West Malling Parish Council

**Kent Rural Community of the Year 2012**

9 High Street, West Malling, Kent ME19 6QH

**Telephone: 01732 870872**

**e-mail: clerk@westmallingpc.org**

# Clerk to the Parish Council: Claire Christmas

**INVITATION TO TENDER**

**PROVISION AND INSTALLATION OF**

**OUTDOOR ADULT GYM EQUIPMENT AND SAFETY SURFACE**

**NORMAN ROAD PLAYING FIELDS, NORMAN ROAD,**

**(adjacent to the tennis courts)**

**WEST MALLING**

To be supplied to West Malling Parish Council

|  |  |
| --- | --- |
| Project | Outdoor Adult Gym and Safety Surface |
| Timeframe for works | September 2024 |
| Release date | 1st March 2024 |
| Respond to | Parish Council Clerk |
| Response deadline | 29th March 2024 |

**Introduction**

This invitation to tender has been prepared by West Malling Parish Council (the Council) for the supply and installation of outdoor adult gym equipment and safety surface at Norman Road Playing Field, Norman Road, West Malling. ME19 6RW.

Information about the Parish Council can be found at [www.westmallingpc.org](http://www.westmallingpc.org).

This invitation to Tender is subject to the following instructions:

1. **Questions**

Queries relating to this tender must be raised in writing no later than Friday 22nd March 2024 and should be addressed to the Clerk by email [clerk@westmallingpc.org](mailto:clerk@westmallingpc.org)

1. **Site Visits**

The contractor is assumed to have visited the site to assess the nature of the work, access, topography, etc, and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact [clerk@westmallingpc.org](mailto:clerk@westmallingpc.org) to arrange.

1. **Insurance**

The contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance

£5m Employer’s Liability Insurance

£1m Professional Indemnity Insurance

1. **Deadline for receipt of tenders**

All tenders must be received either in a sealed envelope or via an attachment to an email by the Clerk to the Council by noon on Friday 29th March 2024.

1. **Business References**

In addition to you tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees

1. **The Decision**

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender

1. **Canvassing**

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted

1. **Notification of outcome**

The Clerk will notify all parties of the outcome of this tender process by email before noon Tuesday 4th June 2024.

1. **Freedom of Information**

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/pr publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking

1. **Tender timescales**

|  |  |
| --- | --- |
| **Action** | **Date** |
| Issue of Invitation to Tender | Friday 1st March 2024 |
| Deadline for return of Tender document | Friday 29th March 2024 |
| Evaluation of Tenders by West Malling Parish Council | Monday 15th April 2024 |
| Notification of award decision | Tuesday 4th June 2024 |

**Specification of Works**

* Supply and installation of up to 10 Pieces of gym equipment
* Provide a bonded rubber mulch to the main safety surface of the Fitness Zone
* Information signs

The Parish Council propose to provide a complete Fitness Zone that provides an opportunity for the community to get a complete gym workout without the need for a gym membership, but with the capability of equipment providing the same up to date and modern experience as a gym club for years to come.

The Parish Council would like to see the following types of items included in the overall scheme:

**Variable resistance strength**

The equipment must allow users of all sizes and abilities to work on their strength, from absolute beginners (low weight resistance) to more advanced users (higher weight resistance) by an easily adjusted weight selector with clear instructions for use. Users must be able to progress through from low to high resistance to allow training programmes to be adapted.

**Variable resistance cardio machines**

The equipment must allow users of all sizes and abilities to work out effectively, with adjustable resistance and monitoring capabilities. Touchscreen and app integration is essential for the users to monitor and progress their training.

**Sports & fitness app**

The equipment must incorporate a Sports & Fitness App that is available free on Android and the App Store and have the following features:

* Multiple Video demonstration of exercises by scanning QR code
* Get general workout programmes
* Tracking of activities and progress
* Find specific fitness location
* Location specific workout programmes

**Information signs**

All the products above must feature on an information sign with related exercises. Each exercise must feature a QR code linking to its related exercise portal in an app that offers support on exercises and training. The sign must additionally offer a QR code for downloading the app.

The aim of the project is to provide a complete, all-inclusive fitness zone for all adult ages and abilities to exercise together.

Appendix A shows a plan of the playing field, which is provided for illustrative/reference purposes and gives an indication of where the equipment is intended to go.

You will be responsible for ensuring that the field surface is protected from any damage caused by delivery vehicles/plant machinery moving around the field during the installation. Your response should include details and costs for this. Any damage caused must be made good at your expense.

As part of your response you should provide details of the proposed resources for the project and provide details of any contract/agency labour you propose to employ to complete the contract. If the tenderer intends to use sub-contractors (whether individual or a collective team) on this project, it must detail the quantity, experience and relationship to the tenderer.

An indication of the length of time you would expect to take to complete the project should be given.

**Supporting Documentation**

Please note that to be considered, tenders must include all criteria listed below:

* Evidence of Public Liability insurance
* Evidence of Employer’s Liability insurance
* Professional Indemnity insurance
* Health and Safety policy
* Waste Transfer Certificate along with confirmation that all waste generated will be taken off site
* Trade references from other clients

**Tender responses**

All tenders must be received prior to 12 midday on Friday 29th March 2024, either electronically to [clerk@westmallingpc.org](mailto:clerk@westmallingpc.org) or by post to:

Clerk

West Malling Parish Council

9 High Street

West Malling

Kent

ME19 6QH

All respondents will be notified in writing of the outcome of their quotation submitted following the decision by West Malling Parish Council.

To: West Malling Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of £……..

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We understand that I/We are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that West Malling Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

Signed ……………………………………………………………………. Date………………………………………..

Name……………………………………………………………………… Position…………………………………….

For and on behalf of ……………………………………………………………………………………………………….

Address ……………………………………………………………………………………………………………………..

Email address ……………………………………………………………………………………………………………...

Telephone number …………………………………………………………………………………………………………

Details of referees for whom I/We have provided comparable services within the last three years and who are compared to be contacted by the Council are:

|  |  |
| --- | --- |
| Name:  Address:  Telephone:  Email:  Value of contract: | Name:  Address:  Telephone:  Email:  Value of contract: |

**Tender Response Form**

West Malling Parish Council

**TENDER RESPONSE DOCUMENT**

**FOR**

**PROVISION AND INSTALLATION OF**

**OUTDOOR ADULT GYM EQUIPMENT AND SAFETY SURFACE**

**NORMAN ROAD PLAYING FIELD**

**WEST MALLING, KENT**

Please submit this Tender Document and all supporting material by noon on Friday 29th March 2024

Any tenders received after this time will be excluded from the tendering process

Tenders should be sent to: The Clerk, West Malling Parish Council, 9 High Street, West Malling Kent. ME29 6QH

**Details of Tenderer**

|  |
| --- |
| Organisation name |
| Legal status (sole trader, limited company, etc) |
| Company registration number |
| Registered address |
| VAT registration number |
| Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?  YES/NO  If yes, please give details on a separate sheet |