# **Invitation to Tender (ITT)**

**Landscaping**

**at**

**North Lindsey College**

**Scunthorpe**

**North Lincolnshire**

**DN17 1AJ**

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**Appendices**

 Appendix 1 – Pricing Schedule

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Separate Documents to be read in conjunction with section 3 – schedule of works:

(02) 001 Site Locations

(02) 002 Existing Landscaping Survey

(02) 003 Landscaping Photographic Reference

(90) 001 Proposed Landscaping Plan – Option 1

(90) 001 Proposed Landscaping Plan – Option 2

(90) 002 Maintenance House Landscaping compressed

(90) 003 Proposed Road Resurfacing.compressed

(90) 004 Proposed Road Resurfacing Photographic Reference

1. **Procurement Timetable**

|  |  |
| --- | --- |
| **Reference** | NLC/LANDSCAPING/JUNE16 |
| **Tender Contact**  | Lisa Gadsby, Procurement Manager, 01724 294661Lisa.gadsby@northlindsey.ac.uk |
| **Issue Date** | 24th June 2016 |
| **Site Visit Date**  | Please contact Lisa Gadsby to arrange  |
| **Deadline for Clarification Questions**  | Friday 8th July 2016 |
| **Issue Responses to all Clarification Questions**  | Monday 11th July 2016 |
| **Tender Deadline**  | Friday 15th July 2016 12:00noon |
| **Tender Submission**  | In-tend  |
| **Evaluation Period**  | 15th July 2016 to 20th July 2016 |
| **Estimated Contract Award Date**  | Monday 20th July 2016 |
| **Works Start Date**  | TBA with successful Contractor  |
| **Works Completion Date**  | End of August 2016 but happy to agree a phased work programme after the summer break.  |

The College reserves the right to vary key dates on notice to all Tendering Organisations.

 **1.1 Introduction**

This is an open procurement advertised via the College electronic tender portal (in-tend) and Contracts Finder.

The College is looking to appoint a contractor to carry out Landscaping works specified in section 3 - Schedule of works. Please read section 3 in conjunction with drawings 861 – (02) 001 – 003 Rev A00, (90) 001 Rev A01 – A01a, (90) 002 – 004 Rev. A00 (attached as separate appendices)

Time is of the essence and works will be required to be completed by a date agreed with the successful contractor.

1. **Background**

North Lindsey College is a medium size Further Education (FE) College located in Scunthorpe, North Lincolnshire. The campus occupies a 33 acre site with 16 buildings.

There are approximately 366 staff (FTE) 2,241 Full time students and 2,483 part time students ranging from 14-16, 16-18 and 19+

North Lindsey College offers Further Education programmes, both vocational and academic, Apprenticeship/Advanced Apprenticeship programmes, Adult Skills &, Programmes in Higher Education (HE).

1. **Schedule of Works**

Changes to landscaping on 3 sites within the North Lindsey College campus.

To be read in conjunction with drawings 861 – (02) 001 – 003 Rev A00, (90) 001 Rev A01 – A01a, (90) 002 – 004 Rev. A00

ALL MEASUREMENTS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORK.

**3.0 Specification: Site A:**

3.1 Tarmac Foot Path:

3.1.1 Break out and disposal of existing concrete path from site.

3.1.2 Supply and lay 100mm compact MOT type 1 hard core.

3.1.3 Supply and lay 50mm wearing course of black Tarmac.

3.1.4 Supply and lay concrete pin kerb and concrete haunches to edge of tarmac adjacent to grass.

3.1.5 Ensure all falls to match existing. All existing man holes to remain in-situ.

3.1.6 Make good to all affected areas.

3.2 Block Paving:

3.2.1 Remove and dispose of existing concrete paving slabs from site.

3.2.2 Demolish 2 No. brick planters and dispose of all associated items from site (including soil, bricks, etc.).

3.2.3 Fell and dispose of 2 No. existing Birch trees, including grinding down stump to below hard core level (180mm).

3.2.4 Break out 2 No. existing concrete ramps and dispose of off site.

3.2.5 Break out existing concrete slope and dispose of off site.

3.2.6 Supply and lay 100mm compact MOT type 1 hard core base.

3.2.7 Supply and lay minimum 30mm sand bed.

3.2.8 Supply and lay 60mm Marshalls Standard block pavers (Colour as per drawing 861- (90) 001 Rev. A01).

3.2.9 Finish with silver sand.

3.2.10 Supply and lay concrete pin kerb and concrete haunches to all edges.

3.2.11 Make good to all affected areas.

3.2.12 Ensure all falls to match existing. Existing man holes to be retained in situ.

3.3 Canopy:

3.3.1 Excavate and lay concrete foundations as per manufacturer’s specification.

3.3.2 Supply and install Marshalls 8x8m Atrium canopy (See Fig.1) as per manufacturer’s specification. LOCATION OF CANOPY TO BE CONFIRMED ON SITE BY NLC.

3.4 Bollards:

3.4.1 Remove and dispose of existing 3 No. bollards off of site

3.4.2 Supply and install 11 No. Marshalls Rhino RS004 bollards (See Fig.2) on tarmac/concrete along edge of block paving as indicated.

3.4.3 Make good to all affected areas.

3.5 Retaining Wall:

3.5.1 Existing brick wall to be demolished and disposed of from site.

3.5.2 Excavate and where required lay concrete strip foundations 225mm wide to a minimum of 600mm in depth (1000mm if clay). SUITABLITIY OF EXISTING FOUNDATION TO BE CHECKED ON SITE AND CONFIRMED.

3.5.3 *OPTION 1 (Drawing 861-(90)001 Rev.A01):* Using red engineering bricks build 215mm wide wall to topographical level +48.10 (approximately 1200mm above ground level). Top course to be blue engineering brick laid on edge (to match existing wall), ensure solid end bricks.

3.5.4 Supply and install cantilevered timber bench similar to shown in Fig. 3 (seat = 490mm high).

3.5.5 Make good to all affected areas.

3.5.6 *OPTION 2 (Drawing 861-(90)001 Rev.A01a):* Using red engineering bricks build 215mm wide wall to topographical level +47.04 (approximately 300mm above ground level). Top course to be blue engineering brick laid on edge (to match existing wall), ensure solid end bricks.

3.5.7 Supply and install 42.4mm diameter stainless steel railings, 800mm high from top of wall, with 10mm toughened glass balustrade fixed using D shaped flat fronted 10mm glass clamps (total height approximately 1100mm above ground level). Railings anchored to brick wall below.

3.5.8 Make good to all affected areas.

4.0 **Specification: Site B (Drawing 861- (90) 002 Rev. A00):**

4.1 Reduce existing levels by 250+mm.

4.2 Supply and lay 150mm compacted MOT type 1 hard core base.

4.3 Supply and lay 60mm asphalt compacted base course.

4.4 Supply and lay 40mm asphalt wearing course.

4.5 Supply and lay concrete pin kerb and haunches to all edges of tarmac areas.

4.6 Ensure all falls are towards existing road.

4.7 Supply and install 6 No. Marshalls Rhino RS004 bollards bolted down upon asphalt.

1. **Clarification Questions**

The closing date for all clarification questions is specified within the timetable; any questions after this date may not be answered.

The College will aim to provide a copy of all questions and responses to all tenderers by date shown.

Please note that the College’s responses to any queries or clarification requests will be circulated to all Tenderers unless the tenderer expressly stipulates otherwise, this would then be reviewed by the College to agree.

1. **Evaluation**

Proposals will be assessed in strict accordance with the selection and award criteria stated. The College reserves the right to not accept the lowest or any tender and we reserve the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise

The criteria for evaluation and selection will be based on:

| **Description** | **Proposed Weighting** |
| --- | --- |
| Price | 40% |
| Customer Requirements Met | 35% |
| Experience Carrying out similar projects | 20% |
| Added Value | 5% |
| Total | 100% |

1. **Pricing Schedule**

Please complete Appendix 1 – Pricing Schedule all costs associated with carrying out the works detailed in section 3 must be included. Prices quoted should be exclusive of vat.

The College will not be liable for costs not included in the quote.

1. **Works Completion Date**

Time is of the essence and works are to be completed within an agreed timescale with the successful contractor.

1. **Submission of Proposals**

Please ensure you return the following documents with your submission:

* Appendix 1 - Pricing Schedule
* Proposal for carrying out works with programme of works and timelines
* Experience of similar projects
* Details of any relevant accreditations
* Signed Declaration of Bona Fide Tender
* Signed Form of Tender
* Completed Supporting Information and New Supplier Form (*only to be completed if you have not completed one in the last 12 months*)
* Any other information you feel would be relevant in supporting your proposal.

All proposals should be submitted via in-tend by the closing date stated in the Procurement timetable.

If you experience any technical difficulties uploading your documents please contact Lisa Gadsby, details on page 2 of this document. We may accept your return via email if agreed.

1. Site Visit

Tenderers will have the opportunity to attend a site visit with the College. Tenderers will be able to meet with Les Kirk, Head of Estates to survey the areas which require works and to clarify any queries on the documentation. Any issues raised at the meeting which are not commercially confidential will be shared with the other Tenderers.

The site visit will take place at: North Lindsey College, Kingsway, Scunthorpe, DN17 1AJ

Tenderers should register attendance, including the names and job titles of those who will be attending, by emailing Lisa.gadsby@northlindsey.ac.uk.

1. **Conditions of Tender**

10.1 This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the College and its advisers.

10.2 The College reserves the right to cancel the tender process at any point. The College is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

10.3 It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the College reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. The College will accept no liability for any losses caused to you as a result of this.

10.4 The College reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

10.5 Tenderers must obtain for themselves at their own expense all information

 necessary for the preparation of their Tenders.

10.6 Under the Contract the College will require compliance with its policies.

 Tenderers are advised to satisfy themselves that they understand all of the

 requirements of the Contract before submitting their Tender.

10.7 The College reserves the right to extend the Deadline. Any extension granted

 will apply to all Tenderers

10.8 Any attempt by you or your appointed advisers to inappropriately influence the

 contract award process in any way will result in your tender being disqualified.

 Any direct or indirect canvassing by you or your appointed advisers in relation

to this procurement or any attempt to obtain information from any of the employees or agents of the College concerning another tendering organisation may result in disqualification at the discretion of the College.

10.9 The College reserves the right not to award the contract to the lowest value tender and to award elements of the works to more than one supplier.

1. **Payment Terms**

Invoice will be due upon completion of satisfactory works. Undisputed invoices will be paid via BACS within 30days from the invoice date, alternatively the college is happy to review proposed payment terms with the successful contractor.

1. Freedom of Information Act and Environmental Information Statement

12.1 The College is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).

* 1. As part of the College’s obligations under the Act or EIR, it may be required to

 disclose information concerning the procurement process or the Contract to

 anyone who makes a reasonable request.

* 1. If Tenderers consider that any of the information provided in their Tender is

 commercially sensitive (meaning it could reasonably cause prejudice to the

organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

* 1. The College will endeavour to consult with Tenderers and have regard to

 comments and any objections before it releases any information to a third

 party under the Act or the EIR. However the College shall be entitled to

 determine in its absolute discretion whether any information is exempt from

 the Act and/or the EIR, or is to be disclosed in response to a request of

 information. The College must make its decision on disclosure in accordance

 with the provisions of the Act or the EIR and can only withhold information if it

 is covered by an exemption from disclosure under the Act or the EIR.

* 1. The College will not be held liable for any loss or prejudice caused by the

 disclosure of information that:

1. has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
2. does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
3. in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

# **DECLARATION OF BONA FIDE TENDER**

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by the College.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Please state official position, e.g. Director, Sales Manager, etc.)* Being a person duly authorised to sign tenders on behalf of:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **FORM OF TENDER**

To: North Lindsey College

Dear Sirs

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents in such manner as may be required.

2. The prices quoted in this Tender are valid for acceptance for 90 days from the final day for submission of Tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.

3. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

4. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please state official position, e.g. Director, Sales Manager, etc.)* being a person duly authorised to sign tenders on behalf of:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_