

Invitation To Tender



Create Contemporary Crafts Hub Camborne

1.0 Introduction

The contractor is invited to tender for conversion and refurbishment works at Create Contemporary Crafts Hub, Donald Thomas Centre, Chapel Street, Camborne TR14 8EF. The intention of the project is to renovate the glass and jewellery studio.

The project is being commissioned by Create (Cornwall) CIC who have purchased the building at the Donald Thomas Centre and are operating the building into a Contemporary Crafts Hub. The contract is part of a grant funded project, funded by the Camborne Town Deal Fund.

2.0 Specification/Schedule of Work

2.1 The specification is at Enclosure 1

2.2 Site and Works Information: The Works Information for this tender and that which will form part of the JCT Minor Works Building Contract. The following documentation comprises the Works Information:

Document Title	Doc Ref.	Rev.	Date	ITT Ref
Schedule of Work/		June 2025		Enclosure 1
Town Deal Publicity and Branding Agreement		V7.0	September 2023	Enclosure 2
Scott & Co Condition Survey	CGH/8095	-	8 July 2021	Enclosure 3
Preston Engineering Survey Measured Survey Elevations & Sections	1251-0002	1 st	29 Oct 2021	Enclosure 4
Preston Engineering Survey Measured Survey Ground Floor Plan	1251-0001	1 st	29 Oct 2021	Enclosure 5
Create CIC Extent of Works Proposed Drawing		-	June 2025	Enclosure 6
Allium Refurbishment Asbestos Survey	L-23559	-	1 Sept 2022	Enclosure 7
Form of Tender				Enclosure 8

3.0 Site Visits

3.1 Site visits can be arranged through Create (Cornwall) CIC, where they will be booked in. Due to the open nature of the site the visits can be either accompanied or not. NEED TO BE ACCOMPANIED AS ACCESS IS THROUGH THE BUILDING.

3.2 Please note, a site visit must be requested via email from:
angela@createcic.co.uk

One hour will be available per contractor for a site visit. Please note that the site is an operational contemporary crafts hub and clients may be on site. Any clarifications raised and answered on site will be noted and included in the clarifications posted on Contracts Finder in accordance with Section 9.

4. Context

The successful tenderer will be expected to undertake the following activities:

4.1 The project is being funded as part of the Camborne Town Deal. As a result, to comply with all related requirements and guidance in delivery of the project the contractor will need to adhere to the Branding and Publicity Requirements. (see Enclosure 2).

4.2 Contract, Contracting Authority and Agents

4.2.1 The delivery contract will be a JCT Minor Works Building Contract and will be executed between Create (Cornwall) CIC and the successful contractor.

4.2.2 Operate as the main contractor of the site under the current CDM legislation.

4.2.3 Complete the refurbishment to the required specification.

4.2.4 Work in accordance with the Building Regulations. A copy of the Full Plans Approval will be provided when obtained.

5.0 Tender and Commission Timetable

The anticipated timetable for the project is set out below.

Activity	Date
Date ITT available	Monday 2 June 2025
Contractor site visits	Tuesday 10 June 2025
Last date for raising queries	Thursday 12 June 2025
Clarifications to queries	Friday 13 June 2025
Deadline to return ITT	Monday 16 June 2025
Evaluation of ITT	Tuesday 17 June 2025
Preferred supplier is notified	Wednesday 18 June 2025
Award of Contract	Friday 27 June 2025
Target date for works to commence	Monday 28 July 2025
Target date for works to complete	Friday 13 March 2026

6. Budget

The budget available for this commission is £365,000 (including VAT) and inclusive of all expenses. It is expected that payments will be at recognised stages of the construction.

The budget will be reviewed as part of the tender evaluation detailed in Section 10.

7. Tender submission requirements

Please include the following information in your Tender submission.

7.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Create (Cornwall) CIC during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.

- c. Confirmation that the tenderer will adhere to the Publicity Requirements (see section 4.1)
- d. Confirmation that the tenderer accepts all the Terms and Conditions of the JCT Minor Works Building Contract
- e. Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 8) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence.
- f. Provide a Conflict of Interest statement (section 8.7).
- g. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence (section 8.9)

7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:

1. Tasks required to be undertaken during construction period.
2. Critical long lead in items requiring early placement of orders.
3. Tasks required to be undertaken during commissioning and handover.
4. A critical path for the overall programme

7.3 Suitability Statement. The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.

The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub criterion:

1. Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)
2. Please provide details of your proposed key project personnel to include the project manager. The contractor must demonstrate their ability to provide suitable experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)

7.4 Social value, environmental and sustainability. The funders of this project require a strong focus on environmental sustainability, equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:

- a. How you will reduce energy and fuel consumption in the provision of the contract
- b. How you will re-use resources
- c. How you will increase recycling levels and reduce the amount of waste
- d. How you will use environmentally friendly and ethically sourced goods
- e. How you will contribute to reducing the carbon footprint
- f. How you will contribute to pollution reduction
- g. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife

7.5 Contract Sum (See also Enclosure 1)

The Contractor is to fill out the below table to provide their pricing

SUMMARY SHEET		
	ITEM	COST
1	Preliminaries	
2	Management and Administration	
3	Labour and Welfare	
4	Standards	
5	Scope of Works	
6	Site Set-up and Scaffolding	
7	Stripping and Preparation	
8	Services	
9	Masonry	
10	Carpentry	
11	Joinery	

12	Plumbing	
13	Electrics	
14	Decoration	
15	Floor finishes	
16	Completion	
	SUB-TOTAL	
	CONTINGENCIES 10%	
	TENDER TOTAL (EXCL VAT)	

8. Corporate requirements

Create (Cornwall) CIC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission. What does this mean?

8.1 Equality and Diversity

Create (Cornwall) CIC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

8.2 Environmental Policy

Create (Cornwall) CIC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

8.3 Prevention of Bribery

Tenderers are hereby notified that Create (Cornwall) CIC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply

with applicable laws, regulations, codes and sanctions relating to antibribery and anti-corruption including, but not limited to, this legislation.

8.4 Exclusion

Create (Cornwall) CIC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant's company, has been the subject of a conviction by final judgment of one of the following reasons:

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist offences or offences linked to terrorist activities
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings

8.5 Content ownership

All material issued in connection with this ITT shall remain the property of Create (Cornwall) CIC and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to Create (Cornwall) CIC or securely destroyed by the Tenderer at the conclusion of the procurement exercise. By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of Create (Cornwall) CIC

8.6 Document Retention

All documentation (electronic and hard copy) produced and provided as part of this contract will need to be returned to Create (Cornwall) CIC at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

8.7 Conflicts of Interest

8.7.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Create (Cornwall) CIC that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

8.7.2 Receipt of this statement will permit Create (Cornwall) CIC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

8.8 Sub Contractors

The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.

8.9 Indemnity and Insurance

The contractor must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the contractor's obligations and liabilities under this contract, including but not limited to:

- Public liability insurance with a limit of liability of not less than £5 million;
- Employers liability insurance with a limit if liability of not less than £5 million

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract. The tenderer will be required to provide a copy of their insurance policies if successful in securing this contract.

9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

angela@createcic.co.uk

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded to Contracts Finder and will be viewable to all tenderers.

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

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed on the basis of the following tender award criteria

Ref 7.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 8	Pass/ Fail
Ref 7.2 Programme	
<p>7.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 5. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must include:</p> <p>7.2.1 Tasks required to be undertaken during construction period.</p> <p>7.2.2 Critical long lead in items requiring early placement of orders.</p> <p>7.2.3 Tasks required to be undertaken during commissioning and handover.</p> <p>7.2.4 A critical path for the overall programme</p>	Pass/ Fail
Ref 7.3 Suitability Statement	20

<p>The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information. The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:</p> <p>7.3. Relevant experience – Provide details of 2 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example), particularly in relation to historic and listed buildings.</p> <p>7.3.2 Please provide details of your proposed key project personnel. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total).</p>	
<p>Ref 7.4 Social Value, Environmental and Sustainability</p>	<p>20</p>
<p>The funders of this project require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:</p> <ul style="list-style-type: none"> a) How you will reduce energy and fuel consumption in the provision of the contract b) How you will re-use resources c) How you will increase recycling levels and reduce the amount of waste d) How you will use environmentally friendly and ethically sourced goods e) How you will contribute to reducing the carbon footprint f) How you will contribute to pollution reduction <ul style="list-style-type: none"> g) How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife 	

Ref 7.5 Price	60
<p>A fixed price for this work (excl VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid</p>	

11. Assessment of the Tender

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

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
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During the tender assessment period, Create (Cornwall) CIC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above. Create (Cornwall) CIC is not bound to accept the lowest price or any tender. Create (Cornwall) CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Create (Cornwall) CIC internal procedures and The EU CLLD grant being able to proceed. TOWN DEAL NOT CLLD!

12. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with section 5

Emailed tenders should be sent electronically to:

angela@createcic.co.uk

with the following message clearly noted in the Subject box, **“Create (Cornwall) CIC – Tender submission”**.

Tenderers are advised to request an acknowledgement of receipt of their email.

13. Disclaimer

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

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information

supplied to the tenderers by Create (Cornwall) CIC or any information contained in Create (Cornwall) CIC's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Create (Cornwall) CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Create (Cornwall) CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

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

Enclosures:

1. Schedule of Works/Specification
2. Town Deal Publicity and Branding agreement V7.0
3. Condition Survey
4. Preston Engineering Survey - Measured Survey Elevations & Sections
5. Preston Engineering Survey - Measured Survey Ground Floor Plan
6. Create CIC Extent of Works Proposed Drawing
7. Allium Refurbishment Survey
8. Form of Tender