

BRIDGNORTH TOWN COUNCIL

Tender Document



CREATE A WOODLAND PATHWAY AND SUPPLY AND FIT WOODEN PLAY EQUIPMENT AND BENCHES

Project Name: The Grove Woodland Project

Project Location: Lodge Lane Open Space, WV15 5EE



Employer: Bridgnorth Town Council
In partnership with: Shropshire Wildlife Trust

Contract Administrator: Barry Ince, Woodland Project Manager
Mobile: 07720090928 email: barry.ince@bridgnorthtowncouncil.gov.uk

Part funded with thanks by:



European Union

European Regional
Development Fund

CONTENTS

	Page
INSTRUCTIONS FOR TENDERING	3
FORM OF TENDER	5
ANTI-COLLUSION CERTIFICATE	6
CONTRACTORS COMPETENCE QUESTIONNAIRE	7
ENVIRONMENTAL PROTECTION ACT 1990	9
SPECIFICATION	10
EXAMPLES OF WOODEN STRUCTURES	12

INSTRUCTIONS FOR TENDERING

Invitation to Tender

1. **Bridgnorth Town Council** (the "Council") invites tenders to create a woodland pathway and to supply and fit Robinia wooden play equipment and sturdy benches at Lodge Lane, Bridgnorth.
2. Tenders must be submitted for the whole of the Goods. Tenders for part only of the Service will be rejected.
3. Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their tenders are accepted, including the Council's Standing Orders, a copy of which may be seen by arrangement.
4. Should any prospective tenderer be in doubt as to the interpretation of any part of the contract documents, the Town Clerk or nominated officer shall endeavour to answer written enquiries prior to tenders being submitted.
5. The contract is a fixed price contract.
6. The prices quoted shall remain valid for acceptance for a minimum of 3 months from the tender return date.

Preparation of Tender

7. It is the responsibility of the prospective tenderers to obtain for themselves at their own expense any additional information necessary for the preparation of their tenders.
8. The tender document must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an "in confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.
9. The attached documents are and shall remain the property of the Council and shall be returned with the tender and, if no tenders are submitted, on demand.
10. Tenderers will be required to demonstrate their ability to provide the Goods.
11. The tender shall be submitted on the Form of Tender incorporated herein. The Form shall be signed by the tenderer and submitted in the manner and by the date and time stated below together with the following documents unless already provided:
 - 9.1 A statement of the names and home addresses of the partners if the tenderer is a partnership, or a statement of the names and home addresses of the directors and secretary if the tenderer is a company.
 - 9.2 A description of the tenderers corporate and management structure and methods by which they will provide the Goods.
 - 9.3 The names of the tenderer's bankers and two other trade and credit referees.

- 9.4 A statement setting out the tenderer's status as a subsidiary company or otherwise within the meaning of Section 736 of the Companies Act 1985 and if appropriate, the name and registered address of the ultimate holding company.
12. All documents requiring a signature shall be signed:
- 10.1 Where the tenderer is an individual, by that individual.
- 10.2 Where the tenderer is a partnership by two duly authorised partners.
- 10.3 Where the tenderer is a company by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.
13. It is the contractors responsibility to obtain plans to identify, locate and comply with all statutory and other provisions to be observed and performed in connection with the **Services** and shall indemnify the "Council" against any claims made as a result of any failure in compliance.
14. Tenderers shall be deemed to have full knowledge of the site and site conditions and to have satisfied themselves before tendering as to the correctness of Contract rates. Tenderers are expected to inspect the site before tendering. Overhead services are not necessarily shown on diagrams but are self-evident. **Site visits are strongly advised and can be arranged by calling the council office on 01746 762231.**
15. The Council is not bound to accept the lowest or any tender.
16. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract Documents and where there is any discrepancy or difference between the tender and the (other) Contract Documents the latter shall prevail.
17. ALTERATIONS AND QUALIFICATIONS to the tender documents must not be made without the written consent of the Authorised Officer. Tenders containing such alterations or qualifications may be rejected.
18. Any costs incurred by carrying out work which has not been agreed in advance in advance with the Council will not be considered.
19. All work must be guaranteed for at least 12 months after the date of completion.

Tender Submission

20. The tender and all accompanying documents shall be carefully sealed an envelope and marked 'Woodland Project' and be delivered to:

**The Town Clerk, Bridgnorth Town Council, College House,
St Leonard's Close, Bridgnorth, Shropshire, WV16 4EJ**

To arrive later than noon on Monday 7th December 2020

Tenders received after **noon** on that date will NOT be considered.

FORM OF TENDER

WOODLAND PROJECT INSTALLATION CONTRACT

To: **Bridgnorth Town Council**

I/We

Print Names

Registered Address

.....

Telephone:

Email:

Hereby tender and undertake to execute and provide the Goods required in accordance with the Contract Conditions, Specification and prices contained therein and any other document listed in the Schedule for the following sum:

Section A – Itemised cost of each equipment item.

	Net Cost.	Vat @ 20%	Total Cost.
Description of play equipment items (as many as can be installed within agreed price range)			
Benches			
Bespoke archway at entrance			

Section B – Cost of Groundworks and Surfacing

	Net Cost.	Vat @ 20%	Total Cost.
Excavations (soft dig)			
MOT Type 1 (if required)			
Allowance for cut & fill where necessary			
Play grade bark (under all play equipment Stands)			
Fencing materials			
Edging materials (approx 125lm x 100mm)			
Geotextile membrane			
RPII Post installation inspection			

Section C – Security fencing, container and welfare facilities.

	Net Cost.	Vat @ 20%	Total Cost.
Security fencing			
Lockable container			
Welfare facilities			

Most of the above quantities and costs will only be determined following a site visit and detailed briefing by the Project Manager.

Combined quotation for section A, B and C.....

ANTI-COLLUSION CERTIFICATE

1. We certify that this tender is made in good faith, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not before the award of any contract for the work:
 - a. Communicate to any person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
 - b. Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted;
 - c. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work, any act or thing of the sort described at (a) or (b) above.
2. We further certify that the principles described in paragraph 1(a) and (b) above have been , or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.
3. In this certificate, the word 'person' includes any persons and anybody or association, corporate or incorporate; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

Dated.....

Signed.....

Print Name.....

Dully authorised to sign tenders for and on behalf of.....

.....

CONTRACTORS COMPETANCE QUESTIONNAIRE

The client has an obligation to ensure that the contractor engaged to undertake the works is competent to do so. The client fulfils this obligation by inviting tenders from contractors on its approved list and seeking evidence that contractors have undertaken works of a similar nature in the past and have an appropriate safety management system. Each tenderer is required to complete the following simple questionnaire which is to be returned with tenders and will form part of the evaluation of the tender.

1. Please provide evidence that you have successfully supervised and administered contracts of this nature, value and scale in the last 3 years.
Please provide 3 examples

Client & Project	Dates	Contract Value
1.		
2.		
3.		

2. Please confirm you have the necessary resources to undertake and manage the works and would be able to complete the works within the stated timescale.

--

3. Do you have recognised quality and environmental management certification in place? If so please give details.

4. Provide details of any works which you propose to sub contract, with company details and summarise how your organisation assesses potential sub-contractors to check their Health & Safety performance.

5. Provide evidence of your Health & Safety Policy.

6. Provide Evidence and copies of your public liability insurance cover.

ENVIRONMENTAL PROTECTION ACT 1990

The Contractor's attention is drawn to the requirements of the environmental Protection Act 1990 (EPA), the Control of pollution (Amended Act) 1989, (COPA) and the Environmental Permitting (England and Wales) Regulations 2007.

Anyone who Produces, imports, transports, stores, treats or disposes of controlled waste has a duty to ensure that the waste is handled safely and within the law, to this end it is the contractor's responsibility to take all reasonable steps to fulfil the requirements of the legislation when handling controlled waste.

It is also the contractor's responsibility to ensure that the necessary permits are in place, should they wish to import any controlled waste to the site as part of these works e.g. hard-core. The relevant permits should be submitted to the Council prior to the import of the waste occurring.

Failure to comply with these requirements will automatically invalidate the tender submission.

The above shall indemnify the Council against any claims or legal action taken as a result of failure to comply with the above legislation.

The Contractor is to complete the following at tender stage:-

1. Details of the intended licensed or exempt waste facility:

.....
.....

2. Details of the intended waste carrier(s) . Please also include a copy of the waste carriers registration certificate.

Name:

Postal Address:

.....

Registration Number:

3. Copies of the relevant waste transfer notes must be provided to the Council when disposal occurs.

SPECIFICATION

Scope of the Works

The Works shall comprise of the design and installation of a new woodland walkway with various items of play equipment and a seating area at the Lodge Lane Play Park, Bridgnorth. The contractor shall include for the design and installation of all materials and commodities, preparation of working drawings, preparation of "as fixed" drawings, testing and commissioning of the complete installation all of which shall be designed and installed in line with this Specification, and in conjunction with The Town Council's programme of works. The attached photo shows the selected site area. Site visits should be arranged through this office.

Summary of the Works

A. Supply and Install a new woodland pathway, play equipment, fencing and seating area at Lodge Lane Play Area, Bridgnorth.

1. To supply the most innovative woodland walkway with robust play equipment and picnic area within the agreed budget of £60,000.
2. To provide level areas for play equipment and seating area, underlay with geotextile membrane and to provide a safe play surface at all play stations and seating area.
3. Provide and lay approximately 125lm of edging for walkway.
4. Supply and fit 40lm of 1.2m high post and rail fencing. 2no half-round rails nailed to posts set at 1.8m centres.
5. Provide and fit 1no equipment illustration/information board.
6. Provide and fit 1no bespoke archway at entrance.
7. Provide all security fencing and safety signs for the duration of the project.
8. Provide skip for removal of site waste (if required).
9. Provide a secure lock up for the duration of the project.
10. Provide welfare facilities for workforce for the duration of the project.
11. Reinstatement and make good any damage to grass and surrounding area, feather old to new and grass seed.

Health and Safety and Welfare

12. RAMS to be submitted before any Commencement of Works.
13. Welfare Facilities to be supplied and managed by the successful Contractor.

General Requirements

Bridgnorth Town Council will expect the equipment and the completed installation to be of a high standard and that the equipment complies with European Standard EN 1176 and that the safety surfacing complies with EN 1177. The contractor is to ensure compliance with Construction (Design and Management) Regulations 2015 (CDM), and the project manager is to take due consideration of

the Health and Safety at work Act 1974. The contractor will also be responsible for organising a ROSPA inspection on completion before acceptance by the Council.

Drawings and Work Schedules and Certification

14. The Contractor shall provide the following before and on completion of the Project.

- (i) 'As fitted' drawings shall show the finished design, including any reinstatement.
- (ii) ROSPA certification.

Company

Company Position

Date

EXAMPLES OF WOODEN STRUCTURES

