

Invitation to Tender

Cornwall Wildlife Trust Accessible Pathing

Ref: Community Wellbeing Garden Y4 CAP6 010

1. About Cornwall Wildlife Trust

Cornwall Wildlife Trust - one of 46 Wildlife Trusts working across the UK - believes in a wilder future for Cornwall, where our wildlife and wild places are cherished for all to enjoy. With the support of our members, we implement projects on land and at sea, conducting campaigns and managing wild spaces to ensure nature in Cornwall thrives for future generations.

We want our nature reserves to reverberate with the joyful sounds of wildlife, to be havens in which rare species flourish and colourful plants thrive.

But we're not just concerned about the space within those boundaries – this work spills out from nature reserves into our conservation on land. We want Cornwall's hedgerows & heathlands, footpaths & farmlands, wildflower meadows & woodlands to burst with wildlife. We want to ensure badgers are vaccinated, to help beavers create new habitats, to make a hole for every hedgehog, and to see choughs remain on our cliffs as well as our crest.

Beyond those cliffs lies the ocean, where our marine conservation work at sea is equally urgent. We'd love our waters to be full of vibrant and extraordinary marine life, to provide safety for seals and dolphins to play, to ensure St. Piran's crabs make a permanent home on these shores, and to re-establish sea grass beds which trap carbon and tackle the climate crisis.

And we're also interested in people. We want to make sure Cornwall's wildlife and wild places remain a constant source of wonder and wellbeing for everyone. We'd love to see one in four people taking action for nature in Cornwall, in all sorts of ways – whether by petitioning the government to conserve 30% of land and sea by 2030, creating a wildlife pond in their garden, or volunteering on one of our many projects.

Nature in Cornwall is declining and needs our help. We're working to create a Cornwall where nature thrives

2. Background and Context

About the project

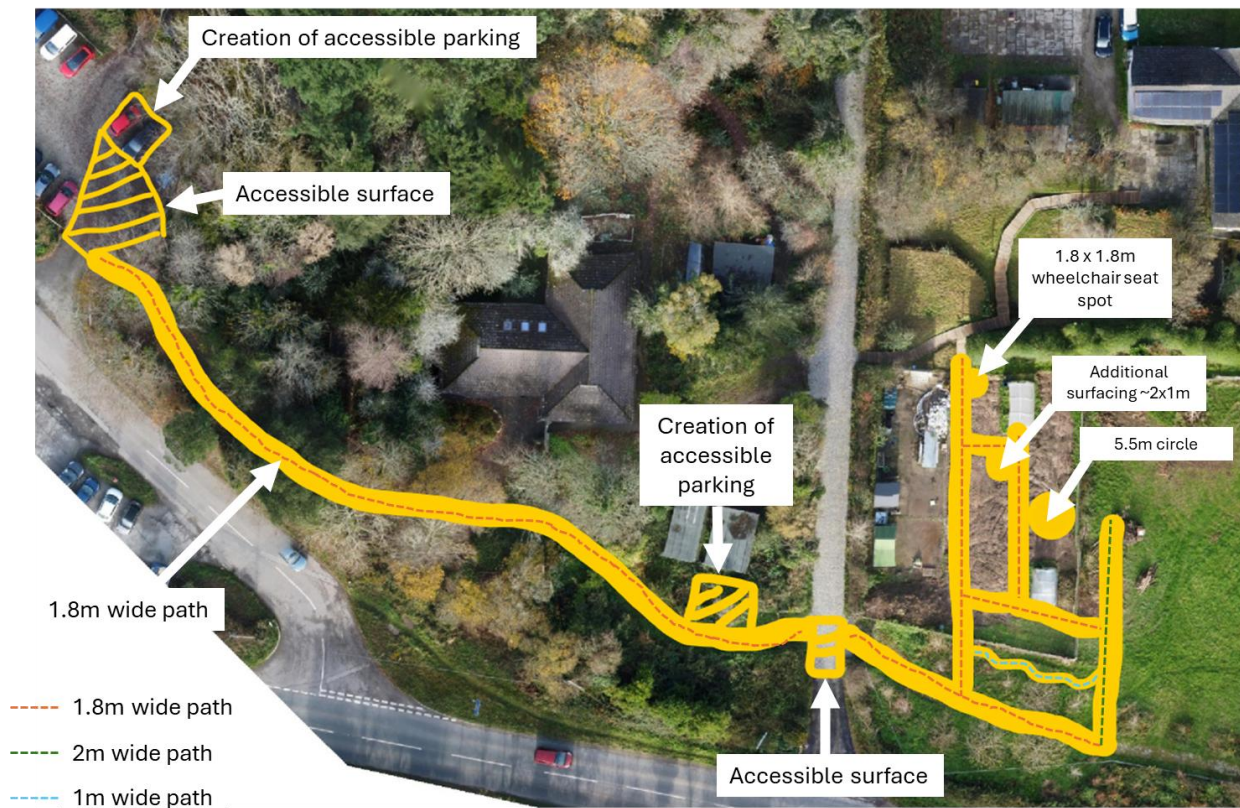
We are turning an old allotment space into a Community Wellbeing Garden that is inclusive and accessible to all. We are improving the access to the site, including creating accessible parking and improving the pathway to the site and creating accessible pathing within the garden. The project has been designed to support more people to connect and engage with nature but also needs to support nature and be as environmentally friendly as possible.

3. Tender requirements

3.1 General

~600 - 700m²* of a bound, permeable surface, non-slip, non-reflective surface. *This is an estimate and the supplier must carry out own measurements for accuracy.

- Exact measurements to be taken by contractor – measurements given are a rough estimate, map of site where pathing and surface are to be put in below:



- The garden area needs to be levelled prior to pathing being put in, to a gradient no larger than 1:20. Other areas may need to be levelled to achieve a gradient of no larger than 1:20 on the newly surfaced areas.

4. Budget

The total maximum budget available for this commission is £52,924.19 (ex VAT) but inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by Cornwall Wildlife Trust authorised representative. The timetable for submission of the

Tender, completion of the programme is set out below:

Milestone	Date
Date ITT available on Contracts Finder	8 th July 2025
Site Visit to be arranged with amy.gosney@cornwallwildlifetrust.org.uk	Available dates: Thursday 10 th July, Monday 14 th July, Tuesday 15 th July, Friday 18 th July
Last date for raising queries	22 nd July 2025
Last date for clarifications to queries	24 th July 2025
Deadline to return ITT	28 th July 2025
Evaluation of ITT	31 st July 2025
Preferred supplier notified	4 th August 2025
Award of Contract	5 th August 2025
Contact completed	30 th September 2025

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Cornwall Wildlife Trust during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief.
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - I. Professional Indemnity Insurance with a limit of indemnity of not less than two million (£ 2,000,000),
 - II. Employers Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000)
 - III. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
 - IV. Products Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).
- d. Conflict of interest statement

6.2 Method statement to include the following:

Detailed method for the proposed installation, including:

- Site preparation – where the pathing will be laid, the area needs to be levelled to be flush with the existing concrete plinth at one end, and meet an existing boardwalk at a gradient no greater than 1:20 at the other end
- Base construction
- Drainage considerations
- Application of bound, permeable surfacing
- Finishing and quality control procedures

Specification of materials to be used, including:

- Type of permeable bound surface (e.g. resin-bound gravel)
- Base materials
- Edging and jointing methods

Compliance with relevant standards (e.g. BS EN, SuDS requirements, DDA compliance)

Programme of Works

- Project must be completed by 30th September 2025. Garden area needs to be completed by 14th September 2025. Preference will be given to contractors who can complete this project before this date.
- The garden area needs to be completed first, then the carpark and additional pathing.
- Estimated project timeline from mobilisation to completion
- Key milestones
- Proposed working hours
- Contingency for weather or delays

Health, Safety, and Environmental Documentation

- Site-specific risk assessment and method statement (RAMS)
- Health & Safety policy
- Evidence of staff training and relevant certifications (e.g. CSCS cards)
- Waste management plan and disposal methods
- Environmental policy, especially regarding sustainability and water permeability

Accessibility and Compliance

- Confirmation that the design and materials comply with accessibility standards (e.g. Equality Act 2010)
- Surface finish and gradient details to ensure usability by wheelchairs, mobility aids, and visually impaired users

Quality Assurance

- Details of quality control procedures during installation
- Warranties offered on materials and workmanship
- Maintenance recommendations post-installation

6.3 Previous work examples. Three examples of previous contracts of a similar size; one of which should demonstrate a similar installation resin bound, accessible pathing. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).

6.4 **Cost Breakdown**

- Detailed pricing schedule including:
 - Site preparation
 - Materials

- Labour
- Equipment hire
- Disposal costs
- Any additional or optional items
- Clear indication of VAT and any exclusions

7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Cornwall Wildlife Trust.

8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Cornwall Wildlife Trust or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Cornwall Wildlife Trust to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

amy.gosney@cornwallwildlifetrust.org.uk

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Cornwall Wildlife Trust to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Cornwall Wildlife Trust unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed based on the following tender award criteria.

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Method Statement	20
<ol style="list-style-type: none"> 1. Detailed method for the proposed installation 2. Specification of materials to be used 3. Compliance with relevant standards 4. Programme of Works *projects which can be completed fastest will score higher 5. Health, Safety, and Environmental Documentation 6. Accessibility and Compliance 7. Quality Assurance 	
Ref 6.3 Previous work examples	30
Two examples of previous contracts of a similar size. Maximum of one side of A4 (pictures can be supplied separately but must contain no other text than labels; website links will not be viewed).	
Ref 6.4 Budget	50
<p>A fixed fee for this work (ex VAT) including travel and all other expenses.</p> <p>The lowest bid will be awarded the full 50 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 50 x lowest bid / bid</p>	

11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.

40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Cornwall Wildlife Trust reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Cornwall Wildlife Trust is not bound to accept the lowest price or any tender. Cornwall Wildlife Trust will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Cornwall Wildlife Trust's internal procedures and Cornwall Wildlife Trust being able to proceed.

12. Tender Award

Any contract awarded as a result of this tender process will be in accordance with this tender and supplier's response.

13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

amy.gosney@cornwallwildlifetrust.org.uk

with the following message clearly noted in the Subject box;

'Cornwall Wildlife Trust – **Community Wellbeing Garden Y4 CAP6 010**

Tenderers are advised to request an acknowledgement of receipt of their email.

14. Disclaimer

The issue of this documentation does not commit Cornwall Wildlife Trust to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Cornwall Wildlife Trust or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Cornwall Wildlife Trust and any other party (save for a formal award of contract made in writing by Cornwall Wildlife Trust or on behalf of Cornwall Wildlife Trust).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Cornwall Wildlife Trust, or any information contained in Cornwall Wildlife Trust's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Cornwall Wildlife Trust for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Cornwall Wildlife Trust reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Cornwall Wildlife Trust liable for any costs or expenses incurred by tenderers during the procurement process.