**Invitation to Tender**

**for**

**Cherry Holme River Island Re-instatement**

**Transforming the Trent Valley Living Floodplains project 01 2020: Cherry Holme River Island**

**Application Pack**

**Return to s.turner@staffs-wildlife.org.uk**

**Tender Return Date: [4pm 21st November 2019]**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**TENDER EVALUATION CRITERIA (SECTION 1)**

* 1. **‘Pass / Fail’ Criteria:** The following criteria are required; any tender which does not demonstrate the ability to comply will these requirements will not be considered:
  2. Works delivered within the time frame detailed in Section 1.2 of the document “01 TL012020 – Cherry Holme”.
  3. Ability to comply to all Health & Safety Requirements (see Appendix 1: Standard Contract Terms & Conditions in document “01 TL012020 – Cherry Holme”).
  4. Experience of delivering comparable works to a high standard (please provide supporting evidence in the form of references or case studies; previous work undertaken for the Trust (if applicable) will also be taken into account).
  5. Tenders which demonstrate compliance with the above will then be scored based on the following criteria and weighting:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Description | Assessed by: | Weighting: |
| 1 | Responses to Technical Questions (see Section 3) | Evaluation of responses by the Nominated Officer and Project Manager. | 50% |
| 2. | Experience of working effectively under similar access limitations | Case studies and / or references supplied with Tender.  Any work the tenderer may have performed for the Trust previously will be taken into account. | 25% |
| 3. | Tender Price | Prices submitted in Tender (see Section 2: Itemised Costs). | 25% |

**ITEMISED COSTS (SECTION 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Itemised costs | Unit Cost  (Exc VAT) | Units | Total Cost  (Exc VAT) |
| **Preliminaries: Administrative** | **Please note:** Preliminary costs can be provided as a single figure for all packages collectively rather than repeating or duplicating costs. | | |
| Provision of Insurance:  Min £5,000,000 (Five million) public liability cover (documents to be supplied following contract award) |  |  |  |
| Provision of Risk Assessments and Method Statements for all aspects of work |  |  |  |
| Demonstration of appropriate licences, qualifications and competencies required to undertake the contract. |  |  |  |
| Other administrative costs to be incurred: |  | | |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Preliminaries: Logistical** | | | |
| Vehicle and equipment relocation |  |  |  |
| Please list required vehicle movements, and method of transport: | | | |
| Staff relocation and accommodation (if required) |  |  |  |
| Other logistical costs to be incurred: |  | | |
| 1. Supply and delivery of a welfare unit to the works site. |  |  |  |
| 1. Relocation of machinery and equipment in the event that the scheduled delivery slot is altered to end July to end September following exceptionally adverse conditions. |  |  |  |
| 3. |  |  |  |
| **Total Preliminaries Cost (Exc VAT)** | | |  |

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| **Materials supply:** | | | |
| Supply of all materials required for the re-instatement of the river island in accordance with the required specification (see Appendix 3). Please detail below: |  | | |
| 1 It is anticipated that only the gravels for the in-channel features and ford will be the only materials required and these will be supplied by Hanson’s Aggregates Ltd. |  |  |  |
| 2 Dead wood from extracted scrub and small trees around the channel to be retained and keyed back into the excavated channel. |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| Transportation onto the works site of gravels to infill the channel features and create the ford approximately 2.5km from Barton Quarry plant. |  |  |  |
| Please describe the proposed method of transporting materials onto site including delivery capacity and estimated trips required to transport all material:  ***N.B:*** *All phases of the operation should have full method statements and risk assessments (RAMS) provided in addition to any information provided herein.* | | | |
| **Materials provision: Total Cost (Exc VAT)** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Excavation costs:** | | | |
| Delivery of the works detailed in Part 1 of the tender document. Please provide an itemised breakdown of the costs detailing items such as the machinery inventory, operator costs, refuelling set up, pollution management, etc. |  | | |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Please describe your proposed method of delivery:  ***N.B:*** *All phases of the operation should have full method statements and risk assessments (RAMS) provided in addition to any information provided herein.* | | | |
| Ground protection measures to prevent damage to areas to be subject to repeated vehicle movements: |  |  |  |
| Please describe the measures to be implemented: | | | |
| **Excavation Costs: Total Cost (Exc VAT)** | | |  |

|  |  |
| --- | --- |
| **Total project Cost (Exc VAT)** |  |

|  |  |  |
| --- | --- | --- |
| Part B: Other Information | | |
| Delivery Time | Please detail anticipated time required for each phase of the work described above | |
| Preliminary activities |  | days |
| Transport of materials |  | days |
| Completion of works detailed in section 1.2 |  | days |
| Anticipated staff requirement | Please detail anticipated staff requirements for work, including justification for those numbers. | |
|  | | |

**TECHNICAL QUESTIONS (SECTION 3)**

*Please attach supporting information if required.*

1. Please provide a proposed programme of work demonstrating:

1. The ability to complete the works before the required completion date.
2. The anticipated order and / or schedule of works components.

2. Please detail anticipated staff requirements for the full programme of works.

3. Please describe how the quality of completed works will be ensured. Specific reference should be made to the following as a minimum:

1. Type of vehicles / equipment to be used for excavations.
2. Method of transfer of gravels to site and machinery proposed.
3. Proposed measures to manage health and safety on site.
4. Proposed measures to avoid or prevent damage or disturbance to soft ground through repeated vehicle movements, understanding that this site is situated within a floodplain.
5. Proposed measures to manage pollution on site.

**FORM OF TENDER (SECTION 4)**

**(To be completed by the Tenderer)**

**RELATING TO CHERRY HOLME RIVER ISLAND RE-INSTATEMENT**

**We offer to undertake works as described in your Invitation to Tender for:**

**Total Price Exc VAT: [ ]**

1. We confirm that we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. Having examined the Tender Documentation, we offer to excavate the proposed channel completed to a standard deemed satisfactory to SWT and the landowners for the Total Price set out above and in the Itemised Costs (if any).
3. We undertake to excavate the proposed channel and its reconnection with the River Trent within the time stated in the Invitation to Tender.
4. Unless and until the Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate the Invitation to Tender and the Form of Tender) shall constitute a binding contract between us;
5. We understand that you are not bound to accept the lowest or any tender you may receive.

**Name of Contractor:…………………………………………………………………………………………….**

**Of:………………………………………………………………..........................................................**

**(**if a Limited Company, please state address of Registered Office).

**The Tender should be submitted by email to s.turner@staffs-wildlife.org.uk (see Section 4 for additional details) by [4pm on the 21st November 2019].**

**Signature**……………………………………………………………………………………… (for and on behalf of the Tenderer)

**Date**….................................…………..

**SUB-CONTRACTORS**

* The Tenderer must indicate the names and addresses of those firms to whom he proposes to sub-contract any portion of these excavation works.
* The Tenderer will be responsible for providing copies of all relevant insurance certificates for those sub-contractors listed below.
* All risk assessments and method statements supplied by the Tenderer will be binding upon any sub-contractor.
* No sub-contractors may be used without the written consent of the Trust and compliance with its requirements.
* The Trust reserves the right to reject any proposed sub-contractor.

|  |  |
| --- | --- |
| **Sub-contractor Name:** |  |
| **Sub-contractor Contact Address:** |  |
| **Portion of works to be sub-let:** |  |

**IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW.**