**Invitation to Tender**

**for**

**Burton Washlands Floodplain Enhancements**

**Transforming the Trent Valley Living Floodplains project 02 2022: Burton Washlands**

**Application Pack**

**Return to TTTV@staffs-wildlife.org.uk**

**Tender Return Date: [5pm 29th April 2022]**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**TENDER EVALUATION CRITERIA (SECTION 1)**

1. Tender Evaluation Criteria
   1. **‘Pass / Fail’ Criteria:** The following criteria are required; any tender which does not demonstrate the ability to comply will these requirements will not be considered:
   2. Works delivered within the time frame detailed in Section 1.2.
   3. Ability to comply to all Health & Safety Requirements (see Appendix 1: Standard Contract Terms & Conditions).
   4. Experience of delivering comparable works to a high standard (please provide supporting evidence in the form of references or case studies; previous work undertaken for the Trust (if applicable) will also be taken into account).
   5. Tenders which demonstrate compliance with the above will then be scored based on the following criteria and weighting:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Description | Assessed by: | Weighting: |
| 1 | Responses to Technical Questions (see Section 3) | Evaluation of responses by the Nominated Officer and Project Manager. | 50% |
| 2. | Experience of working effectively under similar access limitations | Case studies and / or references supplied with Tender.  Any work the tenderer may have performed for the Trust previously will be taken into account. | 25% |
| 3. | Tender Price | Prices submitted in Tender (see Section 2: Itemised Costs). | 25% |

**ITEMISED COSTS (SECTION 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Itemised costs | Unit Cost  (Exc VAT) | Units | Total Cost  (Exc VAT) |
| **Preliminaries: Administrative** | **Please note:** Preliminary costs can be provided as a single figure for all packages collectively rather than repeating or duplicating costs. | | |
| Provision of Insurance:  Min £5,000,000 (Five million) public liability cover (documents to be supplied following contract award) |  |  |  |
| Provision of Risk Assessments and Method Statements for all aspects of work |  |  |  |
| Demonstration of appropriate licences, qualifications and competencies required to undertake the contract. |  |  |  |
| Other administrative costs to be incurred: |  | | |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Preliminaries: Logistical** | | | |
| Vehicle and equipment relocation |  |  |  |
| Please list required vehicle movements, and method of transport: | | | |
| Staff relocation and accommodation (if required) |  |  |  |
| Other logistical costs to be incurred: |  | | |
| 1. Supply and delivery of a welfare unit to the works site. |  |  |  |
| 1. Relocation of machinery and equipment in the event that the scheduled delivery slot is altered following exceptionally adverse conditions. |  |  |  |
| 3. |  |  |  |
| **Total Preliminaries Cost (Exc VAT)** | | |  |

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| --- | --- | --- | --- |
| **Materials supply:** | | | |
| Supply of all materials required for works in accordance with the required specification (see Appendix 3). Please detail below: |  | | |
| 1 It is anticipated that only gravels and sand for the creation of the shallows in the river Trent will be gained in the excavation process. These will need to be screened before returning to the river. |  |  |  |
| 2 Wetland vegetation around the bank reprofiling areas should be retained and planted back into the excavated beach. |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| Some transportation across the works site of gravels to the reprofiling areas may be required if significant deposits are found during the excavation process. |  |  |  |
| Please describe the proposed method of transporting materials onto site including delivery capacity and estimated trips required to transport all material:  ***N.B:*** *All phases of the operation should have full method statements and risk assessments (RAMS) provided in addition to any information provided herein.* | | | |
| **Materials provision: Total Cost (Exc VAT)** | | |  |

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| --- | --- | --- | --- |
| **Excavation costs:** | | | |
| Delivery of the works detailed in Part 1 of the tender document. Please provide an itemised breakdown of the costs detailing items such as the machinery inventory, operator costs, refuelling set up, pollution management, etc. |  | | |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Please describe your proposed method of delivery:  ***N.B:*** *All phases of the operation should have full method statements and risk assessments (RAMS) provided in addition to any information provided herein.* | | | |
| Ground protection measures to prevent damage to areas to be subject to repeated vehicle movements: |  |  |  |
| Please describe the measures to be implemented: | | | |
| **Excavation Costs: Total Cost (Exc VAT)** | | |  |

|  |  |
| --- | --- |
| **Total project Cost (Exc VAT)** |  |

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| --- | --- | --- |
| Part B: Other Information | | |
| Delivery Time | Please detail anticipated time required for each phase of the work described above | |
| Preliminary activities |  | days |
| Transport of materials |  | days |
| Completion of works detailed in section 1.2 |  | days |
| Anticipated staff requirement | Please detail anticipated staff requirements for work, including justification for those numbers. | |
|  | | |

**TECHNICAL QUESTIONS (SECTION 3)**

*Please attach supporting information if required.*

1. Please provide a proposed programme of work demonstrating:

1. The ability to complete the works before the required completion date.
2. The anticipated order and / or schedule of works components.

2. Please detail anticipated staff requirements for the full programme of works.

3. Please describe how the quality of completed works will be ensured. Specific reference should be made to the following as a minimum:

1. Type of vehicles / equipment to be used for excavations.
2. Method of screening and transfer of gravels across the site and machinery proposed.
3. Proposed measures to manage health and safety on site.
4. Proposed measures to avoid or prevent damage or disturbance to soft ground through repeated vehicle movements, understanding that this site is situated within a floodplain.
5. Proposed measures to manage pollution on site.
6. Delivery schedule for site taking into around seasonal restrictions and public events detailed in section 1 paragraph 2.

**INSTRUCTIONS FOR SUBMITTING A TENDER**

**(SECTION 4)**

**Tenders should be submitted in accordance with the following instructions.**

1. **Invitation to Tender:** The Trust is seeking tenders from suitably experienced and equipped contractors to carry out a range of floodplain and river enhancements and reconnect the river Trent to its floodplain at Burton Washlands.
2. **Tender Award Process:** Tenders are being invited on an open award procedure.
3. **Scope:** Tenders are being invited on the basis of undertaking the floodplain enhancements and river reprofiling as set out in the Invitation to Tender. The Trust reserves the right to split the award of the Supply into packages.
4. **Contract Period:** Tenders are invited to deliver activities between 1st July and 31st October 2022 as set out in section 1.2: Timing.
5. **Tendering procedure** 
   1. **THE DEADLINE FOR RECEIPT OF TENDERS IS THE 29th April 2022**
   2. No tender received after the specified time on the Tender Return Date shall be considered. Any such tender shall be returned to the Tenderer by the Nominated Officer. Such Tenders may be opened only to ascertain the name and address of the Tenderer.
   3. The Form of Tender must be signed, where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by an authorised partner. Where the Tenderer is a company, by an authorised company representative i.e. a director.
   4. Tenders should be delivered via email on weekdays between 9am and 5pm and addressed to the Financial Manager as follows:

i) Tenders should be sent as an attachment to an e-mail.

ii) E-mails should be sent to TTTV@staffs-wildlife.org.uk ONLY – the Nominated Officer should not be included.

iii) E-mail subject lines MUST include the Reference: ‘TENDER RETURN – TTTV LIVING FLOODPLAINS 02 TL012022”.

1. **Basis of Tender:** 
   1. The Tender shall show the Price for the Supply (and Delivery if applicable) and the VAT separately.
   2. The Price must include all associated costs for undertaking the full scope of the requested works.
   3. The value of the Contract, based on the Price supplied will be confirmed in writing prior to the date of Delivery by way of a purchase order.
2. **Sub-contracting:** 
   1. When submitting its Tender, the Tenderer must notify the Trust of any parts of the Supply that it proposes to sub-contract. Failure to do so may invalidate any such Tender.
   2. The Trust may require documentation or other evidence of the sub contractor’s relevant experience to undertake the assigned portion of work, and other relevant information.
3. **Tenderers to visit:** Tenderers are required to visit the works site in order for a tender to be accepted, to do this they must contact the Nominated Officer who can arrange permission to access the land. CDM arrangements will be discussed during the site visit and confirmed in the contract.
4. **Tender queries:** Tenderers are advised to study the Tender Documentation and all other documentation provided by the Trust. These documents should be read and their true intent and meaning ascertained before submitting a Tender. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the Tender Documentation) with the Trust through its Nominated Officer prior to submitting a Tender. All responses shall be shared with other Tenderers.
5. **Errors in completed tenders**
   1. The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price and Itemised Costs.
   2. Where examination of a Tender reveals arithmetical errors these will be corrected on the basis that the rates entered into the Price and the Itemised Costs are correct and the Tenderer will be afforded the opportunity of confirming the revised totals (in writing) or withdrawing its Tender within 7 days.
6. **Sufficiency of Tender**
   1. The Tenderer shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Tenderer acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract.
   2. The Trust will not accept and shall not be liable for any claims that are based upon a Contractor’s failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.
7. **Period of Validity:** Tenderers are required to keep their tenders valid for acceptance for the delivery period slot outlined in section 1.2.
8. **Tender evaluation**
   1. The Trust will conduct a full financial and technical evaluation of all tenders.
   2. An Evaluation Criteria shall be provided in each Tender to identify the evaluation priorities for required supply / works. All tenders will be objectively scored in line with the supplied criteria.
   3. The Trust does not undertake to accept the lowest or any tender/ rates.
9. **Award of Contract**
   1. The Trust anticipates (but does not guarantee) to award a Contract within 30 working days of accepting a Tender. No reliance should be placed by a Tenderer on this timescale.
   2. The successful Tenderer will be required to promptly execute and return to the Trust the Contract in the form attached. Until execution and completion of the Contract any Purchase Order (which shall incorporate the Tender Documentation) shall constitute a binding contract.
10. **Accuracy:** Information supplied to Tenderers by the Trust (whether in these documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Trust for any inaccurate information obtained by Tenderers.
11. **Confidentiality:** All information supplied by the Trust in connection with this Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of preparing the Tender.
12. **Canvassing:** Tenderers face automatic disqualification if they canvass any Member or Officer of the Trust with a view to gaining more favourable consideration of their tender. Tenderers should state whether Members or Officers of the Trust have any direct or indirect interests in their organisation.

**FORM OF TENDER (SECTION 5)**

**(To be completed by the Tenderer)**

**RELATING TO BURTON WASHLANDS FLOODPLAIN ENHANCEMENTS**

**We offer to undertake works as described in your Invitation to Tender for:**

**Total Price Exc VAT: [ ]**

1. We confirm that we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. Having examined the Tender Documentation, we offer to excavate the proposed channel completed to a standard deemed satisfactory to SWT and the landowners for the Total Price set out above and in the Itemised Costs (if any).
3. We undertake to excavate the proposed channel and its reconnection with the River Trent within the time stated in the Invitation to Tender.
4. Unless and until the Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate the Invitation to Tender and the Form of Tender) shall constitute a binding contract between us;
5. We understand that you are not bound to accept the lowest or any tender you may receive.

**Name of Contractor:…………………………………………………………………………………………….**

**Of:………………………………………………………………..........................................................**

**(**if a Limited Company, please state address of Registered Office).

**The Tender should be submitted by email to TTTV@staffs-wildlife.org.uk (see Section 4 for additional details) by [5pm on the 29th April 2022].**

**Signature**……………………………………………………………………………………… (for and on behalf of the Tenderer)

**Date**….................................…………..

**SUB-CONTRACTORS**

* The Tenderer must indicate the names and addresses of those firms to whom he proposes to sub-contract any portion of these excavation works.
* The Tenderer will be responsible for providing copies of all relevant insurance certificates for those sub-contractors listed below.
* All risk assessments and method statements supplied by the Tenderer will be binding upon any sub-contractor.
* No sub-contractors may be used without the written consent of the Trust and compliance with its requirements.
* The Trust reserves the right to reject any proposed sub-contractor.

|  |  |
| --- | --- |
| **Sub-contractor Name:** |  |
| **Sub-contractor Contact Address:** |  |
| **Portion of works to be sub-let:** |  |

**IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW.**