

**Request for QUOTE**

**Project: Minor Construction Works – Food preparation area Meadows Community Centre café**

**Dept/Section: Communities Group**

**Project Owner: Vicky Haywood**

**Estimated/Required Start date: End July 2025**

**Contract Duration (including extensions): 1 month**

**Project Number:** **Supplied by procurement**

**Issue date and Notice number of project:**

**Date and time of return Noon, 30th of June 2025**

1. **Introduction**

This procurement exercise is being run by Cambridge City Council (CCC) under the Procurement Act 2023 Section 6 – Reserving Contracts to Supported Employment Providers and PR 2024 R24 and is let solely for and on behalf of Cambridge City Council.

To be clear what a reserved contract means – please see the extract below

**Reserving contracts to supported employment providers (extract S32 PA2023)**

*(1)A competitive flexible procedure may provide for suppliers that are not supported employment providers to be excluded from participating in, or progressing as part of, the procedure…….*

*(4)A “supported employment provider” means an organisation that operates wholly or partly for the purpose of providing employment, or employment-related support, to disabled or disadvantaged individuals where—*

*(a)disabled or disadvantaged individuals represent at least 30 per cent of the workforce of the organisation,*

*(b)if a particular part of the organisation is to perform the contract, disabled or disadvantaged individuals represent at least 30 per cent of the workforce of that part of the organisation*

In effect this means that the work force of any bidding or winning supplier MUST have at least 30% of their workforce that are disabled and/or disadvantaged. Evidence of this must be provided with the submission.

Evaluation of all submissions, all appointments of suppliers and management of any awarded contract will be by the commissioning Council. At the appointment/contract signatures of this contract a named contract manager will be given to the supplier. This named person will be responsible for the management of this contract through to its conclusion. The supplier is also required to provide a named point of contact for the duration of this contract. Should either party change their point of contact written notification must be given.

The Council wishes to enter a Minor Works building Contract (JCT) with a contractor; to undertake internal demolition and construction works at The Meadows Community Centre.

There are two elements to the contract:

1. Re-purpose of an existing toilet to create a new cleaner’s cupboard i.e. removal of existing sanitary ware and installation regulation compliance fittings, cleaners sink, shelving and a new lockable door
2. Creation of a new café kitchen food preparation space by removing a storage cupboard and cleaner’s cupboard and demolition to connect the existing café servery to this new food prep area

Plan A010 shows the current footprint of the café in Meadows Community Centre and details of the storage cupboard and a cleaner’s cupboard to be removed to create the new food preparation area.

The architect on this scheme has provided a full set of tender drawings which are included with the RfQ.

It is possible to arrange a site visit by arrangement with interested contractors, to facilitate preparation of a programme of works and cost plan. The contact for this arrangement is the Community Facilities Manager [Richard.brown@cambridge.gov.uk](mailto:Richard.brown@cambridge.gov.uk) 07740 517292.

1. **Timescales**

The timescales for this quote is below and a response is required by:

* Request for Quote issued – Friday 6th June 2025
* Lines of communication open – Monday 9th June 2025
* Lines of communication close – 23rd of June 2025
* Deadline for return of tenders – Noon, 30th of June 2025
* Sign off on successful bidders / notification to bidders – no later than 11th July 2025
* Contract Commences – End July 2025 (estimated)

Cambridge City Council reserves the right to amend timescales due to unforeseen circumstances. In the event of timescales being revised all bidders will be notified in advance.

1. **Questions and Answers**

Bidders are able to seek clarification or explanation of the details of this RfQ. These must be submitted via the Proactis portal.

Responses to any questions will be given (via the portal) within 48 working hours.

Questions raised and answers given may form part of the final contract.

1. **Overview of Requirements and Specification**

This project will be judged on 100% Price.

Below are the requirements that will assist you in completing your submission for this work. The criteria for assessing your bid are in Section 6 Pricing.

Requirements for re-purposing an existing toilet into a new cleaner’s cupboard (there are no architects drawings provided for this part of the contract):

1. Removal of all existing sanitary ware and furnishings
2. Removal of existing door
3. Installation of a new lockable door
4. Installation of a new cleaner’s sink
5. Installation of M&E equipment to ensure regulation compliance and new ceiling tiles

Requirements for the project for the Café kitchen extension (a full set of architect’s drawings are provided for this element of the contract):

* New layout details as set out in plan refs: A110 and A150 (for information only as fit-out is a separate RfQ)
* Work package 1 Demolition works as set out in plan ref: A040 Demolition Plan and waste removal
* Work package 2 Electrical works as set out in plan ref: A411 Electrical plan
* Work package 3 Lighting and mechanical works as set out in plan ref: A410 Lighting and mechanical
* Work Package 4 Water supply and drainage as set out in plan ref: A420 Water supply and drainage
* Work package 5 New partitions as set out in plan ref: A610 Internal Partition details
* Work package 6 Fire safety requirements as set out in plan ref: A950 fire escape plan

A separate commercial catering installation company will be appointed following completion of the construction elements, to install a full extraction ventilation canopy and system (including extract fan, duct and silencer installation, but excluding builders works & penetrations), benching/worktops and catering equipment.

Phasing of works - There is only one ground floor cleaner’s cupboard in the community centre and so the existing facility will need to be relocated first, before the second phase to remove the existing cleaner’s cupboard can commence.

Service disruption – It is essential that the contractor provides a programme which shows how the works can be completed to minimise, as far as possible, any disruption to the operation of the existing café kitchen and servery area. Access can be provided to the building to facilitate weekend working if this is required.

1. **Contractor Method Statements and detailed finishes schedules**

For each of the work packages 1-6 the contractor is required to provide a detailed breakdown of the construction methods, material and finishes specifications

|  |  |  |
| --- | --- | --- |
| **Package** | **Contractor Description of works and where applicable, regulation compliance** | **Details of any fittings and finishes to be used (links to items can be included)** |
| Work package 1 Demolition and waste management and removal |  |  |
| Work package 2 Electrical works |  |  |
| Work package 3 Lighting and mechanical works |  |  |
| Work package 4 water supply and drainage |  |  |
| Work package 5 new partitions, ceiling and floor finishes, door and window |  |  |
| Work package 6 fire safety requirements |  |  |

This contract will be for a single piece of work and should be completed no later than 31st July 2025.

The contractor is required to submit a quote for the provision of the above service, based on a completed project.

Please complete the table below and submit your pricing with your proposal. This should show the total cost (excluding VAT) and will represent the maximum payments that will be made during the contract term.

1. **Pricing**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Material cost (excl. VAT)** | **Labour cost (excl. VAT)** | **Total work package cost £ (excl. VAT)** |
| Work package 1 Demolition and waste management and removal |  |  |  |
| Work package 2 Electrical works |  |  |  |
| Work package 3 Lighting and mechanical works |  |  |  |
| Work package 4 water supply and drainage |  |  |  |
| Work package 5 new partitions, ceiling and floor finishes, door and window |  |  |  |
| Work package 6 fire safety requirements |  |  |  |
| Other fees e.g. contract administrator, PD, building reg’s etc. | NA |  |  |
| OHP | NA |  |  |
| Contingencies | NA |  |  |

Scores will be assigned as laid out below, Tender Price by measuring each price against the lowest compliant price submitted in line with the criteria laid out in the pricing.  The lowest priced offer will achieve the maximum score and any prices above the lowest will be allocated a score based on the following formula:

|  |  |  |  |
| --- | --- | --- | --- |
| Price Score = | Lowest tender price | x | [100] |
| Your tender price |

As part of your submission please complete the following form and upload with your submission documents.

1. **Information Specific to this Opportunity**

To: Cambridge City Council

Reference – RfQ for **Minor Construction Works – Food preparation area Meadows Community Centre café**

|  |  |  |
| --- | --- | --- |
|  | Question | Response |
| 1 | Name, position and address of principal contact to where any future correspondence is to be sent in connection with this matter |  |
| 2 | Contact telephone and e-mail |  |
| 3 | Full name of organisation in whose name the tender would be submitted |  |
| 4 | Address |  |
| 5 | Are you considered and SME?  Please confirm which category you are in (see section 8 below) |  |
| 6 | Contract Manager/Administrator |  |
| 7 | Proof of insurances for  **Public Liability £5m**  **Product Liability £2m**  Should include a standard one-year warranty of defects. Please state expected lifetime of product and ongoing maintenance requirements.  **Employers Liability £5m**  **Professional Indemnity £2m**  **NB** should you not have insurance at this level please confirm your current insurance values |  |
| 8 | Please provide evidence that you fall under the classification for a Reserved Contactor – as defined in paragraph one of this document. Please show both you charity registration number and evidence of your workforce statistics on your percentages of the disabled/disadvantaged employees |  |

|  |  |
| --- | --- |
| Role |  |
| Name |  |
| Signature |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| The following questions are **For Information only** | | |
| **NB** There is no obligation to answer the following questions they have no bearing on the outcome of this RfQ. This is to assist the council in information gathering only. However, we would be grateful for your cooperation. | | |
| O1 | Does your organisation pay all employees the REAL Living Wage?  [www.livingwage.org.uk/what-real-living-wage](http://www.livingwage.org.uk/what-real-living-wage) | Yes/No |
| O2 | Does your organisation have REAL Living Wage accreditation? | Yes/No |

1. **General Information**

Cambridge City Council is not bound to accept any of the proposals submitted. If there are concerns over any aspects of a bidder’s proposal, the Council reserves the right to choose the next best placed supplier. Any concerns will be notified to the bidder in advance of any decision, to allow the opportunity for further clarification.

Bidders shall accept and acknowledge that, by issuing this RfQ, the Council shall not be bound to accept any offer or bid and reserves the right not to conclude a Contract for any or all of the requirements as stated in the RfQ documents for which priced submissions are being invited.

The Council reserves the right to amend, add to or withdraw all or any part of this RfQ at any time during the procurement exercise.

This a simple single stage process. You may only make a single submission. Your submission will be reviewed by more than one suitably qualified officer of the Council who will make a decision on the appointment. This decision is final. You are able to request written feedback.

The timetable above gives expected/indicative timeline for the appointment. The Council has every intention of staying within these time scales however, it does reserve the right to vary any part of the schedule should there be a requirement to do so. Should this happen, you will be kept fully informed.

The Council reserves the right to undertake independent financial checks to ensure the suitability of the bidder.

The government definition of an SME is in outline as follows

|  |  |  |
| --- | --- | --- |
| **Type** | **Staff numbers – less than** | **Turnover – less than** |
| Micro | 10 | £2million |
| Small | 50 | £10million |
| Medium | 250 | £44million |

For more information see the link below

[Supplementary\_Guidance\_-\_Defining\_Small\_and\_Medium\_Sized\_Enterprises\_FINAL.pdf](https://assets.publishing.service.gov.uk/media/6731e5cff8ac0a8bd93d138a/Supplementary_Guidance_-_Defining_Small_and_Medium_Sized_Enterprises_FINAL.pdf)

1. **Check List for uploading**
2. Document detail how you will deliver the requirements (see section 5)
3. Pricing for the work (see section 6)
4. Information sheet signed (see section 7)

Please ensure that all these documents are uploaded by the closing date and time.

1. **Social Value**

The Council is committed to ensuring that all procurements consider the economic, social and environmental well-being of the City and surrounding area. As such, we require all Bidders to incorporate our commitment (which can be reviewed at the hyper-link below), in their submissions, through avenues such as (but not limited to):

[Social Value Framework - Cambridge City Council](https://www.cambridge.gov.uk/media/twobc2e0/social-value-framework.pdf)

**Match My Project**

[Match My Project](https://www.cambridge.gov.uk/match-my-project) is an online platform which Cambridge City Council is using as a key delivery mechanism for social value, where businesses can find and support Cambridge based community projects.

Community organisations post projects/resources or requests that they need support with on the platform. Businesses can filter these and request to match with those that they would like to help support. The link above provides more information about the platform and how to access it, but if you would like to discuss it in more detail, please contact [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk)