



Watlington Parish Council

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REPLACEMENT OF EXISTING SEWERAGE DISPOSAL SYSTEM

Instructions to Bidders

This invitation to tender is for replacement of an existing sewage disposal system for the Watlington Sports Pavilion. The existing treatment plant is still in use and appears to be working without problem. It is however gradually sinking into the ground and is currently about half a metre below its original level. It may or may not be recoverable, but the council has taken the decision that it needs to be replaced.

The invitation presents three options and you are invited to submit bids for any or all the three options (a) septic tank, (b) treatment plant and (c) connection to the public waste disposal mains.

All bidders are welcome to ask questions about the tender by email to wpc@watlington-oxon-pc.gov.uk. Bids should be delivered in sealed envelopes clearly marked as "Tender" by 12:00 midday on Thursday 4th April 2024. If a bidder is unable to meet that deadline, they should notify the Parish Clerk by Friday 22nd March and, if an extension is agreed, it will be offered to all bidders.

Bidders should provide their best offer for the supply of the services.

Please include:

1. A completed and signed quote certificate for your bid (see end of this document)
2. Your proposed terms and conditions.

WPC will provide feedback to unsuccessful bidders once the contract has been awarded.

Background

A sports' pavilion was built in a corner of the recreation ground nearly 20 years ago to serve the local football and cricket clubs. It has four changing rooms and two referees' rooms each of which has its own showers and toilets and in addition the pavilion has a hall serviced by a small kitchen and a bar. The cricket field is used throughout the summer with matches about two out of three weekends, and the football pitches are heavily used through the winter with both adult and children's teams training and playing matches throughout the week. There are plans to add an external toilet to the building which will be open 24/7 to serve the recreation ground and play area adjacent to the sports field and pavilion. A sewage treatment plant was included under the recreation ground near to the building when the pavilion was built. We have spoken to a few service providers who have proposed various alternatives, but we now need to get quotes from providers based on a consistent specification. This document is an invitation to submit bids for the work. Those companies that have already submitted bids are welcome to resubmit their previous bids or to submit modified bids to meet the specification provided here. Three possible options are considered, and bidders are invited to bid for as many of the options as they wish – there is no need to submit bids for all options but an explanation of why bids have not been submitted for some options would be welcome.

Estimated wastewater volume

Sports pavilion is primarily used by the football and cricket clubs at weekends and at some evening training sessions. In addition, it is used by small groups on weekdays for indoor events such as dance and

exercise classes as well as some social events. The water bills over the last two years show an average usage of about 40 m³ per month. Within the building the major uses of water are after-match showers and washing of playing kit using domestic washing machines. The kitchen and bar are used to provide post-match refreshments and the occasional evening social events. A further significant use of water is maintenance of the cricket pitch throughout the summer, with an estimated annual usage of 20% of the total water usage. This water does not end up in waste system, giving a monthly input to the waste system of 32 m³ per month. In addition, an external toilet that is being is planned that is intended to feed into the existing system and so would represent an increase in the total waste volume. This toilet will consist of two cubicles with wash basins and will be open 24 hours a day for all users of the recreation ground.

Layout

Figure 1 shows the location of the existing treatment plant and the proposed location for the new plant or tank (Options 1 and 2), while Figure 2 shows the suggested route for a waste pipe to connect to the public waste sewer in Love Lane (Option 3).

The site is always open to the public, but if you wish to have access to the pavilion building or want to discuss the project with the council, the parish office is open 9:30 to 13:00 on weekdays and can be contacted on 01491 613867.

Option 1 Cess Tank

Replacement of the existing plant with a tank might appear to be a cheaper option to install, but we need to aware of lifetime costs. Regular emptying of the tank could be a significant contribution to the lifetime costs of the system so we would want to see an estimate of the annual emptying costs included as part of the proposal for this option.

Option 2 Sewage treatment plant

The existing sewage plant is a Balmoral S. B. R. Model 24 with a maximum daily flow of 960 litres/day and this appears to have been adequate over the past years. This plant has incurred little in the way of running costs but again we would wish to see an estimate of the servicing costs and their frequency.



Figure 1: Proposed location for options 1 and 2

Option 3 Mains drainage

Figure 2 shows the suggested route for the sewer which has a drop of about 5 metres and is entirely through land owned by the parish council until it reaches Love Lane.

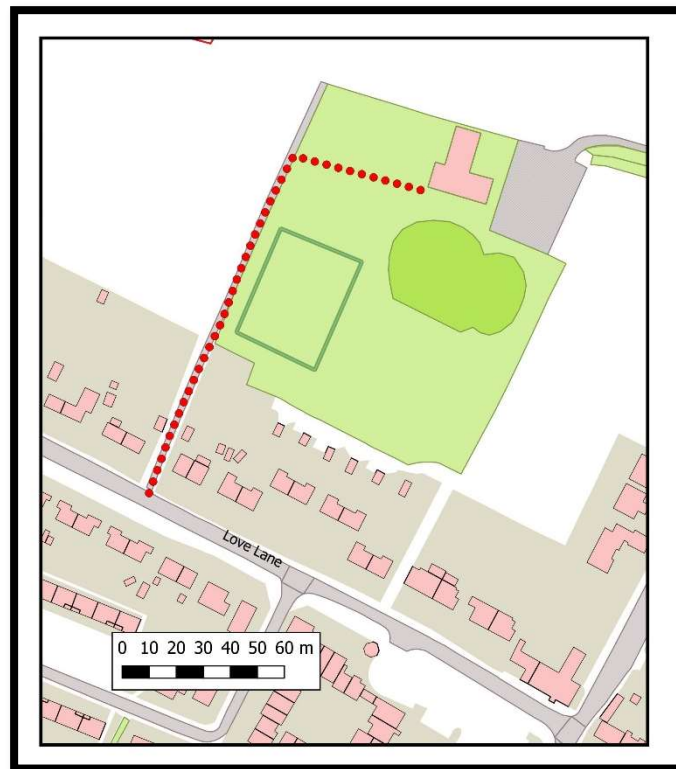


Figure 2: Proposed route for connections to public sewer

QUOTE CERTIFICATE

QUOTE FOR REPLACEMENT OF AN EXISTING SEWAGE DISPOSAL FACILITY FOR THE SPORTS PAVILION AT THE WALINGTON RECREATION GROUND

CONTRACT PERIOD: as agreed between the parties hereto

1. We,

(carrying on business) as

(whose registered office is) at

hereby offer to provide the Services described in the quote in accordance with the terms given below.

2. We agree that the insertions by us of any conditions qualifying this Quote or any unauthorised alteration to any of the quote documents shall not affect the Agreement and may cause the Quote to be rejected
3. We agree that this Quote is submitted on the basis that the offer herein contained shall remain in force without variation for a period of three months from receipt of this Quote.
4. If this Quote is accepted by the Council, then we undertake to enter into a formal contract for the proper and complete fulfilment of the Services
5. We understand that the Council is not bound to accept the lowest or any quote they may receive nor to pay any expense incurred by us in connection with the preparation and submission of this Quote
6. We declare that we are not a party to a cartel involving or including any commercial or other arrangement between individuals and/or corporations which is intended to or organised so as to share or control marketing arrangements or prices
7. We declare that we have not offered to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person nor entered into any agreement or arrangement with any person that he/she shall refrain from quoting or as to the amount of any quote to be submitted
8. We undertake not to disclose the amount of our Quote to any person or body before the date and time for the opening of the quotes except where the disclosure, in confidence, of the approximate amount of the quote is necessary to obtain insurance premium quotations required for the preparation of the quote
9. We agree that we have satisfied ourselves before submitting this Quote as to the correctness and sufficiency of the rates quoted.
10. We agree that unless and until a formal contract is prepared and executed, this Quote together with the Council's written acceptance thereof shall form a binding contract in the terms of the Agreement (as defined in clause 1 of this Form of Quote)

DATE

Invitation to bid for replacement sewage disposal

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COMPANY* (1) Signature:

Name:

Position in Company:

For and on behalf of:

(Print Company's full name and registered number)

NOTE:

- i) Where the bidder is a limited company, the Quote must be signed on behalf of the company by an authorised officer whose designation must be stated and the address of the registered office of the company must be given.
- ii) In the case of a partnership the names of all the partners must be given on a separate sheet and attached to this Form of Quote and must be signed by one of the partners on behalf of the partnership.
- iii) Where the bidder is a private firm, the Quote must be signed with the firm's name.