



**Launceston Town Council**  
**Ground Workers' Compound – New Build**  
**Allotments, Upper Chapel Launceston PL15 7DW**  
**Project Value = circa £100,000 (Including - VAT)**

**Invitation to Tender**

Following the securing of necessary permissions, Launceston Town Council is now seeking tender submissions from suitably experienced and qualified companies to undertake the construction of the following:

A welfare facilities unit, including secure storage and covered area, on the site of the existing Launceston Town Council Ground Workers' compound. **Details:**

**The Project:** Ground Workers' Compound

**Employer:** Launceston Town Council  
Launceston Town Hall  
Western Road, Launceston  
PL15 7AR

**Contact:** Martin Cornish

**Telephone:** 01566 773693

**Email:** [martin@launceston-tc.gov.uk](mailto:martin@launceston-tc.gov.uk)

**Principal Contractor:** The successful tenderer  
(CDM/Building Regulations)

**Architect** PLACE Architects  
(Contract Administrator)

**Address:** Northgate Studios,  
Northgate St, Launceston  
PL15 8BD

**Contact:** Mike Wellsbury-Nye

**Telephone:** 01566 772035

**Email:** [people@placearchitects.co.uk](mailto:people@placearchitects.co.uk)

**Principal Designer:** PLACE Architects  
(CDM/ Building Regulations)

**Address:** As above

**Contact:** Mark Kemp

**Telephone:** 01566 772035

**Email:** [people@placearchitects.co.uk](mailto:people@placearchitects.co.uk)

**Through the tender process, suppliers must demonstrate their experience of similar projects:**

Prior to tender submission, potential tenderers should refer to the additional attached documents including:

- |   |  |
|---|--|
| 1. 022-18 GWC Issue Sheet 20250707            | 6. 022-18-421-02 Proposed Substructure   |
| 2. 022-18 SoW Rev02                           | 7. 022-18-435-02 Proposed Elevations     |
| 3. 022-18-400-02 Location Plan                | 8. 022-18-450-03 Sections                |
| 4. 022-18-410-02 Existing General Arrangement | 9. 022-18-460-02 M&E Plan                |
| 5. 022-18-420-02 Proposed Floor Plans         | 10. 1258 Mark Up                         |
|   | 11. 02218-Preliminaries Rev02-2025-07-07 |

**Tender submissions should be received no later than midday, 25/07/25:**

**1. Council representative for tender enquiries is:**

Martin Cornish – [martin@launceston-tc.gov.uk](mailto:martin@launceston-tc.gov.uk) (01566 773693)

Technical enquiries - Mike Wellsbury-Nye (see contact details above)

**2. Postal Address for Launceston Town Council:**

C/O Martin Cornish, (Estates and Properties Manager)

Launceston Town Council,

Town Hall, Western Road,

Launceston, Cornwall, PL15 7AR.

Tenders should be submitted, in writing, to the above town council address and include a flash drive containing all information within the submission.

Please mark the envelope as **'Confidential - Ground Workers' Compound Tender'**



## EVALUATION & ASSESSMENT OF TENDERS

Tendering suppliers are asked to submit:

1. Brief details of two recent (within last 36 months) similar projects undertaken by the company, referring to the selection criteria below.  
(Max 1000 words/2 sides of A4)
2. The completed business questionnaire and declaration below.
3. The costings' columns in the 02218-Ground Workers' Compound Schedule of Works Version 1 (attached)

**Note:** Failing the business questionnaire will automatically result in exclusion from the tender process.

### Selection Criteria:

The successful tenderer will be selected on an 80%/20% proportion with 80% being on quality and 20% on cost.

Each submission will be scored against the following criteria:

- Proven experience of similar projects
- Financial Capability
- Evidence of excellent Health & Safety
- Availability to commence work
- Business Questionnaire
- Cost

**Scoring Outcomes:** The following table explains how applications are scored, and the council will seek advice from the Contract Administrator.

0-3	<b>Completely unsatisfactory response</b> – limited or no relevant experience and/or evidence. Respondent would have serious difficulty delivering the outputs to the required standard.
4	<b>Fair response</b> – Respondent would only meet some of the requirements of the brief.
5-6	<b>Acceptable response</b> – Respondent would likely meet basic standards but further work required to ensure all criteria are consistently met.
7-8	<b>Good response</b> – clearly Respondent has fully understood the brief and can apply and deliver all the required outputs to the necessary standard.
9-10	<b>Excellent response</b> - clearly Respondent has fully understood the brief and experience shows they can deliver all the required outputs to a standard in excess of expectation.

### Project Timetable

Tender Announcement:	07/07/2025
Last date for Questions:	18/07/2025
Closing Date:	25/07/2025
Tender Decision/Award of Contract:	04/08/2025
Project Start:	To be agreed with Town Council/Contract Administrator/Principal Contractor
LABC:	Estimate - 20/12/25



## BUSINESS QUESTIONNAIRE & LEGAL OBLIGATIONS

Tenderers must answer the following questions in complete honesty and the council reserves the right to confirm any information that is relevant. Any discrepancies may invalidate the submission or the post-contract award.

**All questions in this section are mandatory.**

Tenderers failing the business questionnaire and legal obligations will be excluded from progressing further in the tendering process.

<b>FINANCIAL INFORMATION</b>					
Please confirm your average turnover over the last 3 years				£	
<b>INSURANCES HELD</b>					
The successful supplier must have the following insurance:					
<ul style="list-style-type: none"> <li>Employer's liability insurance (minimum of £5 Million)</li> <li>Public liability insurance (minimum of £5 Million)</li> </ul>					
Type	Yes	No	N/A	Value of Cover	
Employer's Liability				£	
Public Liability				£	
Professional Indemnity				£	
Any Other Certification					
<i>Please attach copies of any relevant certificates</i>					
<b>PROFESSIONAL &amp; BUSINESS STANDING</b>					
				Yes	No
Has your organisation during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration or receivership?					
Has your organisation, its directors or any other person with power of representation, ever been convicted of a criminal offence related to business or professional misconduct?					
Does your organisation hold all relevant licences and memberships, if required by law?					
Please include/attach your organisation's terms and conditions of Business Terms and Conditions including billing processes and the procedures regarding any upfront payment.					
<b>DISPUTES</b>					
Has your organisation been involved in a tribunal in relation to any similar service in the last three years, which has resulted in a judgement being made against you?					
<b>LEGAL OBLIGATIONS</b>					
Does your organisation conform to the Equalities Act 2010?					
Does your organisation have a policy which conforms to the Health & Safety at Work Act 1974?					
Has your organisation, its directors or any other person who has the power of representation been convicted of slavery, forced or compulsory labour, child labour or human trafficking					

### STATEMENT OF NON-COLLUSION AND NON-CANVASSING

To: Launceston Town Council –

**Note to tenderers:** As a public body it is important that the council receives fair, genuine and competitive offers from tenderers. Tenderers are therefore required to sign the following statements.



## STATEMENT OF NON-CANVASSING

### I/We certify the following.

I/we hereby certify that I/we or anyone acting on behalf of the company, has/have not canvassed any councillor, employee of Launceston Town Council and/or the Contract Administrator (PLACE Architects) in connection with this tender.

## STATEMENT OF NON-COLLUSION

Public procurement processes need to be fair and transparent and the council must ensure this happens.

I/we hereby certify that this is a genuine, competitive offer, and that I/we have not fixed or adjusted the amount with any agreement or arrangement with another person/organisation. This does not include any sub-contractors which is permitted.

### I/we undertake not to:

1. enter into any arrangement or agreement with any other person/company meaning they shall refrain from tendering to the council
2. inform any person, other than the council or the Contract Administrator (PLACE Architects), the details of this tender, **except** to obtain business information such as establishing the cost of necessary insurance premiums or the hire of equipment, scaffolding etc.
3. commit any offence in relation this project.

Signed:.....

Name:.....

Position:.....

## DECLARATION

I declare that to the best of my knowledge, the answers submitted in this tender, as well as any supporting documents, are correct. I understand that the information will only be used to evaluate this tender. Should the council discover any discrepancies or that I have been dishonest, this will result in the tender being rejected from the process or, if post-contract, will have the contract terminated with immediate effect. The signatory should be someone of standing within the business who has the authority to act upon or represent the company.			
Business Name:			
Business Address:			
Name:		Position in the Business:	
Telephone:		Email:	
Website if applicable:			
Date:		Signature:	

Launceston Town Council thanks you for the time and effort you will have taken in the completion of this tender and wishes you well in the process.

Martin Cornish  
Estates and Properties' Manager  
Launceston Town Council  
July 2025



***For official use only:***

This page to be completed by the Contract Administrator (PLACE Architects) and promulgated to Launceston Town Council to select the preferred supplier and award the contract.

**Selection Criteria:**

The submissions will be scored against the following criteria:

- Proven experience of similar projects
- Financial Capability
- Evidence of excellent Health & Safety
- Availability to commence work
- Business Questionnaire
- Cost

**Scoring Outcomes:** The following table explains how the council scores applications.

0-3	<b>Completely unsatisfactory response</b> – limited or no relevant experience. Respondent would have serious difficulty delivering the outputs to the required standard.
4	<b>Fair response</b> – Respondent would only meet some of the requirements of the brief.
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9-10	<b>Excellent response</b> - clearly Respondent has fully understood the brief and experience shows they can deliver all the required outputs to a standard in excess of expectation.

Name of Business	Please tick √		
	Pass	Fail	Score
Proven experience of similar projects			
Financial Capability			
Evidence of excellent Health & Safety			
Availability to commence work			
Business Questionnaire			
Cost			
Overall Pass/Fail			
<b>Total Score</b>			

**Preferred Supplier?**

Yes	No
Any remarks:	