

Thornley Parish Council Tender Information and Quotation Form: Pump Track

All sections in boxes are **to be completed**. Other information to be provided is listed.

1 Tenderer Information

Name of Company:

Address of company:

Company Registration Number if applicable:

Telephone Number:

Email address:

Website Address:

Type of company - Sole Trader/Partnership/Ltd Company/Association/Other (please specify):

Date of registration/formation (please delete as appropriate):

Registered VAT number:

Registration with any appropriate professional or trade body including any reference number:

Details of Persons of Significant Control where appropriate, including name, address, nationality, and percentage of significant control (enter N/A if not applicable):

Details of immediate or ultimate parent company/ies where appropriate, including business name, address, and VAT and registration numbers if applicable (enter N/A if not applicable):

Would the work involve any Subcontractor on site (if yes please provide company name and key contact details)?

Please provide details of any conviction in the last five years of a person with management or supervisory positions within the organisation in relation to participation in a criminal organisation, corruption, offences linked to terrorism or money laundering, trafficking or non-payment of taxes (please state none if applicable):

Details of any breaches in the last five years of environmental, health and safety, and modern slavery obligations (enter N/A if not applicable):

Are you aware of any conflict of interest with Thornley Parish Council (please delete as appropriate)? Yes/No
If yes give details:

Name of applicant (if different from above):

2 Tenderer Experience

The company above has been supplying services of this type for years and has undertaken approximately pump tracks similar to that in this tender.

Please give details of four pump track projects you have completed and provide a web link for us to consider:

Name and link Pump Track Project 1:	Name and link Pump Track Project 2:
Name and link Pump Track Project 3:	Name and link Pump Track Project 4:

Please provide the names, addresses and contact details of four people who are familiar with your work in this context (if possible unrelated to the above projects) and who we can contact for references.

1 Name Organisation Address Telephone Mobile Email
2 Name Organisation Address Telephone Mobile Email
3 Name Organisation Address Telephone Mobile Email

The right to request further references is reserved.

3 Duration of Works

The expected duration of the works is:

Current approximate lead time from commission:

4 Pricing Schedule

Tenderers are required to complete the pricing schedule below with net costs. The final total should be provided as both net and gross.

Thornley Parish Council considers the pump track costs may be in the region of £80,000. Tenderers should not exceed this cost in their proposed designs. The final design and therefore the actual price may be different; this will be agreed with the successful provider. This aspect of the evaluation will be undertaken with regard to value for money for the design provided.

All costs including for example project management, waste removal, access costs and an element for consultation should be included in the anticipated cost. No other costs will be paid.

Itemised costs:

Item and quantity	Net cost

Total anticipated cost:

Total net cost for specification submitted	Total gross cost for specification submitted

5 Health & Safety

Have you been subject to enforcement action or prosecutions by the Health and Safety Executive, any local authority or other relevant enforcement body in the last five years (if so please provide details)? Yes/No

Confirmation of any accreditation with an SSIP registered scheme(s), with details of the scheme(s) and which staff are members if appropriate:

If any waste removal is required, confirm that the Tenderer holds/will obtain the relevant licence(s) and dispose of waste responsibly:

6 Insurance

The Contractor is required to make sure relevant insurance is in place. The documents required are listed below. Please note that up to date certificates would be required if applicable in advance of work commencing.

7 Documents to submit with this form

Interested parties should provide evidence of the following alongside this form:

- Copy of public liability insurance for at least £5,000,000
- Copy of employer's liability insurance for at least £5,000,000
- Appropriate insurance for the work tendered, including vehicle cover, damage to property and other parties, and contract works insurance.

You should also submit further information outlining your proposed approach and identifying appropriate design(s). It may include assumptions you have made and any constraints of your tender. It will also help if you include detail on how you would expect to develop Thornley's pump track specifically. We would expect to see some evidence of a visit to the proposed site, as well as detail of how you would approach the development and how you would deal with any problems that may arise. You can also attach your normal terms of reference which may inform, but not dictate, the contractual terms of any agreement made as a result of your tender.

This further information should include the following:

1. Detailed and specific strategies on your approach to the project from start to completion, which should include a project plan/Gantt chart or similar showing the critical path, key actions and critical dates. Please also provide details of how you will adhere to the planning and dates, your rationale behind the project planning, and how you would consult with our community.
2. Comprehensive illustration(s) of your design proposals and the specifications for the design, supply and installation of the pump track, including size and materials used for every layer and section, and landscaping. State the standards and specifications to which the track would be built where relevant. Provide information about the expected quality of the products and the end result as a whole. You may submit more than one design for consideration/illustration, however if you do so please mark one design clearly which is the main design that Councillors will evaluate against the costs provided. Provide information about which users the design(s) would be suitable for. Signage for the completed pump track should be included. Provide information about your organisation's commitment to sustainability and details/explanation of sustainable practices.
3. Your plan for addressing site-specific conditions and limitations to ensure the build goes smoothly, the track is well-built, has longevity and minimal maintenance, encompassing working conditions, site operating procedures and access, and how your plans take account of local weather.
4. Identify potential health and safety risks and how these would be mitigated, and an overview/example of the risk assessments and method statements that would be prepared. Outline how you would manage security on site during construction. Explain how you would mitigate risks in lead in times, project delivery and any risks not identified elsewhere.
5. Details of robust quality control procedures and measures, including completion/inspection reporting, a period for the identification of defects and warranty/guarantee periods as required.
6. Confirmation and details of capability in terms of staff and machinery to undertake the project, and confirmation of financial stability to undertake this project. Give details of key team members, and clearly define their roles, responsibilities, skills and capabilities, and confirmation that staff are trained in the use of

machinery and in any other matter pertinent to this tender. Confirm that you have in place an equality policy/statement or similar and adhere to equality legislation.

7. Describe how site specific information is disseminated to individuals involved and any Subcontractor. Provide details of who will communicate with the Parish Council and how this will be managed. Outline any assistance you can provide for an opening event including costs (do not include these in the pricing schedule).

7. You may submit further information (covering not more than one sheet of A4) with information you consider relevant.

8 Confirmation of suitability and tender completion

I comply with the requirements for a Contractor providing pump track developments. I confirm I have understood and used the relevant documents supplied by Thornley Parish Council in drawing up this tender.

I have reviewed the Draft Contract.

I understand that supplying untrue, inaccurate or outdated information could result in my organisation not being invited to tender or disqualified at any point in the tender process, or in the termination of the contract, if already awarded.

I confirm that I am authorised to sign on behalf of the company above which offers and agree, if resolved by Thornley Parish Council, to carry out the pump track project in accordance with the contents of this form and the other tender documents.

Signed:

Name:

On behalf of (company):

Date: