

Thornley Parish Council Invitation to Tender: Thornley Pump Track

1 Project Overview

Thornley Parish Council in County Durham is pleased to invite suitably qualified and experienced companies to submit tenders on a design and build basis for the construction of a pump track in Thornley. This project aims to create a vibrant and inclusive space for users of all ages and skill levels, promoting a sense of community and healthy and active lifestyles. It is expected to provide long lasting benefit to the community, constructed with longevity and quality at the forefront.

PLEASE NOTE the Council has not yet acquired funding for this full project. While the Council expects to go ahead with the pump track, a final design will be dependent on funding received and the Council's decisions on how the pump track should proceed. Tenderers should proceed on this basis.

2 Key Dates

Tenders to be submitted by email, post or hand delivery at the postal/email address stated below, no later than 12.00pm	16 September 2024
Tenders to be opened by the Clerk in the presence of at least one Member of the Parish Council	On or after 16 September 2024
Due diligence to be completed	By or after 1 October 2024
Parish Council to resolve which bid is successful (with the proviso that funding is still to be secured)	On or after 1 October 2024
All bidders notified of resolution, by post or email	On or after 1 October 2024
Work to begin	At appropriate date agreed between the Council and the successful provider

3 Council Priorities and Evaluation Method

The Parish Council's priorities are in the table below, with the weighting which will be applied to each score when considered by the Council.

No	Priority	Weighting Applied (%)
1	Approach to and methodology for: planning and construction, aftercare methods, and site specific conditions and limitations	20
2	Value for money	20
3	Highly experienced Contractor with excellent record and communication plans	20
4	Health and Safety and risk management	15
5	Planning, construction and finish design and quality	15
6	Sustainable approach	10

4 Qualification Criteria for Tenderers

In addition to the priorities identified above, the successful Contractor will be required to have the following:

- Proven experience in delivering pump tracks with evidence of successful completion
- Compliance with all safety, quality, legal and regulatory standards
- Appropriate insurance
- Financial stability and capability in terms of staff and machinery to undertake the project
- Ability to assist with community consultation if required
- Excellent references
- Provision of all relevant information as detailed in Document 2: Tender Information and Quotation Form.

5 Site details

The site is the former Thornley Colliery. An approximate location has been identified. Diagrams and photographs of the location are in the Appendix below. The approximate site is what3words: [///deeper.observer.shepherds](https://www.what3words.com/deeper.observer.shepherds).

Access to the site for the project will need to be planned, and agreed at the appropriate time with the Parish Council.

6 Scope of Works

The scope is:

- Detailed planning of project
- Clearing and preparation of the site
- Installation of pump track
- Landscaping and finish to a high standard, leaving access and work area safe and tidy.

The above is to be supplemented with:

- Compliance with safety standards and regulations, and robust risk management
- Consultation with the community
- Communication with the Parish Council
- Sustainability measures.

7 Duration

Tenderers should state their expected critical dates in the information submitted, as detailed in document 2: Tender Information and Quotation Form.

8 Payment

Payment will be made upon satisfactory completion of the stage or project and receipt of an itemised invoice. Payment will be made by bank transfer or cheque. The Parish Council prefers the following payment schedule:

- On completion of 50% of the Works - 40% of the Contract Price;
- On completion of the Works - 58% of the Contract Price; and
- On completion of an independent inspection report following Completion of the Works – 2%.

VAT is to be clearly shown on any invoice, with the company's VAT registration number.

Thornley Parish Council reserves the right to deduct appropriate costs for any substandard work or neglect by the provider.

9 Assumptions and Constraints

The land on which the pump track is to be developed is the former site of Thornley Colliery. The land is not level and the Parish Council has not undertaken any surveys of the site. The land is not registered as contaminated. The Council gives no warranty as to contamination or the condition of the land. The successful Contractor will need to manage the work on the site as it is found.

Access to the site will need to be agreed between the Council and the Contractor.

The Contractor will be considerate to all neighbours of the site, and residents who may be interested in the development.

The Parish Council understands that planning permission is not required due to permitted development, therefore the submissions and final design must fall within permitted development regulations.

10 Anti-Bribery and Corruption

Thornley Parish Council conducts itself in an honest, professional and ethical manner. It is an offence to bribe, or attempt to bribe, a public official and for such an official to accept a bribe. It is unacceptable for anyone connected with the Council, tendering or contracting for services to:

- Give, promise or offer a payment, gift or hospitality with the expectation or hope that any advantage will be received, or to reward any business advantage already given.
- Threaten or retaliate against anyone who has refused to commit a bribery offence or who has raised concerns about bribery.
- Engage in any activity that might be classed as bribery or which breaches the terms of the Bribery Act 2010.

11 Insurance

All tenderers must provide evidence of sufficient insurance for this project, and ensure it is maintained for the entirety of the contract period. Requirements and details of what to submit are in Document 2: Tender Information and Quotation Form.

12 Health & Safety

Health and safety is a key priority. The successful Contractor will be expected to have robust policies and procedures and to abide by all relevant legislation and regulations. Information required as part of tendering is detailed in Document 2: Tender Information and Quotation Form.

13 How to Tender

The tender has two parts as follows:

Document 1 Invitation to Tender

Document 2 Tender Information and Quotation Form

Tenderers should ensure they understand the tender documents and ensure a site visit has taken place.

It is recommended that the draft contract be reviewed by interested Tenderers which is available by emailing the Parish Clerk on clerk@thornley-p.gov.uk.

The completed Information and Quotation Form and all requested documents must be submitted by email or post, by the closing time.

The Parish Council reserves the right to ask any further questions about any information (whether supplied or not) by the Tenderer, and to undertake a criminal record check for relevant convictions for any Contractor or relevant persons if desired.

14 Notes to Tenderers

Tenderers are required to confirm their understanding of the tender documents. Tenderers are **strongly advised** to visit the site before submitting their tender.

The Council is under no obligation to accept the lowest priced tender, nor indeed any tender. The final design will be agreed with the successful tenderer.

The information provided herein is not necessarily to any scale or indicative of the final outcome.

Prospective Contractors must not contact Councillors or staff to encourage or support their tender outside of the prescribed tender process. Certain behaviour in this regard is criminal.

No fixing or adjusting of prices must be attempted or entered into, or any attempt at bribery made.

No expense incurred by any person submitting a tender will be reimbursed.

Tenders which are received after the closing time will not be considered.

If any clarification of the tender documents or process is required, these should be addressed to the Parish Clerk using the contact details supplied, in good time before the closing date. The Parish Council will not accept any liability in the case of any questions not answered.

All details submitted by Companies will remain confidential except for information that we are required to release (if obligated or requested to do so) under data protection legislation including the Freedom of Information Act.

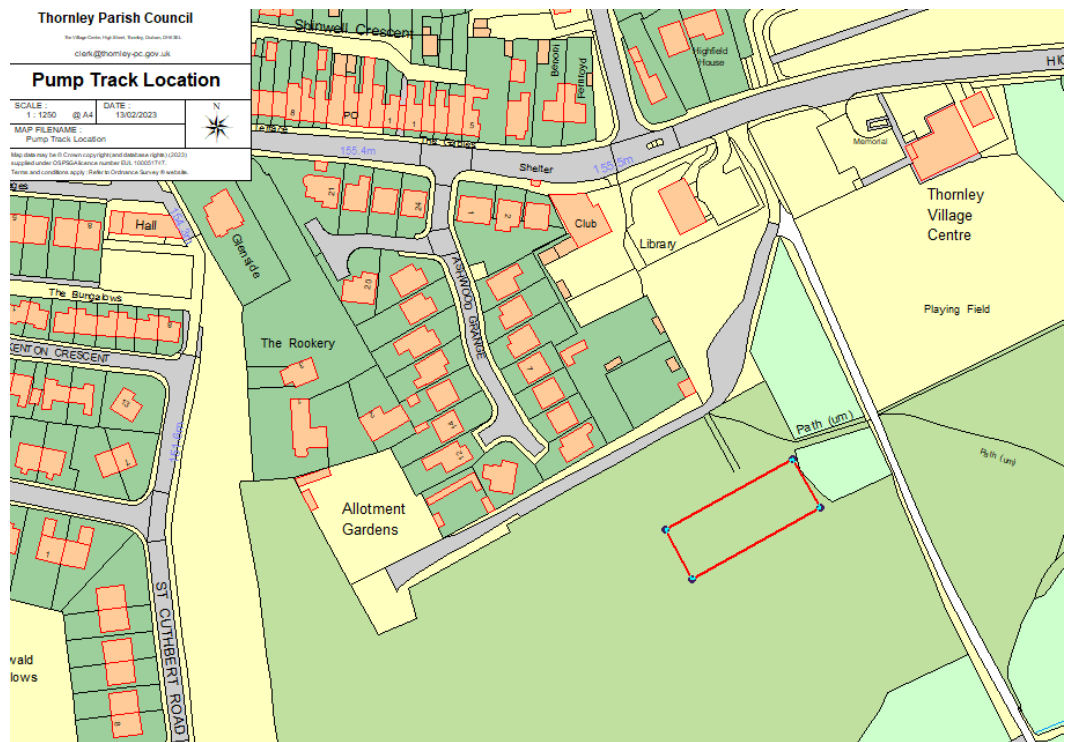
Amounts paid to Contractors, and certain other details, will or may be made public as part of the Parish Council's transparency obligations.

The Parish Council's main policies including Financial Regulations are on its website for the information of Tenderers.

Please do not include any information that has not been requested. Any questions should be asked before the closing date: do not enclose questions with your tender. Mark your email or sealed envelope clearly with TENDER ENCLOSED, for the attention of the Parish Clerk, using the details below.

Please mark all correspondence for the attention of the Parish Clerk. Thornley Parish Council Thornley Village Centre High Street Thornley Durham DH6 3EL	Telephone: 01429 820200 Mobile: 07483 119591 Email: clerk@thornley-pc.gov.uk Website: www.thornley-pc.gov.uk
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Location in Thornley (approximate):



Photos of location:

