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**1. THE CLIENT**

The Client is Bawtry Town Council

The Contractor will assume the roles where required of Principal Contractor, reporting to the Town Clerk for the complete works.

To refurbish, resurface and provide improvements to the Market Hill Car Park in accordance with the proposed drawings and plans.

**2. SCOPE OF WORKS**

**General**

The Client is looking to resurface the Market Hill car park area and create a better ‘shared space’ environment with the introduction of some ‘soft’ areas where possible. The intention being to create a balance between minimising a loss in parking spaces and creating a more pleasant pedestrian environment.

The contractor will also be responsible for traffic management.

The program and scheduling will be agreed before commencement and dependant on cost, may be phased. Any phasing requirements to be discussed with the successful bidder prior to commencement of the work

Contractors should refer to the specification/layout documents included at ANNEX E.

**Site**

Please refer to ANNEX E for the drawings of the proposed layout and illustrative plans.

**3. ACCESS**

The site is a public car park and therefore there are no special requirements regarding access. However site visits are expected by contractors prior to any tender submission.

The work will be carried out during normal working hours. Typically, the working hours will be 08:00am-17:00hrs Monday – Friday. There will be no weekend or evening working unless specifically agreed by the Client. If weekend or evening working is required, a minimum of one working week notice is required to be given.

Contractors will be required to comply with the Council’s access arrangements which will be made available to the successful tenderer on appointment.

**4. THE PROGRAMME**

|  |  |
| --- | --- |
| Issue of Tender Invitation | Monday 22nd July 2024 |
| Tender Return | 5pm Friday 30th August 2024 |
| Appointment | TBC |
| Proposed commencement on site | TBC |

**5. INFORMATION FOR TENDERERS**

**Tender Process**

The process to be followed will be in accordance with the Councils Financial Regulations and will be a sealed bid process.

The Council will not necessarily award to the lowest price tenderer. The Council reserves the right to appoint the contractor who has interpreted the brief fully and provided value for money.

**Tender Return**

The tender should be submitted in electronic format.

All electronic tender documents/electronic media are to be addressed to [theclerk@bawtrytowncouncil.gov.uk](mailto:theclerk@bawtrytowncouncil.gov.uk) and annotated with “TENDER DOCUMENTS NOT TO BE OPENED BEFORE [5pm Friday 30th August 2024]. The Council reserves the right to discount any tender received in contravention of this instruction.

Tenders are to remain open for acceptance for a period of 90 days.

Tender shall comprise of **1 x electronic** (PDF format) to be sent to [theclerk@bawtrytowncouncil.gov.uk](mailto:theclerk@bawtrytowncouncil.gov.uk) and should contain the following:

* + Financial Tender
  + Delivery plan for the installation including lead times and installation dates.
  + The Completed Form of Tender (Annex A);
  + Certificate of Bona-Fide Tender (Annex B);
  + Contractor Qualification Questionnaire (Annex C);
  + Health and Safety Questionnaire (Annex D);
  + Any other information that is required to clarify the tender.

**6. FINANCIAL SUBMISSION**

Lump Sum Fee

The fee presented is to be a fixed lump sum fee for the proposed works. A 10% contingency should be included in the contractor's price

The fee is to include all expenses. This will include printing costs, travel costs, accommodation, disbursements, visuals, models and all other expenses and costs required in the provision of the works. The fee should exclude VAT.

Information to accompany the Tender

Completed Form of Tender & Certificate of Bona-Fide Tender (Annex A & B)

Completed Contractor Qualification and Health and Safety questionnaires (Annex C & D)

The Forms should be signed by the Tenderer or, in the case of a Company, by the Secretary or other authorised person.

Relevant Experience

Provide details of relevant experience. For each project, include a brief description of the project, your role, client, budget and project dates.

Recent experience is more valuable than historic experience. The company’s previous experience in technical areas comparable to the tendered project, the scale of past projects and the role undertaken within those projects will be considered.

Management Skills inc Health & Safety

The availability within the tenderer’s organisation of personnel with appropriate management & health and safety skills together with effective systems and methods appropriate to the successful management of the project.

Technical Skills/Tenderers Project Team

The competence of key management, professional and technical personnel that the tenderer proposes to employ on the project with particular emphasis on the skills

and experience in technical areas comparable to the project.

The information required should include the proposed project teams names, function & technical expertise

Resource Plan

Advise how quickly you could begin work if appointed.

Methodology

Outline your approach to ensure that the works are completed within budget and timescale. The tenderer should be able to demonstrate its capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project’s required outcomes.

The information supplied in this regard could include a program of works, reporting and recording systems and any innovative procedures to be used.

References

Provide details of three recent contracts that are relevant to this project including the name and contact details of the clients’ representatives who could be approached for references.

**7. CONTRACT AWARD CRITERIA**

|  |  |
| --- | --- |
| Tenders will be assessed on the following criteria: |  |
| Fee  Relevant Experience, Management Skills inc Health & Safety. | 70% 10% |
| Technical Skills, Project Team & Resourcing | 10% |
| Methodology 10% | |

**8. ENQUIRIES**

All enquiries arising from this Invitation to tender must be submitted in writing via email to: [theclerk@bawtrytowncouncil.gov.uk](mailto:theclerk@bawtrytowncouncil.gov.uk)

**9. TENDERING COSTS**

The Client will not be responsible for or pay for any costs or expenses that are incurred by any tendering contractor in preparing and submitting their tender.

**10. INSURANCES**

The minimum amount insured in respect of public liability shall be £10M for any one occurrence or series of occurrences arising out of one event.

**11. HEALTH AND SAFETY**

Contractor should provide all Method Statements, Risk Assessments, and COSHH Information Data Sheets prior to commencing works.

Contractor is to ensure that all works are made safe by the end of each working shift and the area is left in a clean and tidy condition to the satisfaction of the Client.

Contractor is to ensure that all areas are adequately protected from damage during the works.

**12. GENERAL**

The Contractor is responsible for the removal and disposal of all associated waste. This should be removed from the site before the end of each shift unless otherwise agreed with the Client.

Allow for the removal of any hazardous material or controlled waste from site and include for provision of copies of any disposal certificates to the Client

All waste must be disposed in the most environmentally considerate manner.

The tender price should be itemised to allow ease of cost comparison for individual sections of the works.

The Client will agree on the employment of any sub-contractors prior to the works commencing.

You should be aware the Council is subject to the Freedom of Information Act 2000 and is required to comply with any requests submitted.

**13. ANNEXES**

Attached to this specification are copies of annexes that must be completed and enclosed with the tender.

• Annex A – Form of Tender

• Annex B – Certificate of Bona-Fide Tender

• Annex C – Contractor Qualification Questionnaire

• Annex D – Health and Safety Questionnaire

**ANNEX A – FORM OF TENDER**

Tender for: **Refurbishment of the Market Hill Car Park, Market Place, Bawtry DN10**

To: Bawtry Town Council

Sirs,

I/We the undersigned, having examined the enclosed tender documents and Appendices, do hereby offer to execute and complete in accordance with the said documents the works described therein:

For the sum as listed in the attached document:

Tenderer Reference: **Refurbishment of the Market Hill Car Park, Market Place Bawtry DN10**

I/We hereby affirm our agreement to enter into a contract with the Council for the due performance of the Works in the form described by the above said documents.

I/We have completed the Certificate of Bona-Fide Tender included in this document

I/We understand that the Council are not bound to accept the lowest or any tender which may be received nor or responsible for any cost incurred in the preparation of any tender

I/We declare that this offer is to remain open for acceptance for a period of thirty days from the date fixed for the receipt of tenders

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEX B – CERTIFICATE OF BONA-FIDE TENDER**

Tender for: **Refurbishment of the Market Hill Car Park, Market Place, Bawtry DN10**

I/We certify that this is a bona-fide tender and that I/we have not fixed or adjusted the amount thereof by or under in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and I/We undertake that I/we will not do at any time any of the following acts:

* 1. a. Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of such amount(s) was necessary to obtain insurance premium quotations required for the preparation of the tender.
  2. b. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
  3. c. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate the word “person” includes any person and any body, association, corporate or un-incorporated; and “any agreement” includes such transaction, formal or informal, and whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of

Duly authorised to sign the tender on behalf of:

Date:

**ANNEX C: - CONTRACTOR QUALIFICATION QUESTIONNAIRE**

**Refurbishment of the Market Hill Car Park, Market Place, Bawtry DN10**

1 Please answer **all** questions and sign the declaration at end of the questionnaire.

2 If there is insufficient space for your response, please attach and sign any additional pages.

3 Please answer the questions specifically for your business **NOT** for the group if you are part of a group of companies.

4 Please note the term business refers to: Sole proprietor, partnership, limited liability partnership, incorporated company, co-operative, or voluntary organisation as appropriate.

This document is confidential, and all information provided will be for the purpose of supplier management only and kept solely within Bawtry Town Council. The information supplied by the contractor / supplier will be used to assess the contractor’s fitness for any work being tendered.

**Supply of this document to an applicant does not imply or guarantee that the recipient will be awarded works on a project.**

**A ADMINISTRATIVE INFORMATION**

A1 Trading Name of Business

A2 Registered Name of Business (if different from A1)

A3 How long has the business been trading?

A4 Main address for correspondence

A5 Registered Office address (if different from above)

A6 Name of person applying on behalf of the business.

A7 Position or title in the business of the person named in A6

A8 Telephone Number of the person named in A6

A10 E-Mail address of the person named in A6

A11 Is the business a sole trader, partnership, private limited company, public limited company, limited liability partnership, co-operative, voluntary organisation or other? (Please specify)

A12 Please provide the business’ VAT Registration Number

A13 If applicable, please state the number and date, and provide a copy of the Certificate of Incorporation or Registration (and Change of Name) under the Companies Acts or Industrial and Provident Societies Acts in the UK or the professional or trade register of the EU member state in which the company is established.

Applicable/Not applicable:

Certificate Number:

Date:

A14 Is the business part of a group?

Yes/No:

A15 If part of a group, please describe the group structure, (please provide an organisation chart if appropriate) and give names of the other Divisions or Subsidiary Companies in the Group.

Attached/Not Attached:

**B BUSINESS PROBITY**

B1 a) Being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of *bona fide* reconstruction or amalgamation, or receiver, or manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof, or is not the subject or proceedings for any of the above procedures, or is not the subject of similar procedures under the law of any other state.

Not applicable / confirmed / not confirmed:

Details:

b) Being an individual, you are not bankrupt, you have not had a receiving order or administration order made against you, or made a composition or arrangement or trust deed with or for the benefit of your creditors, or made any conveyance or assignment for sequestration of your estate or appear to be unable to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EU member state.

Not applicable / confirmed / not confirmed:

Details:

B2 Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in any company, which has been liquidated or gone into receivership.

Confirmed / not confirmed:

Details:

B3 Please confirm that none of the Directors, Partners, Associates or the Company Secretary has been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / not confirmed:

Details:

B4 Please confirm that neither the company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.

Confirmed / not confirmed:

Details:

B5 List the full names of every Director, Partner, Associate and the Company Secretary and indicate their title.

Attached / Not Attached:

B6 Please confirm that all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EU member state in which the company is established have been fulfilled.

Confirmed / not confirmed:

Details:

B7 Please confirm that you understand that serious misrepresentation in the provision of information will be grounds for disqualification from the tender process.

Confirmed / not confirmed:

**C ECONOMIC AND FINANCIAL STANDING**

C1 If the business is a member of a group of companies, please give the name and address of the ultimate holding company.

C2 Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes / No:

C3 Please state the name and title of the person in the business responsible for financial matters:

C4 Have you been trading for three years or more? If yes, please attach copies of your audited Accounts for the past **two** years, to include:

• Balance sheet

• Profit and Loss Account

• Full notes to the Accounts

• Director’s Report

• Auditor’s Report

• Statement of Turnover in respect of the services to be provided under this contract.

NB: Where no accounts are audited, signed copies by the Partnerships accountant should be submitted.

Details attached – Yes / No:

C5 If the Accounts you are submitting are for a year ended more than 10 months, ago, Please confirm that the business is still trading and provide a statement of turnover since the last set of published accounts:

Not applicable / applicable:

Details attached – Yes / No:

C6 Has your business ever had a contract terminated for breach under the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C7 Has your business ever had a contract not renewed for failure to perform to the terms of the contract? (If yes, please provide details)

Not applicable / applicable:

Details attached – Yes / No:

C08 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Employer’s Liability Insurance Policy or other evidence that you have such insurance.

C09 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Public / Product Liability (Third Party) Insurance Policy or other evidence that you have such insurance.

C10 Please give the Name of the Insurer, Policy Number, extent of cover, Expiry date and provide a copy of your Professional Indemnity Insurance Policy or other evidence that you have such insurance

**D COMPLIANCE WITH EQUAL OPPORTUNITIES LEGISLATION**

D1 Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, the Sex Discrimination Acts 1975 and, 1986, and the Disability Discrimination Act 1995 (or similar legislation of the EU member state in which applicant is established) and, accordingly, your practice not to treat one group of people less favourably than others because of their sex, colour, race, nationality or ethnic origins or disability in relation to decisions to recruit, train or promote employees?

Yes/No:

D2 In the last three years has any finding of unlawful racial, sexual or, disabilities discrimination been made against your organisation by any court or Employment tribunal?

Yes/No:

D3 In the last three years, has your organisation been the subject of formal investigation by the Commission for Racial Equality, Equal Opportunities Commission, Disability Rights Commission or other equalities body (or similar organisation in an EU member state) on grounds of alleged unlawful discrimination?

Yes/No:

D4 If yes, what steps did you take in consequence of that finding?

D5 Is your policy on equal opportunities set out:

a) in instructions to those concerned with recruitment, training and promotion?

Yes/No:

b) in documents available to employees, recognised trade unions or other representative groups of employees?

Yes/No:

c) in recruitment advertisement or other literature?

Yes/No:

d) in service delivery guidance notes/procedures or your quality manual?

Yes/No:

**E MODERN SLAVERY ACT COMPLIANCE**

E1 In performing its obligations under the agreement, the Supplier shall and shall ensure that each of its subcontractors shall:

a) Comply with all applicable laws, statutes, regulations in force from time to time including but not limited to the Modern Slavery Act 2015; and

b) Take reasonable steps to ensure that there is no modern slavery or human trafficking in the Suppliers or subcontractors supply chains or in any part of their business.

c) The Supplier represents and warrants that neither the Supplier nor any of its officers, employees or other persons associated with it has been convicted of any offence involving slavery and human trafficking; and having made reasonable enquiries, to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.

d) The Supplier shall implement due diligence procedures for its own suppliers, subcontractors and other participants to ensure that there is no slavery or human trafficking in its supply chains.

e) If the Council agrees that the Supplier may subcontract its obligations, the Supplier shall implement an appropriate system of due diligence designed to ensure the subcontractor complies with the principles of the Modern Slavery Act 2015 and that the subcontractor shall take reasonable steps to ensure that there is no modern slavery or human trafficking in the subcontractors supply chains or in any part of its business

f) The Supplier shall notify the Council as soon as it becomes aware of any actual or suspected slavery or human trafficking in a supply chain which has a connection with this Agreement.

**F SUPPLIER STATEMENT**

We certify that the information supplied is accurate to the best of our knowledge and that we accept the conditions and undertakings requested in the assessment. We understand that false information could result in our exclusion from the Tender process at any time, even after initial inclusion. We also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower such body to cancel any contract currently in force and will result in exclusion from the Tender.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (in BLOCK LETTERS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for and on behalf of**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form should be signed by a Director, Partner or other authorised signatory of the organisation and returned as part of the Tender

**ANNEX D: HEALTH AND SAFETY QUESTIONNAIRE**

**1. COMPANY DETAILS**

Registered Office:

Main contact office (if different):

Contact Telephone numbers:

Contact email address:

Total number of employees:

Does your Company have a health and safety policy statement?

If yes, please attach a copy to this questionnaire.

**2. ORGANISATION FOR HEALTH AND SAFETY**

Does your Company have a Director/Senior Manager who is responsible for health and safety? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

Does your Company have a Health and Safety Manager/ Advisor? If yes, please give their details.

Name:

Contact telephone number/s:

Contact email:

If your Company’s Health and Safety Manager/Advisor is a Consultant then please provide their company’s full details.

Company name:

Business address:

Main Switchboard number:

Does your Company maintain written health and safety procedures? If yes, please provide information concerning your procedures for the following:

• Training

• Providing health and safety information to employees

• Health and safety committees

• Testing of equipment

• Risk assessment

• Supervision

How does your organisation keep up to date with changes in health and safety?

Please provide details of Health & Safety qualifications and training of key staff who would be working on site.

**3. INCIDENTS/ ENFORCEMENT ACTION**

Please provide information showing the number and nature of RIDDOR reported incidents over the last 3 years.

How are accidents/ incidents reported and investigated within your Company?

How are near misses reported and investigated?

Has any Enforcement Authority (HSE or Local Authority) served an improvement or prohibition notice on your Company within the last 3 years?

If so, please provide details.

Has your Company been prosecuted for health and safety offences within the last 3 years? If so, please provide details.

**4. RISK ASSESSMENT**

Has your Company completed risk assessments for this type of work? If so, please provide examples of assessments.

Who is responsible for carrying out risk assessments on your work activities?

Please provide examples of method statements for this type of work.

**5. WORK ON SITE**

When working for the Client will you use any sub-contractors? If so, how do you ensure that sub-contractors will be suitable?

Who will be responsible for supervision on the site?

How do you intend to monitor the work of your employees, including sub-contractors, while they are working on our site?

How do you intend to monitor and ensure site safety and compliance with the requirements of the contract works?

If you intend to use any hazardous substances, have risk assessments been carried out? If so, please provide details:

How do you ensure that equipment brought onto site will be safe?

How will you ensure that any waste is suitably controlled and disposed?

**6 OTHER INFORMATION**

Please provide the names, addresses and contact telephone numbers for 3 references for organisations where you have carried out similar work

**Reference 1:**

Name:

Address:

Telephone Number/s:

**Reference 2:**

Name:

Address:

Telephone Number/s:

**Reference 3:**

Name:

Address:

Telephone Number/s:

**ANNEX E – PLANS AND DRAWINGS INC SPECIFICATION & LAYOUT INFORMATION**

Issued under separate cover

**ANNEX F- UTILITIES SURVEY**

Issued under separate cover.

**ANNEX G – PROPOSED JCT CONTRACT FOR WORKS** (Standard Building Contract without Quantities)

Issued under separate cover