

# 1 Introduction

## 1.1 Background

1.1.1 **Bracknell Forest Borough Council (BFBC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directories, Corporate Services, Adult Social Care and Health, Environment, Culture and Communities and Children, Young People and Learning.

## 1.2 Outline Requirement

1.2.1 The project is the redecoration of previously painted surfaces at both Charles Square Car Park (CSCP) and High Street Multi-Storey Car Park (HSCP).

## 1.3 Project Schedule

1.3.1 The following is the proposed timetable for the procurement and implementation of Charles Square & High Street Multi-Storey Car Park – Redecorations project.

Publish advert in South East Business Portal & Contracts Finder			
Issue Invitation to Tender			
Last Questions from Tenderers			
Issue Final Question & Answer Summary			
Receive Response from Tenderers			
Contract Award			
Contract Start Date			

## 2 Instructions to Tenderers

### 2.1 General Instructions

- 2.1.1 If you intend to tender for the provision of CSCP & HSCP – Redecorations to the Council, please read the following instructions carefully and prepare your tender accordingly.
- 2.1.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.1.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.1.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions.
- 2.1.5 Clarifications of the invitation to tender documents must be made in writing by either email or letter to the following:
- 2.1.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than .
- 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
- 2.1.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers.
- 2.1.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

INSTRUCTIONS TO TENDERERS

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**2.2 Tender Response**

2.2.1 Please submit hard copies of your quotation, plus one electronic copy on CD/DVD. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be rejected. We are unable to accept quotations on USB stick.

2.2.2 Your tender must be divided into two sections and contain the information called for in each section below:

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Pricing Schedule (Schedule 1)
- Conditions of Contract Compliance Statement (Schedule 2)
- The completed Schedule of Reserved Information - see guidance attached (Schedule 3)
- The Form of Tender statement (Schedule 4) completed, signed and dated
- Firm prices in sterling for the Goods/Services must be entered on the Schedule of Works document for each contract sum as per the Form of Tender. Failure to submit these may invalidate the tender submission.

The **technical** section should include:

- Responses to questions in this ITT.
- Specification Compliance Statement (Schedule 5)
- Tender Checklist (Schedule 6) should be completed and comments added if required.
- Suppliers Information
- Indicative programme of works, including phasing of works for the combination of both projects.

**No pricing should be included in the technical section.**

2.2.3 Respond to all sections in the Schedule of Works and Specification. You should complete your responses in blue ink into this document. Alternatively, you may submit a separate document providing the tender cross references the section and paragraph numbers of this invitation to tender.

**All sections must be responded to even if simply “Understood” or “Agreed”.**

2.2.4 The Council has indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.2.5 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

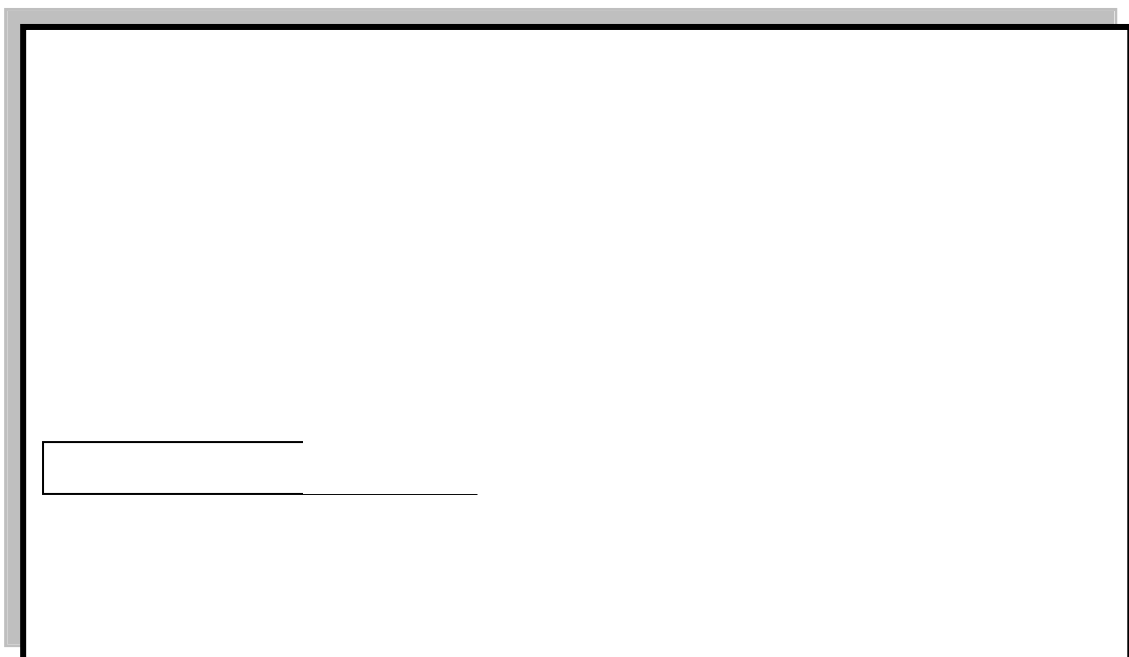
CHARLES SQUARE & HIGH STREET MULTI –  
STOREY CAR PARK – REDECORATIONS



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- 2.2.6 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.
- 2.2.7 All pricing should be stated exclusive of VAT.
- 2.2.8 Tenders shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend of the period of validity.
- 2.3 Submission of Tenders**
- 2.3.1 The original, signed, tender must be returned by no later than Please address to:

Tender envelopes shall be formatted as shown below:



**2.4 Tender Decline**

If you decide not to respond to this ITT, please let the contact in Section 2.1.5 know in writing as soon as possible, giving a brief reason(s).

**2.5 Evaluation of Tenders**

- 2.5.1 The Council may seek confirmation that suppliers meet the Council's minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.
- 2.5.2 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.
- 2.5.3 The contract will be awarded on the basis of the most economically advantageous offer having regard to:
- 2.5.4 The **Total Cost** of the goods, services or works. (60% of the total score)

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**INSTRUCTIONS TO TENDERERS**

- 2.5.5 The **Quality** of the solution in terms of functionality and infrastructure (40% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, cost effectiveness, after sales service, technical assistance, delivery date and delivery period and period of completion.
- 2.5.6 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer. The headline Quality evaluation criteria are as follows:-

<b>Criteria</b>	<b>Marks</b>	<b>Applicable Document(s) &amp; Section(s)</b>
Case Study Examples		ITT
Project Delivery and Managing Workload		ITT
Management of Live Traffic in Work Areas		ITT
Management of Supply Chain		ITT
Quality of Workmanship and Service		ITT
Innovative Approach Examples		ITT
Top 10 Risks Identified for the Project		ITT
CDM Implementation		ITT
Previous Use of Akzo Nobel Dulux Trade Products		ITT
Added Value		ITT
Freedom of Information		Schedule 3
Tender Checklist		Schedule 6
Form of Tender		Schedule 4
Supplier's Information		Supplier's Information
<b>Total</b>		

- 2.5.7 The evaluation spreadsheet which details any sub-criteria and formulae used is attached as Appendix J of this ITT.
- 2.5.8 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.
- 2.5.9 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

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**2.6 Alternative Offers**

- 2.6.1 Alternative offers will only be considered if they constitute a fully priced alternative and are submitted in addition to a tender complying with the requirements specified in the Invitation to Tender documents. Alternative offers must contain sufficient supplementary information, drawings and data to permit a complete evaluation to be made.

**2.7 Canvassing**

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

**2.8 Whistle blowing policy**

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: [www.bracknell-forest.gov.uk/procurement](http://www.bracknell-forest.gov.uk/procurement)

*Technical Questionnaire follows.*

**To be completed by the Tenderer:**

*Tenderer's to ensure Employers Requirements are fully reviewed prior to completion of the questionnaire, with a project specific response required for all questions.*

**Max word limit of 1000 words per question**

<b>Project Reference:</b>	<b>5147176</b>
<b>Project Title:</b>	<b>Charles Square &amp; High Street Multi-Storey Car Park – Redecorations</b>

[Q1.0]	Case Study Examples	Quality Weighting	
<p>Please provide details of three construction projects where you were directly employed by a local authority that you have been awarded which were similar in scope, size and of a similar, operationally sensitive nature to the CSCP &amp; HSCP Redecorations project for which you can provide a summary. Any provided examples should include project and contract managers that are still working for the company and would potentially be involved in the redecorations project.</p> <p>These projects should also have been undertaken in the last 5 years. Projects undertaken more recently or of the most similar in nature will receive a higher mark. Note: <b>Three of these projects must be those used for references in section 6 of the Supplier's Information Section.</b></p> <p><i>Please overtype your answer to this question here.</i></p>			

[Q2.0]	Project Delivery and Managing Workload	Quality Weighting	
<p>What is your approach to project delivery and managing workloads on multi-site projects? What are the strengths and benefits of this approach in construction projects?</p> <p>Include in your answer your approach to:</p> <ul style="list-style-type: none"> <li>• Planning and implementation of Projects to clients indicative programme</li> <li>• Quality and Delivery</li> <li>• Responsive Service Delivery Collaboration and Relationship Management.</li> </ul> <p><i>Please overtype your answer to this question here.</i></p>			

<b>[Q3.0]</b>	<b>Management of Live Traffic in Work Areas</b>	<b>Quality Weighting</b>	
<p>Please explain how you propose to manage live traffic around works areas successfully and safely on this specific site. Please also detail examples of this on previous projects, including the building of relationships with key project stakeholders.</p> <p>Please provide previous live traffic management plans, referring to specific projects.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
<b>[Q4.0]</b>	<b>Management of Supply Chain</b>	<b>Quality Weighting</b>	
<p>How does your organisation manage your supply chain and will you be using sub-contractors to undertake the works? If so, how do you intend to manage these sub-contractors?</p> <p>Please provide details, including how through the supply chain, you control costs, time and quality, and you ensure compliance with quality and environmental standards.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
<b>[Q5.0]</b>	<b>Quality of Workmanship and Service</b>	<b>Quality Weighting</b>	
<p>Describe how you will ensure that quality is managed through all project stages, including aftercare service to completion of making good defects. This should include arrangements you would make for ensuring that your quality management, including the quality of redecoration output and general performance, is effective in reducing/preventing incidents of sub-standard delivery.</p> <p>Please include any further information on any management certification in place such as ISO 9001 or similar.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			



<b>[Q6.0]</b>	<b>Innovative Approach Examples</b>	<b>Quality Weighting</b>	
<p>Provide details of any innovative approach that you could introduce on the project which would have a positive impact on programme, quality, cost and performance.</p> <p>Specifically highlight previous experience of undertaking redecoration works outside of peak hours and night works along with phasing a project section by section, and detail how you would achieve the councils proposed completion date (as indicated on the indicative programme provided).</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
<b>[Q7.0]</b>	<b>Top 10 Risks Identified for the Project</b>	<b>Quality Weighting</b>	
<p>What do you see as the top ten risks associated with this project? Provide details of how your organisation would manage and mitigate each of these risks?</p> <p>(Ensure these are project specific: purely generic responses shall NOT receive maximum marks)</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
<b>[Q8.0]</b>	<b>CDM Implementation</b>	<b>Quality Weighting</b>	
<p>What arrangements would you put in place for implementing and meeting your duties as a principal contractor under the CDM Regulations 2015?</p>			
<p><i>Please overtype your answer to this question here.</i></p>			

[Q9.0]	Previous Use of Akzo Nobel Dulux Trade Products	Quality Weighting	
<p>Provide specific details of how you would propose applying Akzo Nobel's Dulux Trade system on the project.</p> <p>Are you an approved member of Dulux Trade Contract Partnership Scheme, if so please provide details?            If not please provide details as to any other independently assessed accreditations or schemes that you are a member of.</p>			
<p><i>Please overtype your answer to this question here.</i></p>			
[Q10.0]	Added Value	Quality Weighting	
<p>What proposals do you have for adding value to this contract and how will these be delivered?</p> <p>These should be at no additional cost to the Employer.            Examples of these are: the integration of new technology, lowering of carbon footprint and engaging the wider community through employment of apprentices/work experience."</p>			
<p><i>Please overtype your answer to this question here.</i></p>			