



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

TENDER

FOR

REPLACEMENT OF ALLOTMENT FENCING 2021

FOR

HARPENDEN TOWN COUNCIL

Carl Cheevers
Town Clerk
Harpenden Town Council
Town Hall
Leyton Road
Harpenden AL5 2LX

BACKGROUND

Harpenden Town Council has recently assessed the condition and vulnerability of the boundary fencing surrounding our allotment garden sites within the town.

We are seeking tenders for the removal and replacement of the fencing along specific boundaries as detailed in Appendix A.

A budget of up to **£116,500** maximum has been set aside for this project. Contractors are requested to submit their costs per site in an itemised format.

The successful contractor awarded to undertake this tender should be able to provide examples of similar successful installations which they have been involved in.

It is intended that successful contractor will be approved by the Community Services Committee in June 2021, with the works to commence as soon as reasonably practicable.

INSTRUCTIONS TO TENDERERS

Harpenden Town Council (hereafter referred to as the “Client”) invites tenders for the removal and replacement of the fencing along specific boundaries of allotment sites. The works are across nine sites in total, all within the AL5 postal code area.

The Contractor shall make themselves fully conversant with the Client’s requirements by reading the invitation to tender and visiting and inspecting the sites set out in the tender document. The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be entertained by the Client following the submission of tenders.

SUBMISSION OF TENDER

1. Tenders are to be sent by post or delivered by hand in an envelope clearly labelled ‘Private and Confidential *Tender – Replacement of Allotment Fencing*, addressed to Carl Cheevers, Town Clerk, Harpenden Town Council, Town Hall, Leyton Road, Harpenden, Hertfordshire, AL5 2LX, so as to be received **no later 12 noon, Friday 14th May 2021**.

An electronic copy of the tender should also be sent to Carl.cheevers@harpenden.gov.uk with the subject line; ‘*Tender – Replacement of Allotment Fencing*, by the same deadline.

2. Contractors are required to note that it is the Contractor’s responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the Client by the above date and time.
3. All prices are to be quoted exclusive of VAT. The maximum budget limit is **£116,500** exclusive of VAT. The Contractor is requested to present costs that will not exceed this limit. Please use the ‘Form of Tender’ and ‘Pricing Schedule’ documents to submit prices per boundary and per site.
4. The Contractor’s attention is further drawn to the insurance requirements of the Client, with the relevant Public Liability, product liability and professional liability

Insurance of £5m minimum per claim. The successful Contractor will not be allowed to commence the Works until acceptable evidence of the insurance, has been approved by the Client and a risk assessment for each site provided.

5. The Client will write to all Contractors at the conclusion of our tender selection process advising of our decision and its rationale.
6. The Client may reject any tender not complying in any particular matter and their decision in that regards shall be final.
7. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.
8. Contractors must confirm in their submission that they have visited each of the sites. The majority of the boundaries are available to view from adjacent public footpaths and Contractors can attend without the need to notify or have the Client present. If a contractor wishes to meet a representative of the Client on site please note that the potential dates are the 26th March and 9th April-other contractors may also be in attendance for these site visits, please see section 15 for contact details. Tendering solely using google maps or other online mapping applications will not be accepted.

9. Arithmetic Accuracy of the Tender

- 9.1 If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the contractor only.
- 9.2 It is the responsibility of the contractor to check that all unit rates and other information entered in their Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded, they will not be taken into account. The figure agreed at the time of contract will prevail.

10. Confidentiality

- 10.1 All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Council.

11. GDPR

- 11.1 Information provided within tender submissions will be held in accordance with the Client's approach.

12. Timetable

- Tenders Issued: 8 March 2021
- Bookable site visits: 26 March and 9 April 2021
- Return date for Tenders: noon, 14 May 2021
- Assessment and final decision: 23 June 2021
- Award and Regret Letters: 24 June 2021
- Agreement of Contract: 28 June 2021
- Earliest commencement of works: 5 July 2021
- Completion of installation: 1 October 2021

13. Award Criteria

- Price = 80%
- Delivery to timescales = 20% (including implementation, delivery and installation:

14. Assessment Process

All submissions will be assessed in line with the Harpenden Town Council financial regulations.

15. Contact Details

Any questions regarding these documents and the specific requirements of the Client must be made in writing by e-mail to sarah.brimley@harpenden.gov.uk specifying that the e-mail relates to the 'Replacement of Allotment Fencing'.

In order that full consideration can be given, and responses can be forwarded to all Contractors, comments and questions must be received no later than **Wednesday 5th May 2021.**

Questions and queries received after this may not be considered.

16. Appendices

Appendix A – Tender Specification / Schedule of Works

Appendix B - Reference Documentation – Location Maps

Appendix C – Form of Tender

Appendix D – Construction Design & Management

APPENDIX A – TENDER SPECIFICATION / SCHEDULE OF WORKS

Key Considerations:

Tenderers are expected to visit the site ahead of creating a submission to familiarise themselves with the Project.

It is expected that all Tenderers will confirm exact measurements ahead of submitting a completed Tender Quotation.

A copy of the Tenderers relevant Public Liability, Product liability and Professional liability Insurance should be included within the Submission.

Several of the fencing boundaries are within public spaces adjacent to public footpaths etc. Contractors are expected to work in a considerate manner, ensuring that a safe, clear pedestrian route is maintained at all times.

There are no electrical points for Contractor use within the allotment sites, however, access to existing mains water can be provided on the majority of the sites.

Unfortunately, there is no secure storage for materials at any of the sites.

Welfare facilities are not available for Contractor use, provisions should be allowed for within the tender submission.

The Contractor is expected to provide details of their proposed site access route, mindful that allotment plots are in use and should not be trampled on or driven over. Any damage to the existing green space is the responsibility of and will be re-instated by the Contractor at their own expense.

All Waste Transfer Notices (WTN), should be passed to the Town Council as the completion of the Project.

Historically, asbestos roof sheeting etc. was used on allotment sites across the UK. Harpenden Town Council has carried out inspections on the buildings within the allotment sites though wish to make contractors aware that should any sections of buried asbestos be discovered as part of these works; they are required to cease works immediately and notify the Client who will arrange a licensed contractor to dispose appropriately.

The term 'clearance' is referenced within the specification. This includes the fencing to be replaced (which varies in type) and surrounding vegetation. The term 'vegetation' may refer to low level nettles etc. through to substantial bramble/ivy growth and/or self-sown trees. Contractors are asked to clear a sufficient area to remove the redundant fencing and replace with new ensuring a minimum gap of 0.5m from the vegetation to the new fence line. Contractors should include the cost of removing and lawfully disposing of redundant fencing and vegetation from the sites.

Contractors are asked to be mindful of any wildlife inhabitants incl. nesting birds during the works.

All metal gates and associated hanging posts removed for replacement as part of the works should be retained for the Clients use and delivered to the Harpenden Town Council Depot, off of Amenbury Lane, Harpenden.

Replacement Fencing

The required type of replacement fencing/gates are detailed on the right-hand columns of the scope. Clarification of the new fencing/gates is as follows;

‘Twin Bar Mesh fence’ – Powder coated, 1.8m high twin bar 656 rigid mesh fencing. 5mm vertical wires at 50mm centres and 6mm double horizontal wires at 200mm. Fencing on suitable rectangular hollow section (RHS) posts, concreted into position.

‘Twin Bar Mesh vehicular gates’ – Powder coated, 1.8m high double leaf with slide latch with ability to padlock shut. Drop bolts and associated ground guide holes at both ‘open’ and ‘shut’ positions. Rigid mesh to match above fence specification.

‘Twin Bar Mesh pedestrian gates’ – Powder coated, 1.8m high, 1.2m wide (unless stated otherwise within the spreadsheet), single leaf with slide latch with ability to padlock shut. Drop bolts and associated ground guide holes at both ‘open’ and ‘shut’ positions. Rigid mesh to match above fence specification.

‘Spike Fan anti climb return’ – Powder coated. Used only at the Riverside allotment near the bridge. Appropriate warning signage must also be installed to meet H&S regulations.



Colour reference for powder coated finishes: Jet Black - RAL 9005

Racing Green - RAL 6005

‘Cattle grade Stock Fencing’ – 1.4m high or next nearest height available, galvanized. Medium weight secured with treated wooden posts.

‘Chain-link’ – 1.8m high, 50mm x 50mm diamond mesh hole aperture to prevent climbing. 1.7mm steel wire diameter, green plastic coated. Secured with concrete posts.

Priority of Works and Costing Notes

The following Scope details the required works to each allotment site, referenced by boundary section numbers. (See Appendix B). The sites are listed in order of priority; Marquis Lane*, Harpenden Rise, Aldwickbury, Holcroft North*, Riverside*, Holcroft South, Pickford Hill, Piggottshill, Crabtree Lane and Cross Lane*.

Please note that the three sites marked with “*” require Planning Permission for the proposed fencing, which will be applied for by Harpenden Town Council.

The Pricing Schedule requests pricing per site and also per boundary. We appreciate that it will be better value for money to carry out the works per site rather than selected boundaries and it is our intention to do so where possible. The boundaries which are referenced within the Pricing Schedule are highlighted in green on the maps.

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Marquis Lane (39 plots)										
	Entrance gate	Public Footpath			Metal gate, good condition	2	3	5	Twin bar mesh 3m gate (green) at a height of 1.8m	
	1a	Public Footpath	Chainlink fence with concrete posts	19	Adjacent to public footpath.	2	4	6	Twin bar mesh fence (green) at a height of 1.8m	Clearance of vegetation and low level tree branches. Access from car park to avoid footpath closure.
	1b	Public Footpath	chainlink and hedge	29	Adjacent to public footpath. Bramble vegetation providing additional security.	2	2	4	Twin bar mesh fence (green) at a height of 1.8m	Clearance of vegetation. Access from public footpath and limited access from allotment (operational plot adjacent)
	3a & 3b	Marquis Playground	chainlink fence with concrete posts	48	Boundary with Marquis playarea (zip wire). Small areas of minor damage to the chainlink fence. Rusted barbed wire running along the top of the fence, covered with vegetation. 3b - Approx 20m in bad condition, bent rusted chain link fence which is not tensioned.	3	3	6	Twin bar mesh fence (green) at a height of 1.8m	Access from allotment side (operational plots adjacent).
	4	River Lea	chainlink fence with concrete posts	140	Adjacent to the River Lea and sheltered public footpath (sheltered due to tree overhang). Rusted chainlink fence with areas showing temporary patch repairs, areas which are un tensioned and loose.	3	4	7	Twin bar mesh fence (green) at a height of 1.8m	Clearance of vegetation/low level branches tree works/EA permit due to flood plain

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Harpenden Rise (34 plots)										
	Gate to recreation ground	Recreation ground within section 4			Ladder style metal runged gate. Very easy to climb over	2	4	6	Twin bar mesh 3m wide gate (green) at a height of 1.8m	
	3	Commercial	Chainlink with metal posts	29	Adjacent to The Old Bell Pub garden/premises. Low level chainlink with significant bramble and ivy vegetation. The height of this fence will not prevent trespass.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation
	4	Playing fields	Chainlink with metal posts	75	Adjacent to playing fields. Significant amounts of ivy over the fencing, areas of damaged chainlink but some hedging (holly) providing some protection.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation
	8	Playing fields	Chainlink with metal posts/chesnut paling fence	33	Chainlink with metal posts in very poor condition with some wooden chesnut paling fencing sections. Significant ivy growth through the fence. This area would not prevent trespassers from entering.	4	4	8	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Aldwickbury (90 plots)										
	1	Public Footpath	Mixture	50	Adjacent to public footpath but additional screening provided by vegetation as plots are away from the boundary. Potential areas of vulnerability. Mixture of fencing including; chainlink, loosely secured heras panels and bramble vegetation.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation. Curved boundary line
	3a	Public Footpath	Mixture	15	Adjacent to public footpath. Secure 2.4m gate, with chainlink and heras panels positioned in front of the original hurdle fence rails.	2	2	4	Consider as a full stretch 3 a-d	Re-use existing vehicular gate and posts
	3b	Public Footpath	Mixture	see 3d	Adjacent to public footpath. Chainlink (good condition) in front of the original hurdle fence rails. Some heras panel infills. Areas of significantly high (2.4m+) vegetation so cannot inspect fencing within	2	2	4	Consider as a full stretch 3 a-d	Clearance of vegetation. Curved boundary line. Clearance of 2 existing fences (chain link and hurdle)
	3c	Public Footpath	Chainlink /Wooden fence	15	Adjacent to public footpath (where the pathway splits in two) a fallen tree which has damaged the chainlink and wooden fencing.	4	4	8	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation. Curved boundary line. Clearance of 2 existing fences (chain link and hurdle)
	3d	Public Footpath	Mixture	305	Adjacent to public footpath. Mixture of fencing with chainlink positioned in front of the original hurdle fence rails. Some areas of dense vegetation on both sides of the boundary. Generally acceptable condition overall apart from 10m of loose chainlink just past the gate.	4	4	8	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation. Curved boundary line. Clearance of 2 existing fences (chain link and hurdle)

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Holcroft NORTH (17 plots)										
	1	Public Footpath	Chainlink with concrete posts	68	Adjacent to the public footpath. Generally reasonable condition but not sufficiently tensioned. A new tension wire could be run through to re-tension this stretch.	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	Access from allotment side (due to narrow public footpath)
	2	Public Footpath	Chainlink with concrete posts	35	Adjacent to the public footpath. Reasonable condition, sufficient tension with visible repairs to a small hole.	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation/tree works
	3	Public Footpath	Chainlink with concrete posts	40	Adjacent to the public footpath. Poorer condition than above sections, with notably less tension and sagging in areas. Approx. 20m of vegetation	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation/tree works
	6	Roadway	Chainlink with concrete posts	4	Roadway area. Poor to fair condition chainlink surrounding secure vehicular access gates.	3	4	7	Twin bar mesh fencing (black to match exisiting gate) at a height of 1.8m	Clearance of vegetation/tree works

Riverside (30 plots)										
	Entrance gate	Roadway			Metal vehicular access gate, easy to climb over	2	4	6	Vehicular gate (3m wide to open into the allotment rather than onto the roadway) twin bar mesh (green) at a height of 1.8m	Clearance of vegetation/low level branches tree works/busy main carriageway and pedestrian footpath. EA permission
	1	Roadway nr bridge		3	The railings from the footbridge are easily climbable				Anti climbing spiked fan	H&S signage required
	1	Roadway	wooden post and rail with low level stock fencing	20	Vegetation growth against wooden post and rail fenceline. Easily accessible.	2	4	6	Twin bar mesh fence (green) at a height of 1.8m	Clearance of vegetation/low level branches tree works/busy main carriageway and pedestrian footpath. EA permission
	3	Roadway	wooden post and rail with low level stock fencing	20	Vegetation growth against wooden post and rail fenceline. Easily accessible.	4	2	6	Twin bar mesh fence (green) at a height of 1.8m	Clearance of vegetation/low level branches tree works/busy main carriageway and pedestrian footpath. EA permission

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx length	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red
						Condition	Vulnerability	Total		
Holcroft SOUTH (50 plots)										
	Entrance gate (GATE A)	Public Footpath			Gate in good, secure condition but should be amended to match new fenceline	2	3	5	1 pedestrian gate, 1.5M wide, twin bar mesh (green) at a height of 1.8m, to open into allotment area.	Access via narrow public footpath
	Footpath gate (GATE B)	Public Footpath			Gate in good, secure condition but should be amended to match new fenceline	2	3	5	1 pedestrian gate, 1.5M wide, twin bar mesh (green) at a height of 1.8m, to open into allotment area.	Access via narrow public footpath
	Vehicular access from playing field gate (GATE C)	Public Footpath			Gate in good condition but easy to climb	2	4	6	Vehicular gate (4m) twin bar mesh (green) at a height of 1.8m, to open into allotment area.	Access via Tallents Crescent recreation ground
	1	Public Footpath	Chainlink with concrete posts	58	Adjacent to public footpath. Acceptable condition, low level vegetation. Entry gate in good, secure condition.	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	Access via narrow public footpath
	2	Public Footpath	Chainlink with concrete posts	38	Adjacent to public footpath. Acceptable condition, low level vegetation. Entry gate in good, secure condition.	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	Access via narrow public footpath. Clearance of significant vegetation and low level tree branches. Removal of 1 no. existing gate
	3	Public Footpath	Chainlink with concrete posts	53	Adjacent to public footpath. Shielded by 'natural' area of long grass, nettles, self sown trees (both sides of the fenceline).	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	Access via narrow public footpath. Clearance of significant vegetation and low level tree branches
	4	Public Footpath	Chainlink with concrete posts	119	Adjacent to public footpath. Fencing lacking correct tension in places, large areas of dense bramble (4m+) against boundary. Self sown trees.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Access via narrow public footpath. Clearance of significant vegetation and low level tree branches. Removal of 2 no. existing gates
	5	Playing Field	Chainlink with concrete posts	90	Adjacent to playing field. Chainlink is clear of vegetation apart from dense bramble area close to Tallents Close residential properties side.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Access via narrow public recreation ground. Clearance of low level vegetation

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Pickford Hill (16 plots)										
	Entrance gate	Car park			Metal gate with chain link in good, secure condition.	2	1	3	Vehicular gate (3m) twin bar mesh (green) at a height of 1.8m	
	1	Car park	Chainlink with metal posts	22	Adjacent to residential parking area, overlooked by residential properties. Some holes within the chainlink and lacking correct tension.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	clearance of vegetation / check for wildlife
	2	Car park	Chainlink with metal posts	25	Adjacent to residential parking area, overlooked by residential properties. Acceptable condition.	2	4	6	Twin bar mesh fencing (green) at a height of 1.8m	clearance of vegetation / check for wildlife
	3	Car park	Chainlink with concrete posts	20	Adjacent to playarea car park. Areas of bramble growing into fence, with the chainlink in poor, sagging condition.	4	4	8	Twin bar mesh fencing (green) at a height of 1.8m	clearance of vegetation / check for wildlife
	4	Playing Field	Chainlink with metal posts	45	Adjacent to playarea. Generally poor condition with some vegetation growing up the fence (bindweed).	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	clearance of vegetation / check for wildlife

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Piggottshill (137 plots)										
	13a	Public Footpath	Chainlink with concrete posts	10	Chainlink with concrete posts in good condition	2	2	4	Consider as a full stretch 13 a-d	Temporary closure of adjacent footpath during installation? Clearance of vegetation.
	13b	Public Footpath	Chainlink with concrete posts	14	Chainlink in very poor condition and presents security risk	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Temporary closure of adjacent footpath during installation? Clearance of vegetation.
	13c	Public Footpath	Chainlink with concrete posts	24	Chainlink in poor condition though the hedgerow provides a good boundary	3	2	5	Consider as a full stretch 13 a-d	Temporary closure of adjacent footpath during installation? Clearance of vegetation.
	13d	Public Footpath	Chainlink with posts	41	Chainlink is in average condition but not overly secure with a few holes and vegetation.	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Temporary closure of adjacent footpath during installation? Clearance of vegetation.

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Crabtree Lane (27 plots)										
	4a	Private land	unsecured corrugated metal sheeting	10	Adjacent to private compound. Sections of unsecured corrugated metal roofing sheeting providing a temporary repair	4	4	8	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation and low level tree branches. Retainment of banked land may be required.
	4b	Private land	Tall chainlink fence with barbed wire and concrete posts	90	Adjacent to private compound. Tall section of chainwire with barbed wire to the top row. Chainlink fence leading to SADC gate in poor, untensioned condition. Significant vegetation. This gate is the only vehicular access to the SADC compound (wayleave in	3	4	7	Twin bar mesh fencing (green) at a height of 1.8m	Clearance of vegetation and low level tree branches. Retainment of banked land may be required.

Site	Section number (as per plan)	Boundary with:	Type of fencing	Approx. length (M)	Officer observations	Scores			Type of appropriate fencing	Barriers to installation of new fencelines (Red status only)
						Condition	Vulnerability	Total		
Cross Lane (51 plots)										
	3	Cattle/arable field	Chainlink and hedging	117	Mixture of fencing including chainlink, chicken wire and hedging. Chainlink is in poor condition where visible. The adjacent field is currently arable but has previously been used for cattle.	3	4	7	Replace with cattle grade stock fencing with wooden posts at a height of 1.4m min.	Clearance of vegetation/access to adjacent field
	5	West of vehicular access gate	Chainlink	64	Potentially 40-60m of vulnerable area due to the lack of vegetation. Bramble in adjacent areas provides significant deterrent from unauthorised entry.	3	4	7	Chainlink with concrete post at a height of 1.8m	Clearance of vegetation, low level branches of self sown seedling trees within fence line.

APPENDIX B

REFERENCE DOCUMENTATION

Location Maps

A map detailing the exact location of the allotments can be found at;

<https://www.google.co.uk/maps/d/viewer?mid=1T6khnzfnCnRljEQfHAFICppi8l0-XANs&usp=sharing>

Marquis Lane (on junction of Marquis Lane and Crabtree Lane)

Harpenden Rise (access via public footpath from Park Rise Close)

Aldwickbury (Off of Dark Lane, past The Grove Junior School)

Holcroft North (Off of Tallents Cres, towards the Batford Memorial Hall. Vehicular access gates)

Riverside (Next to footbridge at junction of Station Rd and the B653)

Holcroft South (Off of Tallents Cres, towards the Batford Memorial Hall, public footpath to pedestrian gate)

Pickford Hill (Next to Porters Hill park, entrance nr park car park)

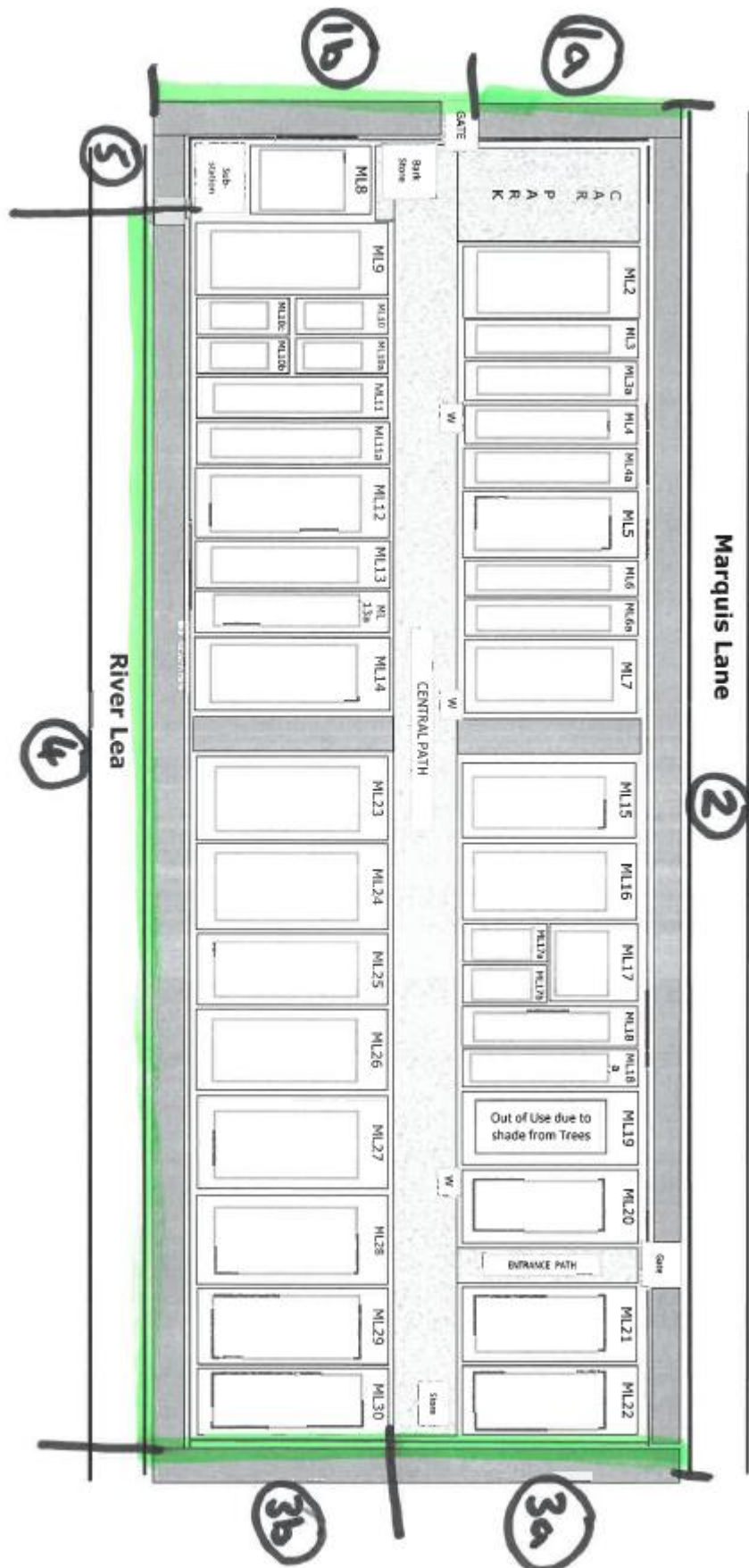
Piggottshill (Off of Dark Lane)

Crabtree Lane (Crabtree Lane nr junction with Langdale Ave)

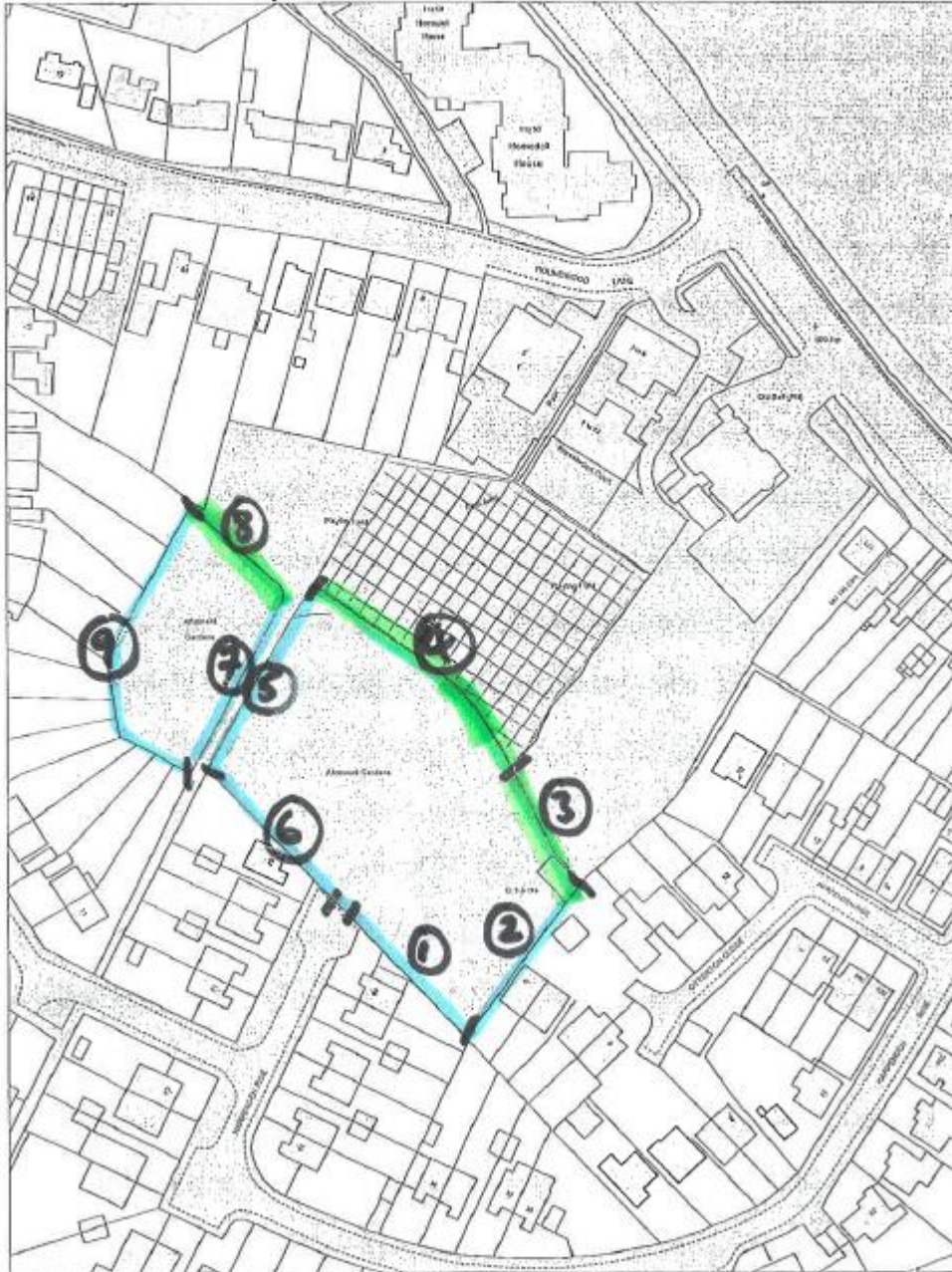
Cross Lane (Narrow track, note no through route over the railway bridge)

Marquis Lane Site

15-12-18



Harpenden Rise Allotments



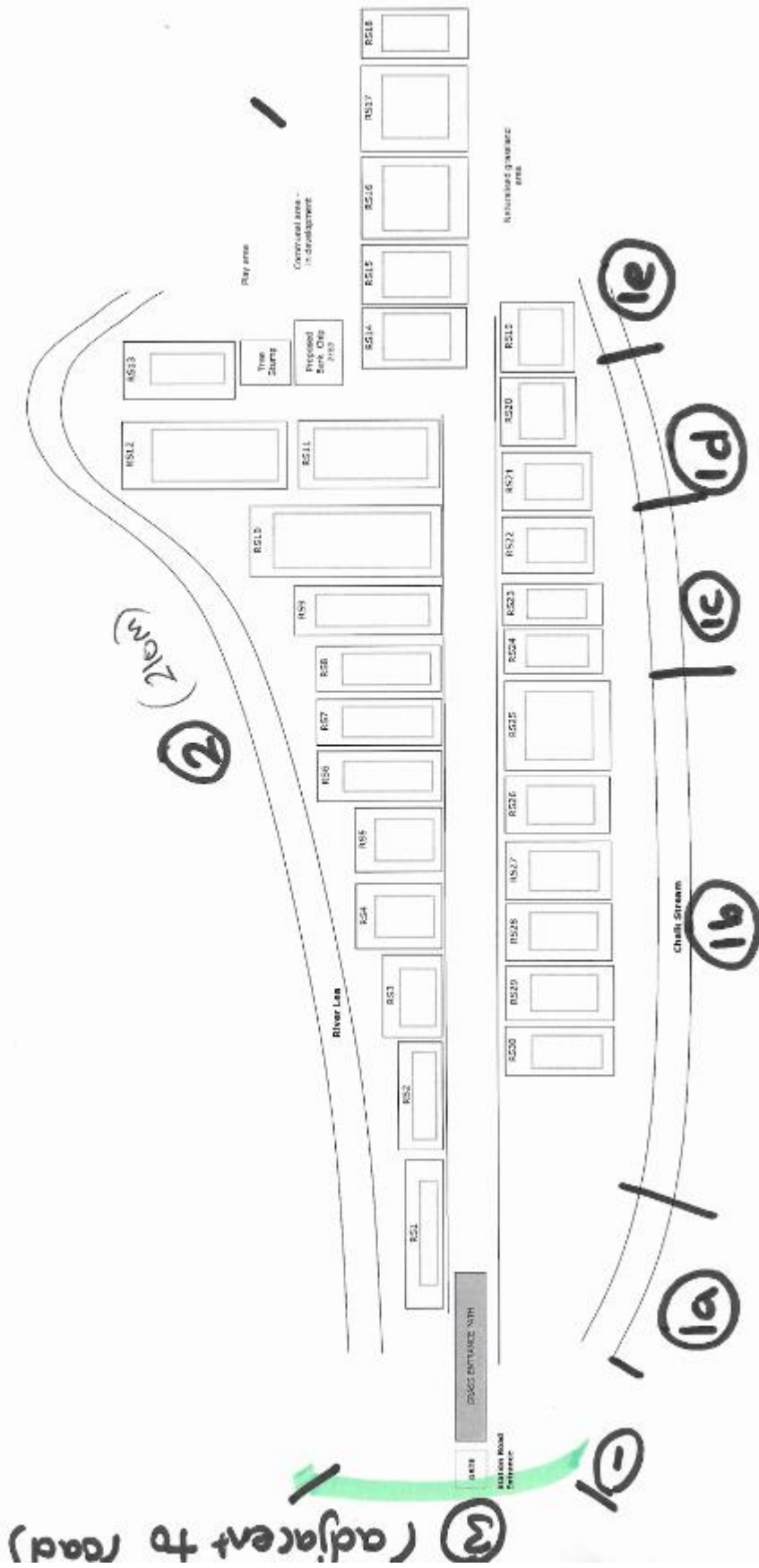
Holcroft Road

Roundfield Avenue

Holcroft North

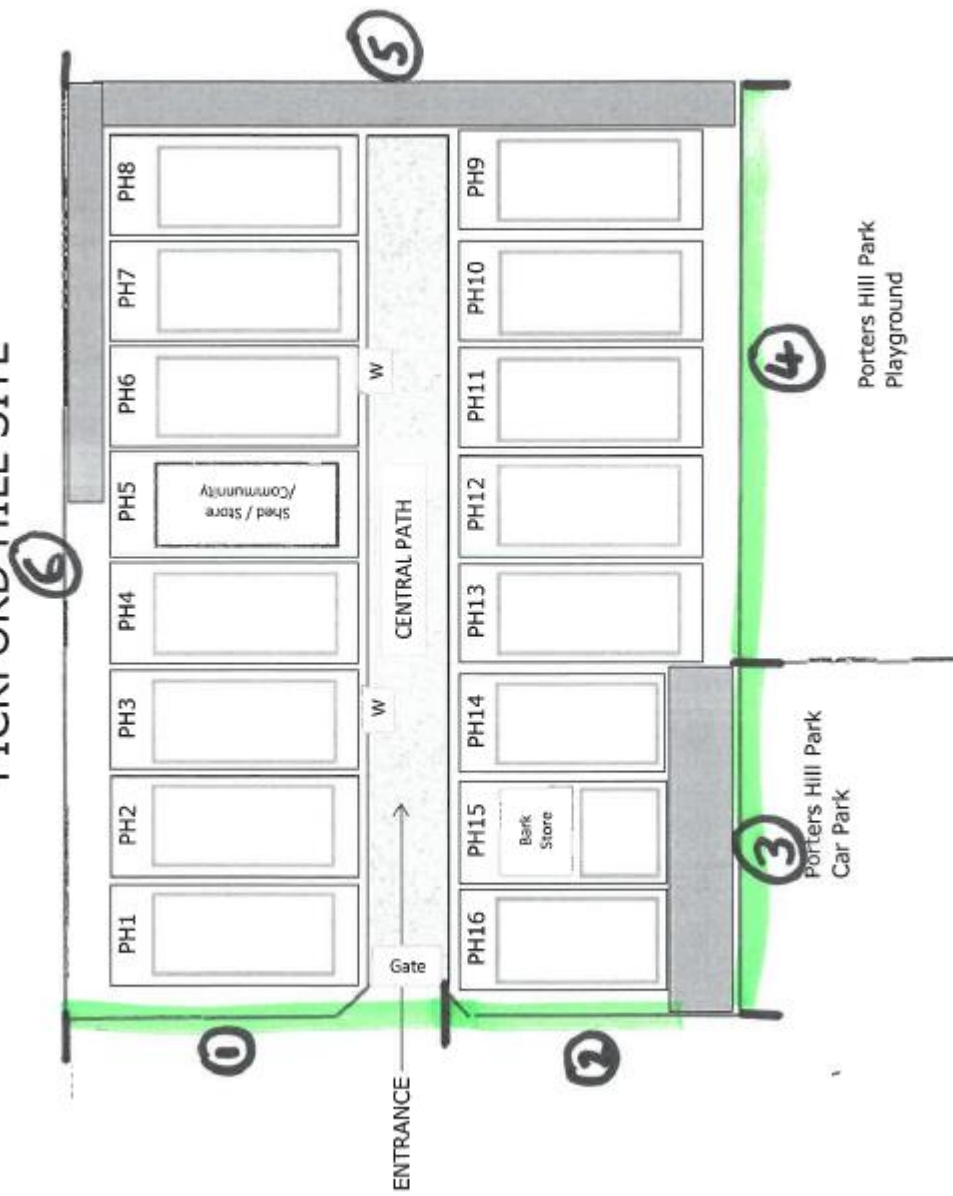


Riverside Site Map

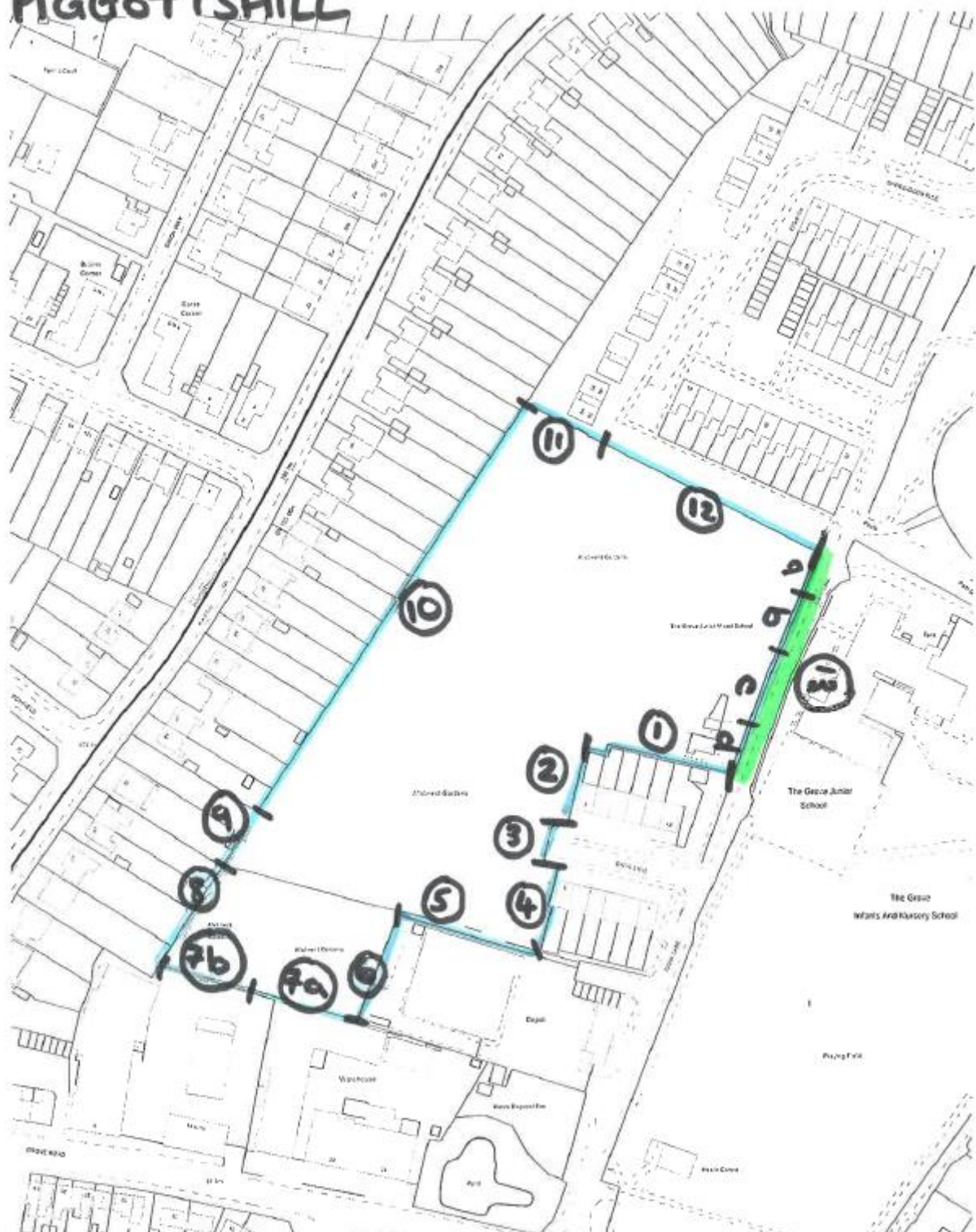


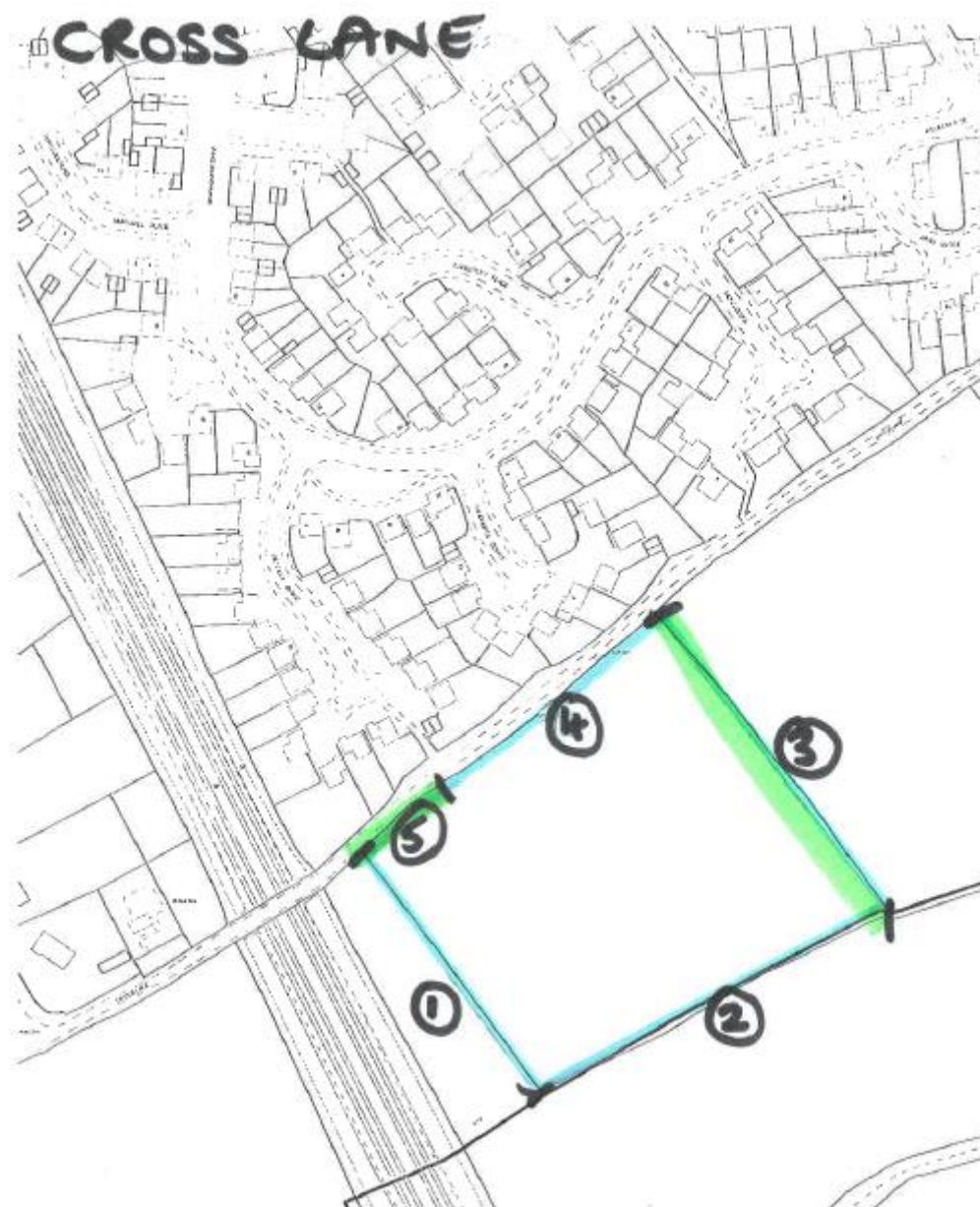


PICKFORD HILL SITE



RIGGOTTSHILL





APPENDIX C

FORM OF TENDER

Costings for the removal and replacement of fencing on the Harpenden Town Council Allotment sites quoted must be an itemised fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs.

Pricing should also include delivery and installation.

General Notes and guidance:

Any sketches/maps provided are not to scale.

Form of Tender - General Notes and guidance:

The Contractor is also required to complete the following documentation;

- Key Information
- Form of Tender
- Pricing Schedule
- Collusive Tender Certificate

PRICING SCHEDULE

N.b. Price per site, per boundary line- to include removal of existing fencing, required clearance works, transportation of removed gates to HTC storage depot, provision and installation of new fencing, posts and gates as specified.

Boundaries referenced below are highlighted in green on the attached maps.

Item	Cost (excl. VAT)
Prelims (i.e., Site welfare/storage etc)	
<u>Marquis Lane</u> Price for all boundaries: Price per boundary line as below; 1a 1b 3a 3b 4 Gate	
<u>Harpenden Rise</u> Price for all boundaries: Price per boundary line as below; 3 4 8 Gate	
<u>Aldwickbury</u> Price for all boundaries: Price per boundary line as below; 1 3a 3b 3c 3d 1	
<u>Holcroft North</u> Price for all boundaries: Price per boundary line as below; 1 2 3 6	

<u>Riverside</u> Price for all boundaries: <i>Price per boundary line as below;</i> 1 3 Gate	
<u>Holcroft South</u> Price for all boundaries: <i>Price per boundary line as below;</i> 1 2 3 4 5 Gates (x3)	
<u>Pickford Hill</u> Price for all boundaries: <i>Price per boundary line as below;</i> 1 2 3 4 Gate	
<u>Piggottshill</u> Price for all boundaries: <i>Price per boundary line as below;</i> 13	
<u>Crabtree Lane</u> Price for all boundaries: <i>Price per boundary line as below;</i> 4a 4b	
<u>Cross Lane</u> Price for all boundaries: <i>Price per boundary line as below;</i> 3 5 Gate	
Other items not covered in the above (please detail):	
TOTAL PROJECT SUM (based on prices per site):	

REPLACEMENT OF ALLOTMENT FENCING 2021

Key Information:

Please Outline Details of your Insurance Coverage appropriate to undertake these works:
Please outline details of principal plant and equipment to be used to undertake this work:
Please provide details of project staff, their training and experience relevant to the works:

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

FORM OF TENDER

REPLACEMENT OF ALLOTMENT FENCING 2021

To: **Harpenden Town Council**

Having examined the Conditions of Contract, Specification, and Other Works for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words): _____

(Amount in figures): _____

I/We certify that:

- (i) the amount of this Tender has not been communicated to anyone except the Client;
- (ii) the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
- (iii) no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to complete the whole of the Works on or before **1 October 2021**

I/We anticipate that the works will take _____ weeks to complete.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

Date:

Signature: _____

Designation: _____

Company Name: _____

Address: _____

Contact Person: _____

Tel no. _____

COLLUSIVE TENDERING CERTIFICATE

REPLACEMENT OF ALLOTMENT FENCING 2021

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

1. The tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
3. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
 - (a) communicating to a person other than the person calling for those tenders the amount of 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) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
 - (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having 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 above.

In this Certificate:

1. "Person" includes any persons anybody or association, corporate or unincorporated.
2. "Any agreement or agreement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this day of

.....2021

SIGNED (as in Tender)

.....

Duly authorised to sign for and on behalf of

.....

APPENDIX D

CONSTRUCTION DESIGN & MANAGEMENT

Guidelines for Method Statement required from Contractors.

From 6 April 2015 every construction project has to comply with the CDM 2015 Regulations. All tenders are received on the understanding that any company awarded a tender will provide Construction Design and Management procedures compliant with the Construction (Design and Management) Regulations 2015.

All tenders are received on the understanding that any company awarded a tender and entering into a tendered contract with Client will do so as the Principle Contractor.

Please note that any works which are anticipated to last over 30 working days and have over 20 workers working at the same time at any point will be classed as 'notifiable' and will require the completion of a F10 form.

METHOD OF WORK

Your method of work document should describe in detail the individual operations you'll be doing on the site.

Include enough detail to show how, when, where and for how long you'll be doing each part of the activity. You must include all temporary works, including 'enabling works' that support that main activity.

These documents might include:

- unloading and storing materials
- temporary works such as site hoarding
- the construction, engineering or installation methods you'll use
- the sequence of steps or works

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