip all roof timbers and repair as necessary using suitable hardwood as these will be left exposed in the finished building.
- Treat timbers for protection from insects, damp & fungi.
- Prepare roof openings for 4 no. conservation roof lights at ~870 x 1,050mm.
- Replace with a quality breathable roofing felt and batten.
- Tile roof with original tiles blended in with a close match clay tile.
- Strip existing weatherboarding on both the semi-gables and replace with treated wood.
- Fit 4 no. conservation roof lights.
- Repair / replace guttering and downpipes as necessary.

6. Services

6a. Electrics

- Upgrade existing electrical mains supply.
- Fit new distribution board and earth cable to meet current standards.
- Rewire building as necessary, separating circuits for sockets and lighting on both floors as well as those for kitchen, external lighting, alarm, car charging point. etc.
- Fit wall mounted sockets and switches throughout as per internal layout (TBC).
- Fit recessed warm LED down lights on the ground floor and first floor meeting room.
- Fit hanging basket warm LED lights to the rest of the first floor.
- Fit suitable extractors to bathrooms, both extracted to the outside through first floor void.
- All internal wiring to be recessed into walls and floors – no cable trunking or exposed cables clipped to surfaces.
- Fit exterior/ security lighting.
- Fit exterior free-standing Plug-In Electric Vehicle charging point facing car park as per planning application drawings.

6b. Plumbing

- Continue new water main into the kitchen area and fit a stop cock valve at low level.
- Install an electric hot water system to supply kitchen and bathrooms.
- Plumb in hot and cold-water supplies to the kitchen and both bathrooms.
- Fit waste pipes for the kitchen and both bathrooms connecting to the new drain.
- All pipe work recessed into walls and floors – no externally mounted pipes with the exception of the kitchen if the pipework is behind units.

6c. Hot & cold air conditioner

- Source and install suitable AC system for both floors – all ground floor ducting recessed into ceiling void

6d. Fibre Broadband & telephony

- Source suitable high speed FTTH (Fibre To The Home) service and lay fibre cable from the barn services cupboard to the nearest cabinet in the street.
- Bring 6 no. copper telephony cables through from the street cabinet to the services cupboard in the barn.
- Fit Cat 6 network points throughout the barn run back to the services cupboard, as per internal layout (TBC).

6e. Alarm system

- Source and install suitable alarm system for the building – all wiring to be recessed into walls and floors where possible.

7. Linings

- Install suitable dampproof barrier to internal faces of the stone walls.
- Stud and insulate the stone walls with 50mm Celotex ready for plasterboard, boxing around the steel columns.
- Build studwork dividing walls with softwood door linings.
- Build framework for meeting room including covered ceiling.
- Insulate vaulted ceiling with 100mm Celotex and tack with 12.5mm plasterboard.
- Insulate ground floor ceiling with 100mm Celotex and tack with 12.5mm acoustic barrier plasterboard.
- Insulate all internal stud walls with 100mm Rockwool.
- Tack all internal walls with 12.5mm plasterboard using anglebead on all edges / corners.
- Plaster over all plasterboard surfaces.

8. Windows & Doors

- Remove existing panelling over the openings.
- Remove window wooden surrounds / frames.
- Fit 5 no. made to measure hardwood flush casement windows with double glazed units as per drawings.
- Fit a pair of made to measure hardwood double glazed doors with side lights over the front opening as per drawings.

9. Carpentry

- Source and install made to measure hardwood open staircase as per design.
- Build fitted services cupboard with lockable doors.
- Hang ledged and braced hardwood internal doors with furniture.
- Fit made to measure hardwood meeting room glazed panels as per design.
- Fit MDF architrave around internal doors and skirting throughout.

10. Surface finishes

- Lay quality engineered oak flooring over acoustic underlay on the first floor.
- Lay quality engineered oak flooring over underlay on the ground floor.
- Lay pale stone tiles into the bathrooms and kitchen area.
- Seal all plastered walls and ceilings then paint with 3 no. coats of brilliant white emulsion.
- Paint all architrave and skirting with 2 no. coats of white satinwood.
- Paint all interior windows and door frames with 2 no. coats of white satinwood.

11. Bathrooms

- Fit out accessible WC as per design using specialist products.
- Fit out WC with back to the wall toilet, wall hung sink and taps.
- Fit both bathrooms with an energy efficient hand dryer.
- Fit tile splash backs behind the sinks in both bathrooms.
- Fit soap dispensers in both bathrooms.
- Fit toilet roll dispensers in both bathrooms.
- Fit mirror above sink in WC and a full height mirror in accessible WC.

12. Kitchen

- Fit 2 no. floor mounted units (one integrated dishwasher) with an end filler panel and fascia panels.
- Fit 2 no. wall mounted cupboard units with matching fascia panels.
- Fit oak effect laminate worktop with stainless steel sink and taps.
- Fit tiles above kitchen worktop up to underside of cupboards.
- Install quality integrated dishwasher & freestanding fridge freezer.

13. Exterior

- Treat all exposed exterior timber: soffits, lintel and weatherboarding.
- Paint all exterior windows and door frames with 2 no. coats of black weathershield exterior paint.
- Make good any repairs to car park tarmac as necessary following digging of trenches for services.
- Build concrete wheelchair ramp up to threshold of front French doors.
- Fit 3 no. security bollards to the front elevation.
- Repaint parking bay lines and no parking signs with thermoplastic road marking paint.
- Clean the exterior of the barn after all the building work.

14. General Notes

14a. Building control

- The contractor is responsible for following current building control guidelines and gaining approval for all renovation work

14b. Site cleanliness & waste materials

- The village hall will continue to be used throughout the building works and the contractor must respect this by keeping the site clean and tidy at all times.
- All rubbish and waste materials must be disposed of correctly and materials recycled where possible. Appropriate paperwork to show that waste is being disposed of responsibly must be provided on request.
- A 16-yard skip can be placed on site throughout the work.
- No waste materials can be left lying around on site at any time.

14c. Scaffolding & barriers

- The barn can be wrapped in scaffolding for the duration of the project, but care must be taken to prevent others from climbing or entering the building
- The work area must be cordoned off and appropriate signage used to divert pedestrians and footpath users away from the work.

14d. Site security & safety

- The contractor is responsible for site security and safety throughout the duration of the project.
- The council will not support any claims made for the loss of equipment / materials or for damage caused to people or property during these works.

APPENDIX 8 – FREEDOM OF INFORMATION STATEMENT

I confirm that I have read and understood paragraph 6.4 of the Invitation to Tender.

I would like the following parts of my tender / proposal to be considered as commercially sensitive information: (Please list clearly)

Disclosure of this information may be detrimental to the conduct of my company's business activities for the following reason(s):

I require this information to be considered as confidential for years.

I understand that Bramley Parish Council may have to release this information if required to do so by law.

Signed:

For and on behalf of:

.....

Date: