



**STOTFOLD TOWN COUNCIL**  
**CAR PARK EXTENSION CONTRACT**  
**FORM OF TENDER**

Tenders for the building of the Greenacre Centre car park extension are invited for the supply of the Services and the Works specified or described in the Specification Document.

The Completed Tender shall be submitted in the form of a hard copy along with a USB stick containing an electronic version and be sent in a secure envelope clearly marked "Tender Response Documents: Greenacre Car Park Extension for the attention of the Town Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 to arrive no later than **noon on Wednesday 3 April 2024**.

Electronic copies of Tender submissions may also be emailed to the Town Clerk **emma@stotfoldtowncouncil.gov.uk**) by the due date. However, this will be entirely at the Tenderers risk. Tenders received after the time stated or not properly completed will be disregarded. Tenders will be opened by the Clerk in the presence of at least two Town Councillors.

The Town Council proposes the following timetable for the Award of the Contract:

Procurement Stage	Dates
Issue of Tender Invite Documents	23 February 2024
Clarification questions to be submitted by	14 March 2024
Clarification responses to be issued by	21 March 2024
Bid Deadline	Thursday 3 April 2024, 12 noon
Evaluation Period	4-17 April 2024
Bidders Presentations	w/c 22 April 2024
Award	By 1 May 2024

Bidders may be invited to provide presentations at the Town Council Offices. These formal presentations (accompanied by slides if appropriate) should address all aspects of the proposal but generally lasting no more than 30 minutes which will allow say 60 minutes for the Town Council to ask questions or seek clarifications. Copies of any slides are to be made available to the Clerk of the Town Council prior to the presentation.

The Town Council reserves the right to change the above timetable and Tenderers will be notified accordingly if there is a change.

It is intended that any resultant Contract Period shall commence within 4 weeks after receipt of formal letter of award or any extension of such period as may be agreed in writing. The Tender shall be valid for acceptance for a period of 3 months from date of Tender Submission.

Any change request or written approval under the Contract shall be signed by the Contract Administrator or the Employer's Representative as appropriate.

The Tenderer is required to provide evidence of having the following levels of Insurance as a minimum:

**Employer's Liability Insurance**

The Council's minimum requirement for Employer's Liability Insurance is £10 million

**Professional Indemnity Insurance**

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

**Public Liability Insurance**

The Council's minimum requirement for Public Liability Insurance is £10 million

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by Stotfold Town Council of my/our Tender to provide the Services and the Works all on such Terms and Conditions and in accordance with such Specifications as are contained or incorporated in this Invitation to Tender.

I/We agree and declare that the acceptance of this Tender by letter from the Town Clerk on behalf of the Council will constitute a Contract for the supply of such Services and Works.

<b>Tender Sum</b>	
<b>Sum in Figures</b>	
<b>Sum in Words</b>	
<b>Name of Tenderer</b>	
<b>Registered Address of Tenderer</b>	
<b>Signature of Duly authorised person to legally sign on behalf of the Tenderer</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Position in Company</b>	

23/02/2024