



## **RYDE TOWN COUNCIL**

# **TENDERING DOCUMENTATION FOR BEACH LEVEL LOWERING AND REPLENISHMENT AT RYDE BEACH**

**Issue date 24<sup>th</sup> April 2023**

**Return date 9<sup>th</sup> May 2023**

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## **Background**

The beach at Ryde adjacent to the Marina arm suffers from build-up due to longshore drift and the Easterly winds that are prevalent in this area during the winter.

Up until 2014 the management of beach levels and beach replenishment was carried out by IWC. This management maintained a sand level adjacent to the Marina which prevented sand being blown up onto the Road and into the Marina. Since then, the beach levels have risen to such an extent that they now block the surface water drains which run onto the beach causing flooding, blows sand into drifts on the highway along the Esplanade and affects access to the Marina by boat traffic.

The Lifeguard station building is leased by Ryde Town Council and will remain the responsibility of RTC to maintain and ensure it is fit for purpose. The Beach area covered from Ryde Marina to Appley beach is to be patrolled hourly by the Lifeguards. The Beach area directly to the left and right of the station is to be observed constantly within the flagged areas.

## **General requirements**

To provide fully qualified and licenced professional members of staff to relocate sand from one location of Ryde beach to another as per the appendices to this document.

## **Contract duration**

The Town Council is inviting tenders from suitable qualified and experience contractors to undertake this contract for the period required to complete this contract as per the specifications with an maximum time of 3 weeks.

## **Invoicing and payment**

This is a fixed price contract with no RPI increase. Invoices shall be submitted quarterly.

## **Contract start date**

09/05/23

## **Contract end date**

01/07/23

## **Instruction, information and service level agreement**

Tenders are sought by Ryde Town Council for beach level lowering and replenishment at Ryde Beach.

The tenderer MUST tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The social value will cover aspects of the contractor's equality and diversity policies and equality act, tackling economic inequality, fighting climate change, equal opportunity, and wellbeing within their working environment which they will provide as additional paperwork.

The qualitative criteria will be based on the additional information to be provided by the contractor.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **9<sup>th</sup> May 2023**

### **Procurement timetable -**

<b>Activity</b>	<b>Deadline date &amp; time</b>
Publication of advert	24 <sup>th</sup> April 2023
Closing date for submission of tenders	9 <sup>th</sup> May 2023
Tender opening process	10 <sup>th</sup> May 2023
Report to Council	Via email 10 <sup>th</sup> May 2023
Notice of contract award	11 <sup>th</sup> May 2023
Contract award date	11 <sup>th</sup> May 2023
Contract start date	9 <sup>th</sup> May 2023
Contract end date	N/A
Ratification of decision at committee meeting	8 <sup>th</sup> June 2023

# SECTION 1 - SPECIFICATION

**Service-**The contractor will be expected to provide fully trained and qualified staff to relocate sand from one area of Ryde beach to Appley beach in safe and effective manner. Working with the tides and ensuring safety of staff and member of the public when using the beach.

**Method** - The methodology for this removal should be as follows:

1. The sand in the area bordered blue should be moved by wide plane into the orange area and then removed. This is to prevent damage to the Monktonmead outfall and this operation can be carried out at all states of the tide.
2. The sand in the area bordered orange should be moved by excavator and dumpers to the area bordered purple. This operation can happen during 3 hours either side of low water.
3. Any shingle free sand collected should be stockpiled adjacent to the Appley Tower. Any sand containing shingle should be spread and graded over the entire site bordered purple.
4. The shingle free sand which has been stockpiled adjacent to Appley Tower should be spread over area as directed by Ryde Town Council Officers to form the Beach Soccer pitches.
5. At the end of the contract both the receiving beach area bordered purple and the blue and orange areas should be graded to blend with the surrounding areas.

**Equipment-** The contractor must be able to provide adequate equipment and additional staffing where necessary) to aid in effective and efficient working, accident/incident prevention. Ensuring all relevant insurances are in place.

**Prevention and Rescue-** The contractors will be expected to take preventative action to avoid emergencies and all necessary action to respond to emergencies and to have clear operating reporting procedures if emergencies occur.

## **SECTION 2 - HEALTH & SAFETY**

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

## **SECTION 3 - INSURANCE AND COMPETENCY**

Tenders must provide up to date and relevant insurances including £10 million public liability. Fully qualified and licenced professional information.

## **SECTION 4 - OTHER GENERAL SPECIFICATIONS**

### **Meetings**

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange two meetings a year for pre and post operational dates to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

### **Signage**

Tenderers will provide and put in place their own signage at all locations with their company, operational hours, and logo. These locations will be organised with a Ryde Town Council in the pre-contract meeting.

### **Point of contact**

Contractors will report to the Beachfront Operations Manager throughout the duration of the contract.

### **Site visits**

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them. (Appendix 1 and 1.1)

### **Information databases**

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all patrols and reports. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each patrol, health and safety issues, and other relevant information.

The database will then get updated weekly by yourselves and sent to [Jake.Babington@rydetowncouncil.gov.uk](mailto:Jake.Babington@rydetowncouncil.gov.uk) on the designated day to ensure both parties are aware of all relevant information.

# **SECTION 5 - FORM OF TENDER FOR BEACH LEVEL LOWERING AND REPLENISHMENT AT RYDE BEACH**

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Monday, 24 April 2023

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the beach level lowering and replenishment at Ryde Beach, stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 3) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 4).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....