



Lancing Parish Council
Invitation to Tender

To Resurface the East Carpark at Widewater

Deadline for tender submissions: 24th February 2025

Invitation to tender

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Introduction

With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England and has two large car parks situated on the seafront.

Lancing Parish Council are inviting invitations to tender to resurface and line mark the East Carpark at Widewater Nature Reserve.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years previous experience in Civil Engineering.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned by email to tenders@lancingparishcouncil.gov.uk or in a sealed envelope to the above address by either post, courier or delivered by hand no later than 24th February 2025. Any tenders delivered by hand must be in a sealed envelope, marked 'Widewater East Carpark Resurface Tender' and signed as received by one of the Parish Office staff.

The Contractor is recommended to visit the sites and shall be deemed to have made all necessary allowances in the Tender Price for any changes/ improvements required.

The ideal contractor should:

- Be a well-established civil engineer - i.e. able to demonstrate a high level of competency and effectiveness through examples of similar successfully completed contracts.
- Not be bidding on behalf of another company or contractor.
- Use local subcontractors where possible (if applicable) and be able to provide full details of each.
- Be able to provide copies of the last three years of audited accounts.

Specifications

1. Tender Requirements

- Company details (registration, experience, financial capacity).
- Methodology and timeline for completing the project.
- Proposed pricing structure (itemised breakdown).
- Safety and environmental management plans.
- References from previous, similar projects.
- Offer of Guarantee/ Maintenance period.
- Any additional certifications or qualifications required.

2. Scope of Work

To Include a detailed description of the work required:

- Removal of existing surface, and internal fencing as required.
- Preparation of the surface (levelling, cleaning, repairs).
- Application of new surface material (e.g., asphalt, concrete).

- Line marking and signage installation.
- Waste disposal and cleanup.
- Compliance with local safety and environmental standards.
- Ground preparation i.e. weed & shingle to ensure the surface is suitable to resurface.
- To guarantee a level surface, catering for uneven surfaces.

Technical Requirements

- Specify materials to be used (e.g., asphalt type, thickness).
- Define workmanship standards (e.g., compliance with ISO standards).
- Equipment and machinery specifications.
- Drainage or structural adjustments, if necessary.

3. Local Business

Lancing Parish Council is keen to support local business and new industries in the area, where possible local companies and employees should be used.

4. Community Value Adders

Contractor to provide details or information about products or services that could be provided to Lancing Parish Council as part of the successful bid to benefit the local community.

5. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function.

Scoring And Evaluation Criteria

Bidder responses will be assessed against the following criteria –

Environmental Standards and Environmental Impact	Demonstrate the positive impact the company has on the environment.	15%
Timeline	Ability to meet deadlines	25%
Community Value	Value offered to the community	5%
Experience and Capability & Sustainability of Company	Demonstrate previous experience delivering work in this area, financial checks and customer feedback.	15%
Cost/Value for money	Value for money offered	40%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

Conditions of Contract

The ideal contractor should have a minimum of 3 years' experience in Civil Engineering.

The conditions of contract are as follows:

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible without prior agreement.
- 2) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 3) Any damage caused during the work will be restored to its previous condition by the contractor at the contractor's expense.
- 4) The Council will monitor the contract. Following inspections, any work found to be incomplete or unsatisfactory will be reported to the contractor, who will be given 48 hours to rectify the issues. If the work is not rectified within this timeframe, payment for the work will be withheld.
- 5) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million.
 - 2) Professional Indemnity Insurance of no less than £5million.
 - 3) The Company's Health and Safety Policy statement
 - 4) The awarded contractor will be required to provide all applicable Risk Assessments;
 - 5) Details of the equipment to be used; and
 - 6) Continuity plan to cover personnel sickness/leave to keep the planned work on schedule.

Health And Safety

Prior to the commencement of the work, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The contractor should be able to demonstrate adherence to Health and Safety regulations e.g. be Safe Contractor approved. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989, Control of Pollution Act 1974 and any other applicable legislation which comes on the Statute Book during the course of this work, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the entirety of the contract and that site users' safety is maintained as a priority at all times.
- 3) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Deputy Clerk as soon as possible after any event in writing.
- 4) The contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed) and the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the contractor must show the Council the new certificate.
- 5) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to the resurfacing of the carpark in order to ensure that safety is being both maintained and updated.
- 6) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the contract only communicate with and accept instruction from the Clerk or Deputy Clerk.

Tender Timescale

Published Date: 23rd January 2025

Register of Interest: 10th February 2025

Tender Returns: 24th February 2025

Parish Council to consider applicates: 5th March 2025

Notification of award: 6th March 2025

Contract Start: ASAP

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

A register of interest must be sent to oliver.last@lancingparishcouncil.gov.uk before the date scheduled. All responses to questions asked will be sent to all interested parties.

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Celia Price FSLCC FdA (Comm Gov), Proper Officer, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ or via email to tenders@lancingparishcouncil.gov.uk

Site Meeting

There are opportunities to attend a site meeting with the Deputy Clerk, along with other interested contractors. Please email oliver.last@lancingparishcouncil.gov.uk to arrange a site meeting.

Widewater Car Park:

Grid reference: 50.825637, -0.291363

What3Words: ///tower.rising.invent

Otherwise contractors are welcome to visit the sites at their own convenience. This is not mandatory.