

S t C l e e r P a r i s h C o u n c i l

St Cleer Parish Council Invitation to Tender

New Skate Park, BMX, Scooter and Parkour facility

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1. Background

- 1.1 St Cleer Parish Council is seeking to develop a new skate park with provision for BMX, scooters and parkour. This facility needs to provide a play space that is stimulating, exciting and fit for purpose which will give the children and young adults an area they can call their own, providing a sense of ownership to the area. This facility will help to introduce the children to risk and develop their confidence and resilience, whilst aiming to reduce levels of anti-social behaviour.
- 1.2 St Cleer Parish Council is seeking a suitably qualified supplier/contractor to design and build a concrete skate park which meets national standards (BS EN14974, BS EN1176 and PAS 30) and conforms to local planning policy and any surface water flood risk mitigation. The skate park must be suitable for skateboards, push bikes (BMX) and scooters with the possible addition of a parkour section. A suitable location has been identified for the project but site visits will be essential to discuss options. To date there has been no user involvement but this will be essential going forward to determine the design and layout of the park.
- 1.3 The final design / layout of this new facility will need to be agreed after all user groups have been consulted and initial designs have been discussed.
- 1.4 Having a new facility to replace the Council's former skatepark will greatly enhance the play opportunities for young people (10-18 year olds) who currently have little or no play options of this type in the town. The site will need to include seating areas, soft landscaping and improved access. This site should, when finished, provide an all-inclusive area.

2. Scope of Contract

- 2.1 This tender is for the creation of a new concrete skate park, BMX facility with the possible addition of an area for parkour and will be constructed at the Council's Hocking House site in St Cleer and will require planning permission.

3. Procurement and Project timetable

- 3.1 As this project is in the early planning stages this timetable is a guide. The Council will endeavour to keep to this timescale but, it reserves the right to alter timescales at any stage of the project.

Event	Date/Time
Tender notice posted	13 January 2020
Site meeting- user groups and councillors	17 February 2020 in St Cleer
Tender Response deadline	16 March 2020
Anticipated contract award (This will be dependant of any future grant funding/planning permissions/upgrade of access to site)	25 March 2020
Work to commence including design / layout workshops with user groups and planning application process once design and costs agreed by St Cleer Parish Council	TBC
Completion of work	TBC

4. Tender Particulars

- 4.1. Parish Council voted to ask for ITTs to be designated as a Concrete Project; however, any contractor who can demonstrate that their product specification exceeds the life and lack of maintenance of this product is invited to apply indicating how this criteria is achieved
- 4.2 The site location is The Sports Pavilion, Hockings House, St Cleer, PL14 6EE



5. Contract Value

5.1 The estimated value for this contract is £70,000. Bids in excess of this will be excluded for being unaffordable, unless grant funding bids are sought by the Contractor/Supplier on behalf of the Council.

5.2 Tenders should be submitted in pounds sterling and be exclusive of VAT

6. Payment structure and billing requirements

6.1 This will be negotiated with the Council and the Responsible Finance Officer.

7. Tenderer's Responsibility

7.1 It will be the responsibility the tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works. They must have held their own independent site visits and inspections, be fully informed and satisfied themselves as to the deliverability of the works in accordance with the contract.

7.2 Tenderers should be aware that St Cleer Parish Council envisages that the contractor should be able to provide all services under the contract by the required date and be able to commence the works on the agreed date.

7.3 The tenderer must satisfy themselves that the execution of the contract/works is within their capabilities and experience and must be able to demonstrate this to the Council.

8. Selective Tendering

8.1 St Cleer Parish Council may wish to conduct interviews, make enquiries of your existing customers, sample services, undertake site visits or request further information at any stage of the contract selection process.

8.2 The Council reserves the right to clarify any element of the submitted tender.

8.3 The Council may reject non-compliant tender responses.

9. Instructions to Tenderer's

9.1 All tender documents must be completed in their entirety. The tenderer who is awarded the contract will be required to sign further documentation.

9.2 By submitting a tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 180 days from the closing date.

9.3 Tenders must not:

- Be conditional
- Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of any other tenders.

9.4 If the Council suspects that there has been any type of technical or mathematical error in the submission, the council reserves the right to seek such clarification as it considers necessary.

9.5 All documentation supplied by St Cleer Parish Council will remain the property of the council and confidential to it. Tenderer's will not without the council's written consent at any time use for your own purposes or disclose to any other person (except as required by law) the tender or any information or material which the council may make available to tenderer's all of which shall remain confidential to the council.

9.6 The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be notified.

9.7 The Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any tenderer in the production of the tender or as a result of its decision not to award the contract to any tenderer.

10. Evaluation Criteria

	Criteria
Question 1	Outline your previous relevant experience of providing this type of facility, including the following information in respect of each example relied on: Organisation Name: Value of Contract: Reference contact details: Please provide references who we may contact to verify any information provided.
Question 2	Outline your approach to the delivery of the project and detail how you will meet all our requirements in section 1. As part of the response you must specifically address the following: <ul style="list-style-type: none">• After an initial site meeting and meeting with user groups and councillors you will submit a design proposal via email.• Clarification as to whether you propose to use any third parties to deliver any aspects of the services and detailed information on their experience and role.
Question 3	Project management and delivery: Explain your method of completing the contract. The feasibility and effectiveness of this approach based on your previous experience. This response must include:

	<ul style="list-style-type: none"> • A detailed project plan demonstrating your ability to meet all set timescales. • Machinery, access, potential hazards to the site. • Protecting the environment. • Health and safety (RAMS) • Security • Level of Insurance • Length of Guarantee • Outline of Post Installation Service provided • Methods of working with youth groups/community involvement.
Question 4a	Demonstrate the quality and technical skills of the team members including managerial staff who you propose to undertake this contract if successful. Outline the skills and availability that members of the team will have to provide the high service standard required from this project.
Question 4b	Demonstrate the ability of the team members including managerial staff who you propose to undertake this contract in the application for planning permission, any environmental survey required (and to manage any FOI / EIR 2004 subsequently), Temporary Road Closure Applications and management all of which will form a part of the contract once awarded.
Question 5a	St Cleer Parish Council is committed to improving the environment, facilities, surroundings and quality of life for the people of St Cleer. Outline / demonstrate how you can make a positive contribution to the above commitments.
Question 5b	St Cleer Parish Council is committed to incorporate sustainability and carbon neutral activities in relation to this commission. Outline / demonstrate how you can make a positive contribution to the above commitments.
Question 5c	St Cleer Parish Council has a Best Value Statement (appended). Outline / demonstrate how you can make a positive contribution to the above commitment therein.
Question 6	In the event of a major problem, who will be the point of contact and responsible for managing the problem to a successful conclusion?

11. Return of Tender

11.1 You must complete and submit your tender response via email to clerk@stcleerparishcouncil.gov.uk by **16.00 on 8 January 2019**. Any tender received after the closing date and time will not be counted.

11.2 St Cleer PC is not responsible for the loss of or not receiving all or part of your tender.

12. Rights of St Cleer Parish Council

12.1 St Cleer Parish Council reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this, we will notify you in writing as soon as reasonably practicable.

12.2 St Cleer Parish Council is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

12.3 The Council reserves the right to accept the whole or any specified part of the tender unless the tenderer expressly stipulates otherwise.

1. Purchasing

Budget holders (Committees or Officers) can purchase items to the limit set in the Financial Regulations 2019 and not incur a deficit, without the approval of the Responsible Financial Officer.

The Council requirement is that all purchasing decisions are made after adequate market testing or research. Quotations and tenders as appropriate are required as illustrated below. A note of verbal quotes for lower value items should be made and retained

ESTIMATED VALUE OF GOODS OR SERVICES (Net of VAT)	NUMBER OF QUOTATIONS REQUIRED
Goods under £1,000	Delegated to the RFO to purchase #1
£1,000 - £2,500	Two verbal quotations
£2,500 - £10,000	Above £1,500 (£5,000 for works) and up to £10,000 – Three written estimates.
£10,000 - £25,000	Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria as indicated in section 3
£25,000 to EU Thresholds	Use of the Government Procurement Portal Above EU Thresholds Use of the Government Procurement Portal.

- A. The Parish Council regards this sum as material in relation to legislation also regard this sum as “material” in terms of the Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014, section 40 (see also financial regulation 7.6).
- B. The values are for single items or groups of items, which must not be disaggregated artificially.
- C. The sterling equivalents of EU thresholds (net of VAT) are €209,000 (£164,176) for 2016-17 for supplies and Part A services and €5,225,000 (£4,104,394) for works. [The Public Contracts Regulations 2006]. The sterling equivalents are changed on 1st January of each even-dated year.

2. Extra-ordinary circumstances

In the event of an extra-ordinary event arising (e.g. when a “special offer” or bankrupt stock is available and /or an immediate decision is called for) then the tendering process may be waived with the authority of the Responsible Financial Officer in consultation with either the Chairman or Vice Chairman of the Council. In this event the process situation must be reported to the next meeting of the Finance and General Purposes Committee to be included in the formal minutes when an explanation can be given.

3. Purchasing Policy

The following principles will apply to all procurement which is based on MEAT (Most Economically Advantageous Tender rather than lowest price)

Non-Discrimination	<p>St Cleer sets out to be anti-discriminatory in all of its procurement activity and will seek to protect suppliers from the following as laid out in the Equality Act 2010</p> <ul style="list-style-type: none"> • age • disability • gender reassignment • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation
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Transparency	<p>St Cleer will abide by the regulations in relation to Transparency and will carry out due diligence audit of these matters which will be reported to Parish.</p> <ul style="list-style-type: none"> • St Cleer operates a Preferred Provider listing which will be published on the website and which it is possible to join at any time. This listing is based on a supplier questionnaire (SQ) and receipt of insurance, references and some limited due diligence checks in relation to health and safety, PLI / Professional Indemnity and ELI Insurance, risk assessment and method statements. • St Cleer reserves the right to use competence and capability shown in past contracts to inform future contracting arrangements
Equal Treatment	<ul style="list-style-type: none"> • St Cleer will ascertain supplier suitability based only on the items noted in the Preferred Provider SQ. Where practicable it will employ a 30-day procurement process (save where exigent circumstances are noted). • It will use central purchasing organisations (KCS, CCS, YPO, NEPO, ESPO, Bloom) where possible • JCTLtd.Co.UK, NEContract.com and TED Daily are also acceptable commissioning portals.
Proportionality	<ul style="list-style-type: none"> • St Cleer Parish Council actively endorses the notion of proportionality in relation to commercial value of procurement and will purchase accordingly whilst acknowledging the Public Contracting Regulations 2015. • St Cleer will seek to purchase in such a way as the Consumer Credit Act coverages may also be added to purchasing safeguards
Recognition of Standards and Industry accreditations	<p>St Cleer will recognise standards and equivalent standards as laid down by Lead Industry Bodies such as CORGI, BSIF etc</p>
Aspirations	<p>The following principles will be asked and positively contribute to all purchasing decisions:</p> <ul style="list-style-type: none"> • Lack of zero hours contracts • Living Wage employment practices • Anti trafficking policy • Low transport impact • Use of local economy • Sustainable and environmentally friendly practices • Demonstrated social value or community benefit

Privacy Notice for Suppliers

St Cleer Parish Council is the Data Controller under the new data protection law and will only use your information for purposes relating to your company supplying goods and services to us.

Information Held

It is necessary for us to collect and hold information about you to meet contract obligations. This information will include:

- Contact name, address, business and mobile telephone numbers, email address and other relevant contact information;
- Bank account and other relevant financial details;
- Details of at least two referees.

Who is processing my data?

All personal and other data held is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is St Cleer Parish Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:

- Enter into a contract for the supply of goods and services;
- Comply with our legal obligations;
- Ensure that the information we hold about you is kept up to date;

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Perform a task in the public interest or for our official functions;
- Carrying out of a contract to which you are a party.

Who we will share your information with

We may share your information with partner organisations, including:

- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. Your information will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Clerk, Hockings House, St Cleer PL14 6EE

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact St Cleer Parish Council, Hockings House, St Cleer PL14 6EE. in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

Document Control

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