

Mildmay Gym Conversion Invitation to Tender (ITT)

Vision Redbridge Culture & Leisure
3rd Floor, Redbridge Central Library
Clements Road
Ilford
Essex
IG1 1EA

enquiries@visionrcl.org.uk

Mildmay House

Invitation to Tender

1. Introduction

- 1.1 Vision Redbridge Culture & Leisure (Vision RCL) working in partnership with the London Borough of Redbridge (jointly known as “the Client”), invites you to submit a tender for the refurbishment of Mildmay House, 2 – 4 Mildmay Road, Ilford IG1 1DT and the creation of a women’s only gym and wellbeing facility. Vision intends to procure a main contractor to deliver these works. Vision RCL will act as the Council’s Managing Agent in all respects in relation to this project and is the leaseholder/tenant of the premises.
- 1.2 The contract will be between the successful Tenderer and Vision RCL for duration of the refurbishment period, plus 12-month defect rectification period, but subject to winning bidder’s submitted programme and subsequent agreement with Vision RCL.
- 1.3 The deadline for tender returns is **Noon on Monday 20 January 2025.**

2. Background & Requirements

- 2.1 Vision RCL seeks to convert existing office and community hall space at Mildmay House into a gym, studio, treatment room and lounge facility for women only.
- 2.2 We are looking for a main contractor to complete the building refurbishment and redecoration works of the existing premises, in order to deliver a new facility with a modern and contemporary style and finish. We aim to deliver a warm and welcoming facility, with a quality/aspirational look and feel.
- 2.3 This is a facility where our customers will come to work out, take part in a fitness class, have a spa-style treatment or relax and spend dwell time. All colours and finish will be agreed with Vision RCL.
- 2.4 We are keen to work with a contractor with demonstrable experience of similar projects. We aim to open the brand-new facility by 1st May 2025.
- 2.5 The building is closed to the public and ready for project mobilisation at the earliest opportunity. So we are seeking a contractor who can work with us to achieve the project vision and milestone dates, with a clear understanding of the project aims and practicalities of how the building will be used in the future.
- 2.6 Vision RCL wishes to procure a Main Contractor who is able to evidence extensive experience of working on high quality refurbishment projects Bidders must be able to demonstrate a full understanding of the limitations and requirements of such buildings when it comes to undertaking planned refurbishment works.

3. The Works

The works include, but are not limited to:

- 3.1 Preliminaries
- 3.2 Refurbishment of the entrance lobby
- 3.3 Creation of a new relaxation area
- 3.4 Redecoration of the Main Hall to become a Group Exercise Studio
- 3.5 Reconfiguration and Redecoration of free weights and resistance room (left side of main hall)
- 3.6 Reconfiguration and Redecoration of cardio/Stretch, Functional and free-weights area (to the back of main hall)
- 3.7 WC and changing corridor redecoration
- 3.8 Convert existing Female WC to new shower room
- 3.9 Convert existing Male WC to Female WC
- 3.10 Convert and make larger existing Accessible WC to Accessible WC and shower
- 3.11 External works
- 3.12 Electrical upgrade, including fuseboard where required
- 3.13 Fire door inspection and upgrades, where required
- 3.14 It is expected that the successful tenderer will begin provision of the service in February 2025, with a target opening date for the new facility in May 2025.

4. Considerations Prior To Submission of Tender

- 4.1 You must ensure that you are familiar with the Client requirements.
- 4.2 You are responsible for obtaining all information necessary for preparing your Tender. All costs, expenses and liabilities incurred in connection with preparing and submitting a Tender and, in the case of acceptance of the Tender by the Client, in connection with the execution of the Contract, shall be borne by the Tenderer.
- 4.3 You will be responsible for obtaining all relevant and necessary permits to carry out the works, as required, as well as all liaising with all statutory authorities.
- 4.4 You may submit clarifications to request any information or raise any query in connection with the Tender Documentation, **noon on Thursday 16 January 2025**. This is the Clarification deadline. Clarifications may be submitted by email to enquiries@visionrcl.org.uk
- 4.5 Vision RCL in its absolute discretion may reject a tender if:
 - a) The tender form and/or any of the declarations is not properly signed and dated or documents referred to in the submitted tender are not properly identified; or
 - b) The tender price or summary of rates is not clear from the tender documents; or
 - c) The Contract Sum Analysis and other supporting documents are not priced and returned with the tender; or

4.6 The Tenderer makes or attempts to make any variation or alteration to the terms of the Contract documents except where the variation or alteration is expressly permitted therein. Information supplied by Vision RCL (whether in these Tender Documents or otherwise) is supplied for general guidance in the preparation of the Tender. You must satisfy yourself by your own investigation with regard to the accuracy of any such information and Vision RCL accepts no responsibility for any inaccurate information obtained by you.

4.7 Vision RCL reserves the right to:

- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

4.8 Vision RCL will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Client.

5. Procurement Timetable & Tender Documentation

5.1 This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

5.2 The timetable for this Procurement is set out in the table below. This timetable may be changed by Vision RCL at any time. accordance with the applicable procurement law. You will be informed by email if any changes to this timetable are necessary.

Activity	Proposed Date
Tender Issued	13 December 2024
Site Visits (by appointment only)	Up to Thursday 16 January 2025
Clarification Deadline	Noon on Thursday 16 January 2025
Clarification Response Deadline	Friday 17 January 2025
Tender Return Deadline	Noon Monday 20 January 2025
Tender Evaluation Period	Monday 20 – Friday 25 January 2025
Moderation Date	March 2025
Earliest Award Decision	Wednesday 22 January 2025
Contract Preparation & Mobilisation	February 2025
Facility Opening	May 2025

5.3 **Site visits** will be available by appointment during the time period stated in the table above. Site visits will be prioritised on a first come first serve basis; thereafter bidders

will be offered remaining slots.

6. Submission of Tender Documentation

6.1 You must submit an original of all submission documents via email to enquiries@visionrcl.org.uk for receipt by no later than **noon on Monday 20 January**

6.2 Any Tender or any accompanying documentation submitted after such time and date may not be considered for acceptance by Vision RCL.

6.3 Tenders will be comprise of an evaluation of the following;

- **Method Statements (Appendix A1)**
- **The Pricing Schedule (Appendix C1)**

6.4 Vision RCL will evaluate Tender Submissions on the basis of the most economically advantageous tender, assessed on the following weighting:

- (a) Financial 65%
- (b) Quality 35%

6.5 Method Statements

6.6 The Method Statement questions are as follows.

Method Statement	Question	Max Word Count	Weighting
MS1	Please provide your proposed approach and methodology outlining how you would deliver the refurbishment works to the highest standard, as set out in the specification and associated documents. Your approach should include all phases of the project from pre-construction through to end of defects. Your response should also include how you plan to use sub-contractors, including an outline of how you will effectively appoint and manage them.	1500	10%
MS2	Please provide examples of other similar projects that you have completed, notably those in a similar setting and with comparable project aims and objectives.	1000	5%

MS3	Please detail your approach to mobilisation, project delivery and risks you may foresee to achieving the facility opening date or 15 th May or earlier, including high level outline project milestones.	1500	10%
MS4	Please outline your approach to sustainable construction practices and methods, and your company's commitment to reducing carbon emissions. This could include but is not limited to waste plan, deliveries, supply chain, materials, and carbon emission monitoring, and should link to the delivery of this project.	1000	5%
MS5	Please explain your approach to Health and Safety throughout the duration of this project. Please outline relevant Health and Safety, first aid, emergency and fire policies and procedures you have in place, including any additional Health and Safety measures/checks you will undertake before and during the construction. Please also provide an indicative CDM plan, outline site welfare plan and site set-up. Please note that the appointed contractor will have beneficial use of services within the building as it is unoccupied.	1000	5%

6.7 The Method Statements will be scored 0-5 (where 5 is the highest score) and will be scored on the following basis:

Score	Level	Standard
0	Unacceptable	The response completely fails to meet the requirements set out in the question in all respects or the response does not allow Vision RCL to evaluate the submission or is irrelevant or no response has been submitted.
1	Poor	In almost all areas the response does not meet the requirements set out in the question or the evidence is weak, unconvincing or lacks the detail required. The response casts serious doubt on the supplier's ability to provide the service the Client seeks.
2	Weak	The response has several areas where it does not meet the requirements set out in the question, or the evidence is weak, unconvincing or lacks the detail required. The response provides insufficient detail with some major

		reservations.
3	Satisfactory	The response meets the requirements set out in the question in most material respects and provides sufficient detail and evidence. There are some omissions and reservations.
4	Good	The response is comprehensive and demonstrates a full understanding of the requirements and gives confidence in the supplier's ability to deliver the Client's requirement. There are only minor omissions and/or reservations, and the evidence is clear and detailed.
5	Excellent	The response is comprehensive and demonstrates a full understanding of the requirements and gives confidence in the supplier's ability to deliver the Clients' requirements. There are no omissions or reservations, and the evidence is clear and detailed in all respects.

6.8 It is required that a tenderer's submission must achieve a minimum score of three (3) on each Method Statement. Vision RCL will reject the Tender where it fails to meet such minimum score on any one or more Method Statements.

6.9 The method statements will be evaluated independently by each member of the evaluation panel once the tender is closed.

6.10 The evaluation panel will meet to moderate and agree overall scores for each method statement question.

6.11 Pricing Template

6.12 The Pricing element will be calculated using the following formula:
Score = (Lowest Price / Tendered Price) × Price Weighting (45%)

The price score will be rounded to two decimal points.

6.13 Vision RCL reserves the right to seek clarifications with Tenderers concerning any aspects arising from this invitation to tender after the submission of the Tenders. Such clarifications may include, (but are not limited to), the level and application of the rates, prices and financial arrangements contained within any Tender.

6.14 You should include within your rates all appropriate costs, expense and disbursements (exclusive of VAT); in order to deliver the project to the requirements of the Specifications and all other items of work necessary to provide the Service to the reasonable satisfaction of the Client, together with all liabilities and obligations; and to

any works required being undertaken safely, and in compliance with all Statutory provisions and other rules or regulations relating to the Contract, including the Health and Safety at Work etc. Act 1974 and any subsequent safety legislation.

- 6.15 You should be aware of all relevant legislation, Home Office and other guidance circulars. In particular, you may be required to ensure that the staff appointed are suitable with due regard to the Rehabilitation of Offenders Act 1974, from which staff would be exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

7. Publicity

- 7.1 No publicity regarding the Service or the award of the Contract will be permitted unless and until the Vision RCL has given prior express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender Submission, its contents or any proposals relating to it without the prior written consent of the Client.

8. Guarantees and Bonds

- 8.1 The successful bidder will be expected to complete either a Form of Parent Company Guarantee or Form of Performance Bond. It is expected that the successful bidder will undertake one or the other. If company is guaranteed by a parent company, Vision RCL will require the Tenderer to confirm the identity of the guarantor of its obligations under the Contract. This guarantor should be the ultimate parent company of the Tenderer, except in exceptional circumstances.
- 8.2 Where the successful bidder is not guaranteed by a parent company Vision RCL will expect the successful bidder to take out a performance bond for 10% of the contract value on the basis of the Form of Bond Undertaking which will be provided.

9. Confidentiality and Freedom of Information

- 9.1 All information supplied by Vision RCL to Tenderers (including this ITT, the Contract Documents and Tender Documentation), whether in writing or orally, is supplied on condition that it (including the fact that the Tenderer has received this ITT) be kept confidential by the Tenderer; it must not be copied, reproduced, distributed or passed to any other person at any time (except to professional advisors or subcontractors for the sole purpose of enabling the Tenderer to submit a Tender Submission) unless the information is already in the public domain.
- 9.2 This contract is being awarded by Vision RCL working in partnership with Redbridge Council. As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (**FOIA**) and Environmental Information Regulations 2004 (SI 2004/3391) (**EIR**) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information. The Council is also subject to various public sector transparency policies and legal requirements, including the placing of contract award notices on the Contracts Finder

database which identify the contract values and successful supplier and the provision of information to candidates and tenderers in regulations 50 and 55 respectively of the PCR.

- 9.3 Tenderers should therefore be aware that information provided in connection with this procurement, or in connection with any contract awarded, may be disclosed by the Council, unless the Council decides (in its absolute discretion) that one of the statutory exemptions under the FOIA or the EIR applies. Requests for information and application of any exemptions shall be considered on a case-by-case basis. By taking part in this procurement, Tenderers agree to such disclosure or publication by the Council.
- 9.4 Tenderers may designate any information supplied as part of their Tender Submission or otherwise in connection with the procurement as confidential or commercially sensitive by clearly identifying it as such to the Council. Blanket protective markings applied to the whole document will not be sufficient. While designating material as confidential or commercially sensitive or equivalent does not guarantee non-disclosure, the Council will consider this as part of any disclosure decision.

10. Tenderer's Warranties

- 10.1 In submitting your Tender, you warrant, represent and undertake that:
- (a) you are willing to carry out the contract in accordance with this Invitation and the offer set out in the Tender Submission;
 - (b) you have not done any of the acts or matters referred to in Instruction 6 above and have complied in all respects with these Instructions for Tendering;
 - (c) you have made your own investigations and research and have satisfied yourself in respect of all matters (whether actual or contingent) relating to the Tender and that you have not submitted the Tender and will not have entered into the Contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) that may have been made by or on behalf of the Client;
 - (d) you have satisfied yourself as to the correctness and sufficiency of the information you have inserted in the Pricing Document;
 - (e) you have full power and authority to enter into the Contract and provide the Services;
 - (f) you are of sound financial standing and have and will have sufficient premises, working capital, skilled staff, vehicles, tools, materials, other equipment and other resources available to you to provide the Service in accordance with the Contract;
 - (g) you have obtained all necessary consents, licences and permissions to enable you to provide the Services and will from time to time throughout the Contract Period obtain and maintain all further and other necessary consents, licences and permissions to enable you to continue to do so; and
 - (h) you will not at any time during the Contract Period or at any time thereafter claim or seek to enforce any lien, charge, or other encumbrances over property of whatever nature owned by the Client and that is for the time being in your possession, for the purposes of this Contract.

11. Tender Documentation Enclosed

11.1 The following table shows the Tender Documentation enclosed with this invitation, and the documents that you **MUST complete and return** as the Tender Submission:

Document Description	Enclosed	To be returned
Appendix A1 - Method Statements	YES	YES
Appendix C1 - Pricing Schedule	YES	YES