



Invitation to Tender (ITT 2023.01)

Hartford Parish Council.
Hartford Village Hall
244 Chester Road
Hartford
Cheshire
CW8 1LW
01606 784401

www.hartfordparishcouncil.org.uk
ITT reference. 2023.01

You are cordially invited to submit a written tender for the extension of the car park at Hartford Village Hall, 244 Chester Road, Hartford, CW8 1LW. A site visit is recommended.

Overview

Hartford Parish Council is a public body and as such is required to comply with the Public Contracts Regulations 2015 ("the Regulations") when it intends to procure or award a public supply contract, public service contract or public works contract, as defined by The Regulations, which is valued at £25,000 or more. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

The Council's Standing Orders and Financial Regulations also requires open advertising of the opportunity via appropriate media.

Existing Car Park

There is a tarmaced car park in front of the village hall, comprising 9 bays plus 2 disabled bays. To the side is an area of approximately 360m² used as an overflow car park, which has a grass guard plus MOT.

Car Park Extension

The project is to resurface the overflow area to match the tarmaced area. The main work will consist of the following:

- Excavate the existing surface, including the grass guard, and dispose of the waste off-site.
- Provide and lay appropriate edges and kerbs to the boundary of the car park area, including a demarcation line to the remainder of the car parking area beyond the tennis courts.
- Install new gullies and drainage and their connection to the existing drainage.
- Provide and lay all sub-base, base, binder and surface courses to match the existing tarmaced area.
- Carry out bay marking consistent with that of the existing tarmaced area.

Additionally, 2 associated pieces of work are required to the car park extension:

- To supply and install 100mm ducting, containing a draw rope, buried along the length of the hedge side of the car park extension to allow for the future installation of EV charging points.

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- The provision of a footpath from the pedestrian gate at the entrance round the telephone box to include:
 - ❖ The installation of edgings to the new footpath.
 - ❖ The supply, laying and compaction of MOT Type 1 to the new footway.

Procedure

1. After the closing date the Tenders will be opened by the Clerk in the presence of at least one councillor.
2. The tenders will be assessed, with technical assistance from our architect, and scored against the following essential criteria which **must be included** as part of a company's tender bid:
 - The tenderer's company base; by distance from the Village Hall.
 - Timescale; an estimate of how long the work will take to complete.
 - Availability; the work must be completed between October & March.
 - Price; the Council is **NOT** bound to accept the lowest value tender.
3. The decision about which Tender to accept will be taken at a Council meeting. All tendering companies will be contacted after this meeting.

This invitation to tender issued under this regulation shall be subject to the terms of the Bribery Act 2010, which includes a prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.

Please return your tender in a sealed envelope by Friday 3 March at 12noon by post to:

The Clerk
Hartford Parish Council
Hartford Village Hall
244 Chester Road
Hartford
CW8 1LW.

Please mark the envelope CAR PARK EXTENSION TENDER.

Please note email tenders will not be accepted.

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