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| Invitation to Tender |  |

West Bletchley Council (WBC)

**Invitation to Tender Document**

**Chepstow Park Play Area Refurbishment**

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| **Contact for all queries:** Admin@westbletchleycouncil.gov.uk**Tender return email:** Tenders@westbletchleycouncil.gov.uk |

**INTRODUCTION**

**About West Bletchley**

The parish of West Bletchley is situated in the south west of the borough of Milton Keynes. Our aim is to provide democratic representation on behalf of the residents of West Bletchley and to deliver or facilitate delivery of projects and/or services that make a positive difference to the community.

West Bletchley Council has recently declared a climate emergency and is looking to become carbon neutral by 2030. The council welcomes proposals that will assist it in achieving this objective.

**Scope of Tender**

West Bletchley Council (the “Council”) is Tendering in relation to the refurbishment of four play areas, at Chepstow Local Park, Chepstow Drive, Bletchley, Milton Keynes MK3 5NG.

The overall budget for this Tender is **£40,000**.

Tenderers should provide the best possible solution for this price.

**Minimum Criteria/Technical Ability:**

Tenderers must satisfy the following minimum requirements:

* Relevant Health & Safety accreditations and record for supply and installation of play equipment and surfacing.
* Play equipment must comply with EN1176 – certification to be provided.
* Wetpour surfacing at each location complies with EN 1177 impact attenuation for safer surfacing – certification to be provided.
* Financial Assessment (winning bidder only).

These will be evaluated as a pass or fail. Companies who fail these requirements will have their Tender rejected and not scored.

This Tender is for the refurbishment of four separate children’s play areas and wetpour surfacing area.

The Council will only undertake the financial appraisal on the winning bidder to assess its financial standing. Prior to formally awarding the contract the Council will ask the chosen bidder to provide their last 3 years of accounts (audited accounts if a large company).

**INSTRUCTION TO TENDERERS**

1. **Confidentiality**

Tenderers shall treat the details of their Tenders and any subsequent Contracts and associated documentation as private and confidential.

1. **Basis of Proposals**

The Contract shall be awarded on the basis of which Tender is most effective and economically advantageous to the Council taking into account the Tender Documents and Returns Schedules.

1. **Project Timescale**

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| Phase | Date |
| Tender issue | 25th February 2021 |
| Deadline for Tender returns | 18th March 2021 |
| Award of contract | 29th March 2021  |
| Commence installation on site | April 2021 |
| Completion of installation | June 2021  |

1. **Sustainable Development, Environmental Management and Biodiversity**

The Council is committed to the principles of Sustainable Development, Environmental Management and protection of biodiversity. All Tenderers should be aware of the Council’s Sustainable Environment Policy and agree to abide within its principles. Tenders must follow and adhere to any Environmental Management procedures concerning the provision of goods and services to the Council. The Council is committed to furthering the conservation of biodiversity and requires Tenders to be mindful of this and where appropriate ensure that goods and services do not adversely affect local or global biodiversity.

1. **Tendering Procedure**
	1. The Tenderer shall complete and return all sections of the Returns Schedules.
	2. Failure to complete and return any part or section of the Return Schedules may cause the Tender to be rejected. All responses shall be written in the English Language and all prices shall be stated in Pounds Sterling.
	3. The Form of Tender must be signed by the Tenderer and where the Tenderer is a Company the Tender must be signed by two Directors or by one Director and the Company Secretary such persons being duly authorised for that purpose. Where the Tenderer is a Partnership the Form of Tender must be signed by the duly authorised parties.
	4. **Invitation To Tender (ITT)**
		1. The ITT Information & Instructions Tender comprises the following:
* Introduction
* Instruction to Tenderers.
	+ 1. The ITT Tender Information Documents comprises the following:
			1. Schedule One – Summary of Services
			2. Schedule Two - Specimen Form of Agreement
			3. Schedule Three - Terms and Conditions of Contract
		2. The Returns Schedules comprise the following:
			1. Schedule Four – Supplier Identity and contact information
			2. Schedule Five - Form of Tender
			3. Schedule Six – Response to Evaluation Criteria and Pricing Schedule
			4. Schedule Seven - Non-collusive tendering certificate
			5. Schedule Eight - Contractors Terms & Conditions Agreement Form
			6. Schedule Nine - Insurance Documents
	1. All the Tender Documents and correspondence must be submitted via the Councils email: **Tenders@westbletchleycouncil.gov.uk****,** labelled **Chepstow Park Play Areas Tender** in the subject line.

Please submit your completed Tender document no later than **4pm on 18th March 2021**. Any Tender submitted manually will not be accepted.

* 1. Tenderers shall be deemed to have obtained for themselves all necessary information as to the extent and nature of the services, risks, contingencies and any other circumstances which might reasonably influence or affect the Tenders. The Council does not warrant the accuracy of any representation or statement of fact or law or information or the soundness of any advice made or given to Tenderers by the Council, its servants or agents at any time before the execution of this Contract and the Council shall not be liable to any Tenderer for any loss or damage which the Contractor may sustain as a result of relying on any such representation, statement, information or advice whether in contract, tort, under the Misrepresentation Act 1967 or otherwise, save insofar as the relevant representation, statement, information or advice was made or given fraudulently by the Council, its servants or agents acting in the course of their employment.
	2. No deletion from, addition to, or variation of the Conditions of Contract shall be valid or of any effect unless agreed in writing by both parties. If any unilateral amendment or deletion is made, the Tender may be rejected by the Council.
	3. In the event that Tenderers propose any alteration to any Condition of Contract, the same must be expressly and fully set out within the Tender submission that is made (Schedule Eight). This is on the basis that any such proposed alteration properly falls to be raised and considered as part of the tender process itself in order to ensure fair treatment of all Tenderers.
	4. Tenderers should seek to clarify any points of doubt or difficulty as to the meaning of the Contract Documents or anything to be done under the Contract via the following email: **admin@westbletchleycouncil.gov.uk**.
	5. The deadline for asking Clarification questions is **15th March 2021**. After this time questions will not be responded to.
	6. The Tenderer must ensure the Tender is valid for acceptance for a period of two months from the Tender Return Date.

**5.13 Further information and enquiries:**

The Bidder may write to the Council requesting any information or raising any query in connection with the Quotation Documents. Any such communication must be in writing via email: **admin@westbletchleycouncil.gov.uk**. Where appropriate, any such questions will be circulated to all other potential suppliers. The Council reserves the right to seek clarification of any matters arising from the Bidders submission. The Council reserves the right to make amendments to the text of the Quotation Documents during the quoting process and notify Bidders of any such amendments.

1. **Forms of Insurance**

All Tenderers are required to submit copies of their insurance documents or fill out the Insurance Forms in Schedule Ten of the return schedules. The insurance requirements in respect of this contract will be:

* 1. A minimum Public Liability insurance of £5,000,000
	2. A minimum Employer’s Liability insurance of £10,000,000

**7. Award Criteria and Evaluation Criteria**

Any contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council

The Award Criteria are:

* 60% Cost.
* 40% Quality.

Scores are arrived at following the application of the Evaluation Criteria set out below, to the Tenderer's Tender.

All Tenderers shall provide information, which demonstrates their understanding of, and ability to meet the specification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed in the evaluation criteria within this document and are clearly referenced to specific evaluation criteria.

Unclear Tenders may be discounted in evaluation and may, at the Council's discretion, be taken as a rejection by the Tenderer of the terms set out in this ITT. The Council reserves the rights to seek clarification.

The Tender evaluation model showing the evaluation criteria and the maximum scores attributable to them is set out below.

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| **Criteria** | **Weighting** | **Tender Submission Documents used to Assess Criterion** |
| Quality  | 40% | Supplier Technical Submission |
| Price | 60% | Pricing Document completed and submitted by the supplier to include payment terms. |
| **Total** | **100%** |  |

**7.1 Quality Questions** – **40%**

The technical evaluation of bids will utilise the award criteria and weightings as demonstrated below in response to the questions as posed.

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| **Minimum Criteria / Technical Ability** | **Pass/Fail** |
| **1** | Provide relevant Health & Safety accreditations and records for supply and installation of the equipment and surfacing.  |  |
| **2** | Provide a statement confirming that each piece of new play equipment complies with EN 1176 for Playground Safety Standards and that safety surfacing at each location complies with EN1177 impact attenuation for safer surfacing. |  |
|  | **Overall Quality Criteria** | **%** |
| 1. **Relevant Experience**
 | Please provide details of a minimum of three similar projects which you have carried out for local authority clients. For each project please state:1. Name and address of the project
2. Name, address, telephone number and email address of the client officer or principal contact
3. Description of the scope of services provided
4. Approximate value of the contract
 | **888 6**60%**808** |
| 1. **Play Equipment**
 | Provide details of the three items of equipment proposed for replacement of missing items in line with the specification. | **20**20%**10%** |
| 1. **Health & Safety**
 | Provide a robust method statement for the installation. This should include:* How you will ensure that the installation will be compliant with Health & Safety Regulations at all times to ensure public and workforce safety throughout the term of the project.
 |  10%**10%** |
| 1. **Environmental**
 | Please provide evidence of environmental practices i.e. evidence of sustainability | 10%**10** |
| **Total** |  |

All Tenders will be assessed against the questions above and the evaluation matrix as included within the tender pack. The evaluation panel will be made up of:

* Clerk/Deputy Clerk - West Bletchley Council
* Parks & Environment Manager - West Bletchley Council
* Environmental Projects Officer - West Bletchley Council

The following scoring criteria shall be used when evaluating the technical submissions:

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| **Score** | **Definition** |
| **0** | Response does not meet requirements, or no response is provided. |
| **1** | Response partially meets requirements but contains significant weaknesses, issues or omissions which raise serious concerns |
| **2** | Response meets requirements to a minimum acceptable standard but contains some weaknesses, issues or omissions. |
| **3** | Response generally of a good standard. No significant weaknesses, issues or omissions. |
| **4** | Response meets requirements to a high standard.  Robust and well justified showing full understanding of requirements. |
| **5** | Response meets requirements to a very high standard with clear and credible added value and/or innovation. |

All questions will be scored against the definitions shown in the table above.

Responses may score any whole numbers between 0 and 5.

To ensure the relative importance of the evaluation criteria are correctly reflected in the overall scores, the weighting criteria shown at 7.1 above will be applied. The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.

For example, if the sub weighting for the question is 20%, the maximum marks available are 5 and the Tenderer is marked a ‘2’, their weighted score (%) for that question will be:

2/5 X 20 = 13.33%

A moderation meeting will be held where all scores relating to quality criteria will be moderated accordingly. If the evaluation panel have given a response a different score, the moderator will facilitate discussion to allow an agreed score to be found. The evaluation team will then consider the scores to determine the Most Economically Advantageous Tender

**7.2 PRICE CRITERIA – 60%**

The price evaluation of bids will utilise the award criteria and weighting as demonstrated below.

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| **Criteria** | **Weighting** | **Tender Submission Documents used to Assess Criterion** |
| Total Price | 100% | Supplier Price Submission |
| **Total** | **100%** |  |

Cost payable by the Council will be evaluated in accordance with below. The Tenderer providing the lowest cost to the Council will be awarded maximum points and all other Tenderers will be awarded points on a pro-rata basis as shown in the table by way of an example:

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| **Tenderer** | **Cost to Council (£K)** | **Calculation** | **Points** |
| Tenderer 1 | 30 |  | 60 |
| Tenderer 2 | 35 | 30/35 x 60% | 56.84 |
| Tenderer 3 | 40 | 30/40 x 60% | 55.38 |
| Tenderer 4 | 45 | 30/45 x 60% | 54.00 |

We will be pricing any item being provided free of charge i.e. zero price; at 1p (pence) for evaluation purposes only.