



Holmes Chapel Parish Council



REQUEST FOR QUOTATION

Driveway and Car Park HOLMES CHAPEL Community Centre

Contact Officer

All queries regarding this document should be addressed to:

Tina Cartlidge, Clerk of the Council

(or Sue McKay, Deputy Clerk)

Holmes Chapel Parish Council

1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

Tel: 01477 533934

Email: clerk@holmeschapelparishcouncil.gov.uk

Or: admin@holmeschapelparishcouncil.gov.uk

Requirements

The Parish Council is seeking quotations for the repair of some of the driveway and car park at the Holmes Chapel Community Centre, Station Road Holmes Chapel. Details are in the section below with an illustrative diagram and photos.

1. Top surface should be tarmac of a suitable quality for the use of cars and pedestrians.
2. The Community Centre facilities are in use every day and the supplier will be expected to work with the Centre management to agree all Health & Safety aspects to allow users to enter the buildings. It is accepted that traffic flows may need to be temporarily altered during the work.
3. The supplier will be expected to include some 'white line' markings on completion of the work in areas to be agreed with the Parish Council and Centre management.
4. As residential housing is in proximity to the site, the supplier is expected to keep noise levels as low as possible and work only between 08:00am and 18:00 on Mondays to Fridays.
5. The quotations should include an indication of when the work could commence and how long it will take to complete.
6. It is expected that suppliers will visit the sites to provide the quotations and satisfy themselves that they have all the information required. By arrangement, either the Clerk/Deputy Clerk and a councillor can attend to discuss any questions the supplier may have.
7. Terms and Conditions and other information is in Appendix A

[illegible]

Area 1

Chestnut Tree and root to be removed by council's contractor.

Existing drive surfacing to be removed by cold planing or excavation and made level – removed surface to be re-used on Area 2 if possible/required

Border to grassed area to be made safe and reinstate the concrete edging

Area should already have a solid base, so no need for hardcore etc. Planing the surface should provide a suitable substrate to lay new tarmac on (*depth and materials to be defined by supplier*)

Area to be tarmacked



Area 2

Assessment required of how improvements can be made to re-surface the areas of deterioration

Areas determined to be re-surfaced, to be repaired with excavated material from Area 1 and rolled flat. Alternatives can be proposed. (*Depth and materials to be defined by supplier*)

There are longer term plans to turn this area of car parking into a Muti Use Games Area (MUGA). The intention is that the repairs requested should be sufficient for the area to continue as a car park for the next year or so, until funds are identified for the MUGA.



Appendix A

Terms & Conditions

- a. Quotations should be sent electronically by email to clerk@holmeschapelparishcouncil.gov.uk. They can also be submitted in paper form addressed to "The Clerk, Holmes Chapel Parish Council, 1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ."
- b. All Quotations must include completion of the Quotation Certificate in Appendix B
- c. Quotations need to be provided by 12:00 noon on 8th March 2022. Any quotations submitted after this date and time will not be considered unless there are any agreed extenuating circumstances.
- d. Canvassing and Quotations excluded
 - i. No quotation will be considered for acceptance if the supplier has indulged or attempted to indulge in any corrupt practice or canvassed the quotation with any member or officer of Holmes Chapel Parish Council. If a supplier has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the Supplier.
 - ii. It is unlikely that any quotation will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions and (b) is delivered out of time or in a manner other than specified in these Instructions.
- e. Representations
 - i. A supplier may contact the nominated Officer identified at the front of this document to obtain any further information about the requirements of the contract or the quotation procedures if these are not evident or clear from the documents supplied to Suppliers.
 - ii. No representation by any Officer or Councillor of Holmes Chapel Parish Council which has a bearing on the contract for this work made outside this requirement shall constitute a term or condition of the contract nor a representation which gives the supplier grounds for rescinding the contract or claiming damages for misrepresentation.
- f. Quotations will be assessed on their quality and completeness with the requirements. This will include Design, Safety of Design and Construction detail.
- g. Suppliers should note that once a preferred supplier is identified, under financial due diligence there may be an assessment of financial stability of that supplier.
- h. Price is important but not the only requirement and the Parish Council is not obliged to accept the lowest quotation. Fixed prices are required from Suppliers. It is requested that these prices are held for six months from the time of contract agreement to the completion of work.
- i. The payment arrangements for the project will be within 10 days of receipt of a correct invoice after successful completion of the work, with 5% retained for 6 months.
- j. It is expected that the supplier will provide a 'warranty' on the work for a minimum period of three years subject to normal wear-and-tear.

Site Work Specification

Entry onto the site

1. Suppliers must always protect the site and its immediate surrounding area from damage by vehicles and plant; suppliers are therefore required to submit their methodology for protecting this area.
2. The Supplier shall keep all public highways and footways affected by the Works clear of construction debris.
3. The Supplier shall satisfy themselves of the adequacy of the Site access for his intended method of construction and equipment, and, where deemed necessary, provide any additional protection or temporary measures.
4. Access to the Site shall be managed by the Supplier to avoid undue disturbance to the properties near the Site. The Supplier shall confine their access on the Site to the areas where Works are required and on routes agreed with the Council.
5. Sufficient Site signage must be provided to ensure safe operation of the Site.
6. The Supplier will ensure that all required daily notifications of who is present on site will be maintained for the purposes of fire and health and safety requirements.

PROTECTION AGAINST DAMAGE

Footways and Landscaped Areas

7. The Supplier shall ensure that no damage is caused to any existing footways/paths and landscaped/grassed areas including existing trees because of the Works. The Supplier shall undertake, in the presence of the Council's staff, a photographic survey of the Site prior to commencement of the Works. A record of the survey shall be issued to the Council prior to the mobilisation of the Supplier's plant onto the Site. Where damage has occurred and is identified as being caused because of the Works being undertaken by the Supplier, the Supplier will be liable at their own expense for the:
 - a. Temporary measures required to prevent further deterioration to the area and surrounding area of damaged pavement or landscaped/grassed area.
 - b. Protective measures required to prevent deterioration to areas of pavement or landscaped areas identified to potentially fail due to the activities of the Supplier.
8. If damage is caused the Supplier shall, at their own expense, reinstate the highways pavement (including footways), landscaped/grassed area to its original condition as indicated by the photographic survey and agreed with the Council.
9. A water supply on the site can be arranged.
10. The Supplier shall ensure that spillage or leakage of fuel and lubricants is prevented within the Site. In the event of accidental spillage, the Supplier shall immediately undertake all works necessary to contain the spillage and minimise the area of contamination at their own expense. All polluted or contaminated materials shall be disposed of off site in approved waste disposal facilities at the Supplier's own expense. The Supplier shall maintain adequate stocks of oil absorbent material.
11. Any pollution incident shall be immediately reported by the Supplier to the Council and the site management company (ES&R) prior to reporting it to the Environment Agency. Contact telephone number: 0800 80 70 60 (24 hours). The Supplier's workforce and any Sub- Suppliers should be made aware of these requirements and the emergency telephone number.

Submission and Evaluation details

The project comprises the stages detailed below. This is indicative and will depend on several factors including the supplier's delivery plan and weather conditions.

Stage	Description	Key Dates
Stage 1: Quotation	The supplier is to provide a quotation for the works described above.	Suppliers can attend the site to examine the area and work required. This would be expected at an early stage and the supplier can contact the Clerk or Deputy Clerk to advise of a suitable day/time. Submission of Quotation 12:00am Tuesday 8th March 2022
Evaluation:	Responsibility of the Parish Council. If required, suppliers may be asked to attend to provide additional clarification of their proposal.	The quotation submissions are assessed, and the preferred supplier recommended to the full Parish Council by end April 2022
Council Approval	Formal approval of quotation selection	Parish Council by April 2022
	<i>Following approval of the successful supplier, the unsuccessful suppliers will be offered a meeting to hear the evaluation results.</i>	
Stage 3: Order & Build	The winning supplier advised to provide the works agreed	A form of agreement to be signed
	Work to commence on site	Earliest possible construction start date
	Completion of works – assuming a maximum of 2 weeks to construct	Earliest possible completion date

Appendix B

QUOTATION CERTIFICATE

To: HOLMES CHAPEL PARISH COUNCIL ("the Council")

I/We certify that this is a bona fide quotation, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Quotation (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed quotation (other than in confidence to obtain quotations, professional advice or insurance necessary for the preparation of the quotation).
3. Entered into any agreement or arrangement with any other person that they shall refrain from quotation or as to the amount or terms of any quotation to be submitted by the supplier.
4. Canvassed or solicited any member, officer or other employee of the Council or ES&R in connection with the award of this or any other Council contract or quotation.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council Supplier quotation.

SIGNED* (1)

Status

SIGNED* (2)

Status

for and on behalf of

Date:

*Note: to be signed by the same signatories as the Form of Quotation.