

1 December 2020

## **STATION ROAD CAR PARK, BRUTON, IMPROVEMENTS TO LOWER TENDER DATA SHEET**

---

### **A. Introduction**

#### **1. Scope of Tender**

- 1.1 The Employer is: **Bruton Town Council**
- 1.2 The name of the Tender process is: **Tender for Station Road Car Park Lower Improvements**
- 1.3 Form of Contract: **JCT Design and Build (2016)**

#### **2. Source of Funds**

- 2.1 The Borrower is: **none, the project will be fully funded by the Town Council. The Council may secure funds for the project from others including for example SSDC (Market Town Investment Group, MTIG) or other sources.**
- 2.2 The name of the Project is: **Station Road Car Park, Lower, Improvements**

#### **3. Not Used**

#### **4. Eligible Tenderers**

- 4.1 Those Contractors assessed as meeting the eligibility criteria.
- 4.2 The formation of a joint venture, consortium, or association (JVCA) after prequalification, and any change in a pre-qualified JVCA, will be subject to the written approval of the Employer prior to the deadline for submission of tenders. Such approval may be denied if (i) partners withdraw from the JVCA and the remaining partners do not meet the qualifying requirements;
  - (ii) the level of participation by partners or the structure of the JVCA is substantially changed;
  - (iii) the new JVCA is not qualified; (iv) in the opinion of the Employer, a substantial reduction in competition may result; or (v) request for a change in the prequalification status of the Tenderer is received by the Employer after the date 28 days prior to the deadline for tender's submission.

The Employer will notify any changes in the list of pre-qualified Tenderers prior to the tenders' opening.

## B. Tender Document

### 5. Clarification of Tender Document, Site Visit, Pre-tender meeting

5.1 Bruton Town Council  
Community Office  
26 High Street  
*Bruton*  
*Somerset*  
*BA10 0AA*  
*Tel 01749 813 014*  
*Email townclerk@brutontowncouncil.gov.uk*

---

Requests for clarification shall be received by the Employer no later than 28 days prior to the deadline for submission of Tenders.

---

A Pre-Tender meeting **can be arranged at the request of tenderers**.

If a Pre-Tender meeting will take place, it will be at the following date, time and place:

Date: ***As a minimum 14 days prior to deadline for Tender submission***

Time: ***to be agreed***

Place: ***Community Office, High Street, Bruton***

A site visit by the tenderer **can be arranged at the request of tenderers** and can be organised by the Employer ***Town Clerk, Bruton Town Council***.

If a Site Visit is organised, it will be at the following date, time and place:

Date: ***As a minimum 14 days prior to deadline for Tender submission***

Time: ***to be agreed***

Place: ***Station Road Car Park, Bruton***

## C. Preparation of Tenders

### 10. Language of Tender

---

---

The language of the tender is: **English**

**11. Documents Comprising the Tender**

11.1 The Tender shall comprise the following:

- (a) Letter of Tender and Appendix to Tender;
- (b) Eligibility Criteria;
- (b) A pen portrait of the site personnel responsibility people and their planned attendance (eg frequency/duration) at site;
- (b) A method statement;
- (b) Proposed subcontractors;
- (b) Details of your Considerate Contractor scheme;
- (b) Design statement;
- (b) Mobilisation and construction timetable;
- (b) Schedule of other contract/work commitments (during same timeframe);
- (c) Completed Schedule of Prices / Bill of Quantities as provided.

---

Completed Schedule of Supplementary Information.

Schedule of Supplementary Information shall accompany, but not form part, of the Tender and is required to be submitted in sufficient detail to demonstrate the Tenderer's capability to perform the Contract. Schedule of Supplementary Information shall be submitted using the forms provided in Section IV, Tender Forms, and include the following information:

- a) Attachment 1 - Preliminary Programme
  - i) Site organisation and Method statement;
  - ii) Mobilisation and Construction Schedules;

- 
- iii) Contractor's Equipment; and
    - iv) Contractor's Personnel.
  - b) Attachment 2 - Financial Information
    - i) Financial Resources; and
    - ii) Name and address of the bank, which will provide the Performance and Advance Payment Securities.
  - c) Attachment 3 - Other Information
    - i) List of Proposed Subcontractors;
    - ii) Current commitments/works in progress; and
    - iii) Name (s) and address (s) the insurer (s) and its/their principal terms for the insurances required under the Contract.

### **13. Alternative Tenders**

13.1 Alternative Tenders ***shall*** be permitted.

---

13.2 Alternative times for completion ***are not*** permitted.

---

13.3

In addition to the information listed in ITT the Tenderer must also provide its estimated time schedule that would demonstrate the Tenderer's ability to complete the Works within the Time for Completion, taking into account the time that may be required to obtain the necessary approvals of the Alternative Technical solutions in accordance with the law governing the contract.

---

---

Alternative technical solutions shall be permitted for the following parts of the Works:  
***whole or parts of works: the contract is the JCT Design & Build contract.***

If alternative technical solutions are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria

**14. Tender Prices and Discounts**

- 14.1 The prices quoted by the Tenderer shall only be ***subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract.***

**15. Currencies of Tender**

---

15.1

The prices shall be quoted by the Tenderer entirely in **£, Pounds, Sterling.**  
All payments under the Contract shall be made in the currency of the Tender.

---

**16. Documents Establishing the Qualifications of the Tenderer**

**16.1**

Manufacturer's authorisation shall be required for the following items: *electrical vehicle charging points; lighting; any soakaway; any proprietary permeable surface.*

*The Employer shall consider the experience and qualification of the Tenderers only on their sole merits.*

*The Employer intends to permit Tenderers to claim the experience and capability of companies for the purposes of meeting the qualification criteria, for example in the provision of electrical vehicle charging points; any soakaway; any proprietary permeable surface.*

- 
- 16.4 If a Tenderer wishes to claim the experience and capability of a company for the purposes of meeting the minimum qualification requirements, the Tenderer shall submit with

---

its tender an irrevocable guarantee from its company. The format of the company guarantee shall be approved by the Employer prior to tender submission and shall specify, as minimum:

- the names of the parties to the company guarantee including the name of the Employer, the Tenderer and its guarantor;
- the name of the Contract relating to which the guarantee is provided;
- the validity of the guarantee, which shall be consistent with the time for completion or delivery required under the Contract;
- the law governing the guarantee, which shall be the same as the law governing the Contract; and
- the cumulative limit of liability of the Guarantor under the guarantee which shall not be less than the limit of liability of the Tenderer under the Contract

Failure to furnish suitable company guarantee may result in the rejection of the tender.

## **18. Period of Validity of Tenders**

---

18.1 The Tender validity period shall be **90** days.

## **19. Tender Security**

---

19.1 A tender security ***is not*** required.

---

**20. Format and Signing of Tender**

- 20.1 In addition to the original of the Tender, the number of copies is: **0**.
- 20.2 The written confirmation of authorisation to sign the Tenderer shall consist of a signature of a Company Director indicating that the person(s) signing the tender have the authority to sign the tender and the tender is thus binding upon the Tenderer

**21. Submission, Sealing and Marking of Tenders**

---

- 21.1 Tenderers shall **not** have the option of submitting their tenders electronically.

**D. Submission and Opening of Tenders**

**22. Deadline for Submission of Tenders**

- 22.1 For **Tender submission purposes** only, the Employer's address is :

Town Clerk  
Bruton Town Council  
Community Office  
26 High Street  
BRUTON  
Somerset  
BA10 0AA

**The deadline for Tender submission is:**

Date: ***Thursday 14 January 2021***

Time: ***12 noon***

**25. Tender Opening**

- 25.1 The Tender opening shall take place at:

Bruton Town Council  
Community Office  
26 High Street  
BRUTON  
Somerset  
BA10 0AA

Date: ***Thursday 14 January 2021***

Time: ***12 noon***



