



Lydd Town Council

Main Tender Document

Provision to improve existing

Tennis Courts at:

The Banks, Dering Farm Road

Off Dennes Lane Lydd

To be submitted no later than 27th May 2022.

Late submissions will be disregarded.



Sports & Play Consulting
INDEPENDENT ADVICE
AND SUPPORT

This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

RESPONSIBLE PARTIES

The Employer

Lydd Town Council

Procurement Contact

Sports and Play Consulting Limited

TABLE OF CONTENTS

| | |
|--|----|
| 1. General Requirements | 4 |
| 1.1 Overview..... | 4 |
| 1.2 Budget and Costings | 4 |
| 1.3 Non-Consideration of a Tender Response | 5 |
| 2. Contract Conditions | 6 |
| 2.1 Works and Standards..... | 6 |
| 2.2 Order and Contract Agreement | 6 |
| 2.3 Insurance | 6 |
| 2.4 Contractor Documentation | 7 |
| 3. Scope of Works | 7 |
| 3.1 Objectives for Refurbishment of Tennis Courts..... | 7 |
| 3.2 Specifications | 9 |
| 4. Timetable for Project | 10 |
| 5. Scoring Criteria | 11 |
| 5.1 Scoring Table..... | 11 |
| 5.2 Scoring Matrix..... | 12 |



| | |
|--|-----------|
| 6. Procurement Process | 13 |
| 6.1 Type of Procedure..... | 13 |
| 6.2 Site Meeting with Interested Parties..... | 13 |
| 6.3 Questions and Clarification | 14 |
| 6.4 Notice of Intent to Bid..... | 14 |
| 6.5 Short Listing of preferred submissions | 14 |
| 6.6 Consultation or Public Engagement | 15 |
| 6.7 Revisions and Negotiation..... | 15 |
| 6.8 Decision and Award of Contract..... | 15 |
| 6.9 Supplier Responses | 16 |
| 7. Named Contact and Consultant for Project | 16 |
| 8. Supplier Submission Checklist and Instructions | 16 |
| 8.1 The Supplier Checklist | 16 |
| 8.2 Submission Instructions | 17 |



1. General Requirements

1.1 Overview

Lydd Town Council (The Employer) is seeking a suitably qualified company to refurbish the existing Tennis Courts primarily with new fencing, tennis nets and posts, painting and line markings and repair of the courts.

The site address is: **Off Dennes Lane, Lydd, TN29 9JY.**



1.2 Budget and Costings

- The Council has a budget of approximately **£30,000.00** (Ex VAT) for the project.
- Submissions should focus on the primary brief and objectives and submit a quotation accordingly even if it is below or above the current budget (scoring will be based on both cost and specifications).
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations



or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)

- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.



2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate fencing and associated works outlined in the specifications of this tender, and where possible should comply with the appropriate British or European Standards or Sports England standards.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

2.2 Order and Contract Agreement

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

2.3 Insurance

The **successful** contractor must be able to provide evidence of:



Sports & Play Consulting
INDEPENDENT ADVICE
AND SUPPORT

- | | |
|--|--------------------|
| ➤ Public Liability Insurance of no less than: | £10 Million |
| ➤ Product Liability Insurance of no less than: | £5 Million |
| ➤ Employers Liability Insurance of no less than: | £5 Million |
| ➤ Professional Indemnity Insurance of no less than: | £1 Million |
| ➤ Contractors (All Works) Insurance of no less than: | £1 Million |

2.4 Contractor Documentation

The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for Refurbishment of Tennis Courts.

The current site for the Tennis Courts was previously used for Tennis, however, has since become dilapidated and not used for any recreational purpose. The fencing is significantly damaged and needs to be replaced, and the surface although has some damage in pockets, could be used for general recreational Tennis, however with appropriate refurbishment and painting.

The goal is to bring back the site to life so that it can be used for Tennis on two courts and possibly alternative sports on the third court.

Additionally, the Council will be looking at improved access by replacing the current steps, along with a new accessible ramped pathway (outside of this tender) for less abled and wheelchair users.

Ultimately the site needs to be safe, accessible, attractive and encourage the local community to participate in physical activity for



Sports & Play Consulting
INDEPENDENT ADVICE
AND SUPPORT

health improvement and development of tennis skills, which at some point in the future may have further improvements such as CCTV and sports lighting. Engagement with several organisations such as local schools, Scouts Club, Sports Clubs and the general public will be key to ensure continued participation and increased sustainability of The Banks.



Left: Existing steps to the main entrance to be replaced.

Right: North end of site showing current pathway that may be replaced with a DDA accessible pathway and entrance into the site using a 2nd gate.





Photos showing some damage from roots and vandalism to be repaired.

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the scoring in section 5.1.

| Item | Requirement |
|---|---|
| Fencing <i>Supplier can cost on one or both options. Option 2 will be preferred by Council.</i> | Approx 160 linear metres around perimeter of courts. 3.0 Metres High. Option 1: Chain link with Tubular System Option 2: Mesh Panels such as 358 or 868 Panels (colour to be agreed – most likely Green RAL 6005) |
| Gates | 2 Pedestrian Gates in same materials as fencing. Gates should provide closing latches and wide enough for accessibility for wheelchair users. Location: 1 gate to be located on main entrance where the steps into the site are positioned. 1 gate to be located on the <i>North</i> side near the narrow path leads to the facility. |
| Pathways | None: The Council is looking to install a new accessible entrance into the site (outside of this tender), which will possibly be located on the north side following the existing pathway which would need to be widened. The location of the 2 nd gate may then be used as an alternative entrance for wheelchair users or general maintenance. |



| | |
|-------------------------------|---|
| Surface Preparation | High Pressure Washing and apply Moss Killer across all 3 courts. |
| Surface Repairs | Repair and damage caused by tree roots (trees have since been removed), some vandalism and areas of significant wear and fretting, using new macadam and appropriate binder. |
| Painting Courts | Environmentally safe Binder Coat and 2 coats of Acrylic Sports Coat. (Slip resistant with colours to be selected by Council and Tennis Club). |
| Line Markings | Standard Tennis Court size Line Marking using Acrylic Sports Coat (Slip Resistant in White) on 2 Courts. The 3 rd court may have different line markings as there is consideration of this being used for 'Mini Tennis' or 'Paddle Tennis' in addition to Netball which will be confirmed by the Council. |
| Tennis Nets and Posts | 3 x LTA specification Tennis Nets and Posts to be installed into the courts at the appropriate location based on the line markings. Anchors and sockets will be permanent however consideration to potentially removing a tennis net for alternative sports on the 3 rd court will be discussed on receipt of the tenders. |
| Steps to Main Entrance | Replace and install new steps to the facility with a suitable material and accessible width, that is designed for low maintenance and longevity. |
| Removal and Disposal | The Council may remove all the existing posts and chain-link fencing, however, please provide an itemised cost for all removal and disposal of this in addition to any spoil and waste. |
| Re-Instatement | Any damage to existing turf or materials must be re-instated. Site left in a neat and tidy condition. |
| Welfare | Please allow for a portable toilet and drinking water. |

4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.



Sports & Play Consulting
INDEPENDENT ADVICE
AND SUPPORT

| Action: | Date: |
|---|--|
| Tender Release Date: | 6 th April 2022 |
| Site meeting for interested contractors (30-minute slots – 1 person from each supplier only): | 4 th May 2022 |
| Notification of your intention to provide a response and deadline for questions about the tender: | 6 th May 2022 |
| Tender Submissions Due: | <u>27th May 2022 at 16:00 hours.</u> |
| Decision on Preferred Supplier: | June 2022 |
| Works to Begin: | September 2022 |

5. Scoring Criteria

5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

| Criteria | Information | Percentage |
|---|--|-------------------|
| 5.1.1 Project Design, and Proposed Specifications & Materials: | Detail the design and specifications, of the facility. This should include: <ol style="list-style-type: none">1. Specifications for the fencing, gates, surface painting and line markings, and tennis nets and posts.2. Experience of the company designing and installing similar facilities, relevant accreditations and memberships (eg. SAPCA/Chas/Constructionline) and inclusion of Reference Sites (Appendix 2). | 60% |



| | | |
|---|---|-------------------|
| <p>5.1.2 Total Cost:</p> | <p>Scoring will be made according to the Total Cost of the design, using the quotation submitted by each supplier on the basis the minimum specifications have been met. Calculations on cost will be based on increments (0.5) that are proportionate and fair to the submissions provided from highest to the lowest cost as a percentage of the weighted amount. <i>Example:</i> Lowest Cost is £25,000.00 Supplier A Cost is £30,000.00 Supplier A Score is 25 (<i>lowest cost divided by Supplier A Cost * 30</i>)</p> | <p>30%</p> |
| <p>5.1.3 Presentation and Quotation:</p> | <p>Suppliers are to provide:</p> <ol style="list-style-type: none"> 1. 1 x CAD or scaled Google Map of the design in A2 size or similar. 2. An itemised quotation with costs for each item and installation including specific detail on repairs. | <p>10%</p> |

5.2 Scoring Matrix

| | | |
|-------------|-----------------|---|
| <p>9-10</p> | <p>Superior</p> | <p>Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.</p> |
| <p>7-8</p> | <p>Good</p> | <p>A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.</p> |
| <p>5-6</p> | <p>Adequate</p> | <p>Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses,</p> |



| | | |
|-----|--------------------|--|
| | | or omissions, which can be corrected/overcome with minimum effort. |
| 3-4 | Below Expectations | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable. |
| 0-2 | Poor to deficient | Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading. |

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers should visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.



6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks



➤ Reference Site Visits

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and may include items from one of the other submissions.

6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. Scoring may be compiled by specific member/s of the Employer such as a Sub-Committee or Group, or by a 3rd Party such as the Procurement Contact. The process to agree and award the contract will be the responsibility of



Sports & Play Consulting
INDEPENDENT ADVICE
AND SUPPORT

the Employer and communicated by the Contract Procurement Contact named in this document.

6.9 Supplier Responses

The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions will be provided on request via email. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
Mobile: 07421 463099
Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

| Response | Format |
|--|--|
| 1. <u>Completed Copy of Appendix 1</u> | PDF or Word Labelled - <i>SupplierNameAppendix1</i> |
| 2. <u>Completed Copy of Appendix 2</u> | PDF or Word Labelled – <i>SupplierNameAppendix2</i> |
| 3. <u>Response to 5.1.1:</u> | PDF or Word Labelled – <i>SupplierName5.1.1</i> |



4. Response to 5.1.3:

PDF or JPG Labelled –
SupplierNameCAD
SupplierNameQuotation

8.2 Submission Instructions

Both electronic and hard copies required by the due date and time.

Email to:

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

michael@sportsandplayconsulting.co.uk

Hard copies to:

Lydd Town Council
13 High Street
Lydd TN29 9AF.
Attention: Angela Alexander
'Tender – Lydd Town Tennis Courts Project'

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube and sent to arrive no later than:

16:00pm hours, 27th May 2022.