

Warminster Town Council

Timber trail replacement, Lake Pleasure Grounds and Fencing replacement, The Heathlands

Contract requirements and schedule of client specification

Contract Reference: PEM 21/0421

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**Section 1 – Information and Instructions**

**1.1 Introduction**

Warminster Town Council maintains 9 play areas within the town. The largest of these is in the Lake Pleasure Grounds.

The existing timber trail in the Lake Pleasure Grounds is coming to the end of its life and Warminster Town Council are looking to replace this with a similar metal trail. Warminster Town Council are also looking to replace the existing timber play area fencing at the Heathlands play area. It is intended to enter into a contract with a suitably qualified and experienced Contractor to undertake the delivery of this.

**1.2 Warminster Town Council's Requirements**

The fee submissions will comprise of a financial element and written submission. Tender submissions will need to comply with the requirements set out below as well as contain the documentation and information requested.

**1.3 Assessment of Submission**

It is the intention of the Town Council to assess the fee bids through the use of a quality matrix.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

**1.4 Warminster Town Council Project Team**

The Contractors team will work alongside the Parks and Estate Manager under the overall supervision of the Town Clerk and any other persons nominated by Warminster Town Council.

**1.5 Queries**

This tender is administered by the officer below, who is based at Warminster Town Council. Any queries regarding the tender process, the proposed contract, or the specification should be addressed to: -

Mr Stuart Legg, Parks and Estate Manager

Telephone: 01985 214847

E-mail: stuart.legg@warminster-tc.gov.uk

**1.6 Conditions of Contract**

The Town Council intend to enter into a formal contract with the successful tenderer.

**1.7 Conditions of Tender**

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by **12 noon, 25th June 2021.**

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide one hard copy and one electronic copy of the submission. The electronic copy may be on a CD-ROM or USB Memory Stick and included with the written submission.

The tender documents must be sent by recorded post to Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire, BA12 8LB, using the labels supplied. Enclosed with the documentation are 2 labels for the Tender submission which must be used, the first being an address label and the second a tender identification label to be placed on the top left-hand corner of the submission. The Town Council offices are open between 9am – 4.30pm. **Any tenders delivered outside of these times will not be accepted.**

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

**1.7.1 Schedule of Documents**

The documents listed below will be required as part of the submission for assessment.

1. **A. Programme**

Please submit a programme, outlining the key project dates, milestones and stages.

1. **B. Financial cost Statement**

Please submit a Financial Cost Statement detailing how the contract will be delivered within the submitted budget. This will include an elemental breakdown of all costs.

1. **C. Work to be carried out**

See appendix A.

1. **D. Experience**

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

1. **E. Company Information**
2. a) Please provide full information of whether the works will be undertaken in house or if any sub-contractors will be used on any elements of the projects, if sub-contractors are to be used please provide relevant information for the sub-contractors as section 5 above.
3. b) Please provide details of your company’s environmental approach to waste and recycling.
4. c) Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.
5. **F. Additional Information**

Please submit any additional information that would be beneficial to the assessment of the tender.

**Section 2 - Timescale**

**2.1 Outline of Timescale**

In order for all work to be completed within this financial year we have outlined a proposed timescale below: -

1. A. **Week Commencing 11th May 2021 –** Tender documents to be available to contractors. This will include a requirement to confirm that timescales are able to be met by the chosen contractor.
2. B. **25th June 2021 –** The completed Form of Tender and written submission, as specified in the schedule of Documents, are to be returned to the offices of Warminster Town Council by **12 noon**.
3. C. **12th July 2021 Parks and Estate Committee meeting –** Formal approval of contractor by committee, based on assessment of Tender submission.
4. F. **W/C 19th July 2021 –** Contract awarded to approved contractor.
5. G. **Works to begin – Summer/Autumn 2021**

**2.2 Locations**

The play areas are located in Warminster.

Post codes:The Heathlands BA12 8BU,

The Lake Pleasure Grounds BA12 9NP

Map

Description automatically generated

Appendix A

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| 1. Lake Pleasure Grounds Timber Trail replacement.   Remove and replace the existing timber trail with a metal version.  Existing trail to be removed and disposed of.  Tenderers to design, supply and install an appropriate trail to fill the existing space with suitable floor  covering to be laid.  All equipment to conform to current play area standards.   1. The Heathlands fencing replacement.   Remove and replace the existing timber fencing and replace with a metal version.  Existing timber fencing and gates to be removed and disposed of.  New metal fencing and gates to be supplied and installed.  All equipment must conform to current play area standards. |  |
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