

## Invitation to Tender

### Brief and objectives

<b>Project: CHARM virtually plastic free homes</b>
<b>Contractor Discipline: Timber Frame Erection and Carpentry</b>

### Context

The work completed through these tenders will inform the design and manufacturing work within the CHARM project, a project which is supported by the EU Interreg North-West Europe and Accord Housing Association.

CHARM stands for Circular Housing Asset Renovation & Management and it aims to reduce the amount of waste in the housing construction sector. The building sector is responsible for more than 60% of resource use in Europe, with more than 30-50% of material use taking place in the housing construction sector.

The CHARM project is a new development of 12 one bedroom homes between Edward Street, Redditch and railway line. The design of these aims to create plastic free homes, which will apply timber frame construction, allowing for easy assembly, disassembly and re-assembly and re-use of components and thus relocation in case housing demands drops, whilst avoiding the use of heavy weight concrete and traditional construction methods that do not lend itself easily for prevention of downcycling. Accord Housing Association will minimize the use of plastic during the construction process.

We will not allow any unauthorised plastics to enter the CHARM site.

We have achieved planning permission and aim to complete in 2021.

**Site Address: Edward Street, Redditch, B97 6HA**

### Downloads

Download accompanying documents and to find this as a Word document go to:  
<https://accordgroup.org.uk/about/supply-to-us/charm>

### Queries

*Please Email Mary Doria if you intend to provide a Tender Response so we can update you with any queries. If you have a query, please email [mary.doria@accordgroup.org.uk](mailto:mary.doria@accordgroup.org.uk) with the subject line – ‘**Query: CHARM SC3 Timber Frame Erection and Carpentry**’.*

### Scope of works

#### Specification of Timber Frame Erection and Carpentry

##### Generally

Whilst the extract from the Employer's Requirements may make specific reference to materials to be used on this development, you are requested to provide an alternative

specification and price for materials which you consider suitable and which offer cost savings, providing they fulfil are aims of achieving a **virtually Plastic free scheme**. The Contract does allow the Contractor to offer alternative materials which may be considered equal or approved. It is our intention to make full use of this condition in order to achieve cost savings where possible.

The Contract to be adopted between Accord and Sub-contractor will be the JCT Minor Works Contract 2016.

Works must comply fully with relevant Codes of Practice, British Standards, Health and Safety Requirements, COSHH regulations.

### **Programme**

Please advise your required programme period in respect of each element of the works.

The Apartment block is 3 storeys, with 12 Apartments:

- Timber Frame Erection – Eco 200 panels
- First Fix
- Second Fix
- Final Fix
- Soft Pine Skirting and Architrave
- Fire stopping (incl for PODs)
- Fitting fire socks
- Double Battens
- Window former
- Spandrel panels
- Kit Erect/cranes – lifting plans required
- Acoustic Floor
- Internal doors to be door kits, Communal to be pre-hung door sets and Apartment doors to be SBD timber door sets
- Joists
- Main Roof
- VCL

- Sure deck
- Stairs
- All carpentry works including ironmongery fix
- Ballustrade (Possibly steel)
- Canopies
- Vertical Cladding - The cladding will be secret fixed through the tongue with stainless steel nails and cut ends of the cladding are to be treated with fire preservative supplied by the timber merchant
- Final Snagging
- Cavity Barriers
- Fire Protection
- Cranes (include for POD's)
- Cutting out holes (incl for POD's)
- Supply Fixings
- Snag
- 12 Months defects
- Fixed price duration of project
- Customer Care to comply with Accord's Service Level Agreement

### **Procurement timetable**

Deadline for tender application submission: Thursday 1<sup>st</sup> April 2021, 12-noon

Initial decision for award of tender: w/c 8<sup>th</sup> April 2021

Contract award: 19<sup>th</sup> April 2021

### **Supporting Information required:**

Once appointed, Accord will invite you for pre-start meeting at our West Bromwich office, factory or Online Conference call, on one dates listed below. On return of your fee proposal can you please confirm dates and times you are available:

<b>CHARM virtually plastic free homes Pre Start Meeting (please provide all availability)</b>			
	<b>Tue 20<sup>th</sup> April</b>	<b>Wed 21<sup>st</sup> April</b>	<b>Thu 22<sup>nd</sup> April</b>
am			
pm			

Accord Construction will provide PDFs and Revit drawings to suit.

### **Evaluation**

The tender will be reviewed by the evaluation panel on the following basis (Selection and Award criteria on following page).

**Selection criteria – please complete**

Successful tenderers will meet **all** selection criteria.

Criteria	How do you meet these criteria (if on Framework / Accord Suppliers List please refer to this) – you can also refer to your current CHAS/Constructionline/SMAS accreditation <a href="https://accordgroup.org.uk/about/supply-to-us">https://accordgroup.org.uk/about/supply-to-us</a>
Qualifications	
Health and Safety (we will conduct a search via HSE)	
Quality including certification by official quality control institutes or agencies of recognised competence and or attesting conformity to quality assurance standards and or measures (including ISO 9001)	
Financial and economic standing including appropriate insurance provisions (we will conduct a search using Dunn & Bradstreet)	
Sustainability, including environmental management measures and compliance with ISO14001	
Modern Slavery compliance	
Social value requirements	
Equality and Diversity	

**Award criteria (for information)**

We will award the contract to the successful tenderer as the ‘most economically advantageous tender’. The criteria used to define this are given below. Please respond to the questions to the end of this document:

Criteria	Weighting (%)	Score (0-5)
Plastic free working/commitment	25	
Ability/examples of working to the programme	15	
Experience working with housing providers	10	
Technical assistance available for this contract	15	
Price (excl. provision of access equipment)	35	
<b>TOTAL</b>	<b>100</b>	

This tender is an open tender.

**Pricing Schedule – please complete**

Please provide quotes against stages.

See Excel file: ‘Carpentry Works - Pricing Summary CHARM Redditch’ in downloads.

On appointment, method statements should be sent to Stephen Powell – Construction Project Manager [Stephen.powell@accordgroup.org.uk](mailto:Stephen.powell@accordgroup.org.uk) a minimum of 10 days prior to work commencement. Tenderers will need to respond fully via post to: FAO Ebony Rose, Accord Housing Association, 178 Birmingham Road, West Bromwich, B70 6QG.

**TUPE**

TUPE will not apply for this contract.

**Rules for submission of tenders**

Tenders must be submitted:

- Via post to: FAO Ebony Rose, Accord Housing Association, 178 Birmingham Road, West Bromwich, B70 6QG
- *Process required for submitting Formal Tender*
  - o *Complete the document and place in the envelope. Please have the **Tender Pricing Summary – CHARM** sheet on top of your returned documents. Failure to include this document will make your Tender Void.*
  - o *Attach the **Tender Return Envelope (purple)** to a sealed plain envelope and it must be posted or hand delivered before the Tender Date and time. Failure to deliver by the given date will make your Tender Void.*

<b>Declaration – please complete</b>	I agree (digital signature)
I have not and will not inform any other person of the amount of my tender	
I have not fixed the amount of any tender in accordance with a price fixing arrangement	
I accept that Accord is entitled to cancel the contract and to recover from them the amount of any loss resulting from such cancellation if it is discovered that there has been any corrupt or fraudulent act or omission by us which in any way induced Accord to enter into the contract	
I acknowledge that Accord is not bound to accept the lowest or any tender submitted, that the tender exercise may be aborted at any stage during the tender process and that I tender at my own cost and expense	
I am not related to any Accord staff or Board	

member
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### Standard Terms & Conditions of Contract

We will pay invoices within 30 days on the schedule upon completion of sections of work. We will need invoices/valuations to be split between labour and materials. Please provide a full broken down schedule of how you will submit your valuations. We will need you to detail how plastic use has been reduced/ controlled.

Your tender is to be based on the documents enclosed with this Invitation to tender and in accordance with the details below:

Form of Subcontract Agreement:	JCT Minor Works 2016
Works Package Commencement Date:	Approx. <b>April 2021</b>
Works Package Completion Date:	Approx. <b>November 2021</b>
Liquidated and Ascertained Damages:	<b>TBA</b>
Defects Liability Period:	<b>12 Months</b>
Basis of Quotation:	Lump sum, Fixed for duration of contract
Valuation Intervals:	Monthly
Retention:	3%
Period for honouring payment:	Four weeks
Payless notice period:	1 days before final date for payment

### Questions to tenderers – please complete

1. We will not allow any unauthorised plastics to enter the CHARM site. Please provide an example of where you have changed your practice in order to reduce plastics, or another type of material. If you have not worked on such a project before, please show how you would reduce plastic use in the project.
2. Please provide a full broken down schedule of how you will submit your valuations (this particularly relates to splitting between labour and materials and defining which products were used for checking for plastics).

3. Please provide an example of where you have worked on an apartment development with a housing provider. Please describe how the programme was managed and how you responded to changes.
4. Please provide a timetable/programme of works broken down.
5. What resources do you currently have available to carry out this work package?
6. Please attach documents to support your selection as detailed in the Selection Criteria (respond using the table also).
7. Please provide up to two further pages of information which will help us to score your tender against our Award Criteria detailed above in this document.