

Eckington Parish Council
INVITATION TO TENDER
ECKINGTON COMMUNITY FIELDS SOFT LANDSCAPE WORKS

Dear Sir/Madam,

Eckington Parish Council (EPC) invites Offers to Tender for the provision of **SOFT LANDSCAPE WORKS** for the community land off Pershore Rd, Eckington, to be known as Eckington Community Fields. Tenders should be submitted in line with specification available from clerk: clerk@eckington-worcs-pc.gov.uk .

Under a separate procurement opportunity, EPC will be tendering for the site infrastructure works involving the ground levelling, footpaths, boundary fencing/gates, and site wide grassland improvement works. This opportunity assumes that this will have been procured and works will have started on site. there will therefore be a requirement for the successful landscape contractor to coordinate the soft planting works with the infrastructure works.

The deadline for receipt of tenders is strictly **12pm on 30 November 2022**. Your tender should include an indication of when you would be able to commence the work and how long you anticipate it would take to complete the work. The successful applicant should be able to complete works before the end of the financial year, i.e. **March 2022**

In line with our Parish Council financial regulations, 2 hard copies of your completed tender documents should be submitted by post to: 36 Abbey Road, Pershore, WR10 1JP
Envelopes should be clearly marked: **'Tender Documents for the attention of Mrs Lynne Yapp, Parish Clerk'**.

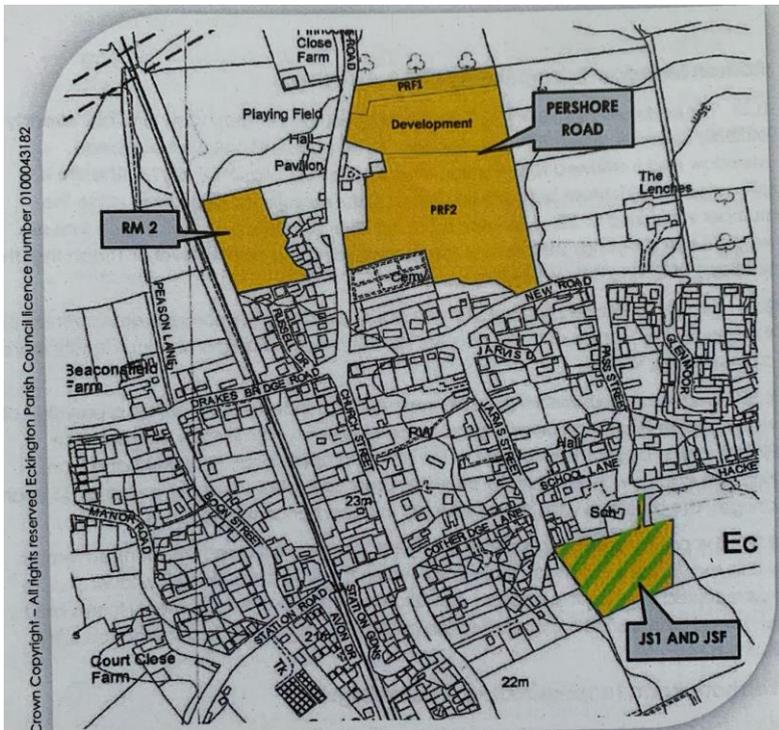
Bids will be assessed across a range of criteria to ensure quality and value for money and not solely on the basis of lowest price. As part of this assessment, shortlisted bidders will be invited to attend an interview with nominated parish councillors at a date to be confirmed.

If for any reason, you are unable to accept our offer to tender then we would be most grateful if you could advise us by return in order to satisfy our internal audit procedures.

Description/Background

Eckington Parish Council (EPC) has developed a Neighbourhood Plan which was approved by Wychavon District Council and adopted by the village following a referendum in early 2019. A copy of the full neighbourhood plan can be found on the Parish Council website. As part of the Eckington Neighbourhood Plan (ENP), the village was gifted approximately 7 acres of land east of Pershore Road, (see attached map), which has planning permission for community use. The land is in the ownership of Eckington Parish Council, and it is proposed that the land will be known as 'Eckington Community Fields'. Following completion of the legal transfer of the land in 2020, the Parish Council has been working over recent months to develop an outline plan for the land which encompasses the various elements local people have said they would like to see the land used for, and which reflects the aspirations set out in the ENP.

Eckington Parish Council (EPC) is seeking to appoint a contractor to deliver landscaping works in relation to the creation of new community external space known as 'Eckington Fields' (marked PRF2 on the map below), with planning permission for community use.



The Contractor will be expected to deliver the works project using a design and build project approach.

EPC have employed ONE Creative environments Ltd to develop the outline plan into a 10 year design vision masterplan which will be the basis for all future works as and when funds become available.

EPC are well aware that this is a long-term project but want to start the process of delivery. This tender is to specifically deliver Phase 2 of the project which is identified in Appendix C.

You are invited to submit a tender to carry out soft landscaping works consisting of the following documents - *If you register your interest in this Invitation to Tender with the clerk: clerk@eckington-worcs-pc.gov.uk we will email these documents to you*

- Appendix A - Overall landscape masterplan – Design vision document (for information only) - This can be accessed via the Parish Councils website: <https://eckington-worcs-pc.gov.uk/wp-content/uploads/2022/06/Eckington-Community-Fields-Vision-Document.pdf>
- Appendix B – Sketch Phase 1 Plan (By others)
- Appendix C – Phase 2 Soft Planting Plan
- Appendix D - Phase 2 Soft Planting Schedule
- Appendix E - Tender Return form
- Appendix F - Natural Networks Biodiversity Enhancement Assessment

Please note when submitting your tender, you must:

- offer a fixed price lump sum figure to complete the works in accordance with the tender documents
- Show a clear understanding of the brief and Eckington Parish Councils requirements
- Demonstrate the nature of your skills, qualifications & experience
- Provide evidence and track record of previous projects
 - submit 3 project examples (case studies) which are similar in nature, size and scale
- provide a planting programme

- confirm all relevant insurances, warranties, PI, Public Liability, etc are in place
- confirm who the main point of contact will be for the works
- provide any key exclusions and/or assumptions
- provide your standard terms & conditions including payment terms and milestones

Should you be shortlisted, you will be required to attend an interview in Eckington. The date and location will be confirmed but it is likely to be w/c **12 December 2022**

If having read the enclosed documentation you decide not to submit a tender, I would be grateful if you could send your reasons (though you are under no obligation to do so) to the Clerk to the Council at the above address marked 'No Tender'.

Please note that if you decide to tender for this project then you are agreeing to the following:

- I/We understand that the client does not bind him/herself to accept the lowest or any tender responses and reserves the right to accept a tender in whole or part as he/she considers fit.
- I/We have not computed or adjusted the amount of my/our tender figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purposes of obtaining prices for materials and/or services).
- No Value Added Tax is included in this tender
- I/We agree this tender will remain open for acceptance until 3 months after the tender return date.
- I/We, having read and understood the Conditions of Contract, hereby tender and undertake to execute the works described in the attached specifications and plans, and for that purpose to provide the materials as specified for the sum detailed in our tender return.

Please do not hesitate to contact me if you have any questions about the tendering procedure.

Lynne Yapp
 Clerk to the Council
 01386 552233
clerk@eckington-worcs-pc.gov.uk

Assessment of Bids

The Parish Council will assess tender bids received against a range of qualitative and cost criteria to ensure both quality and value for money and are not required to award the contract based solely on the lowest cost. Shortlisted bidders will be asked to attend an interview with nominated Parish Councillors at a date to be confirmed.

Contact Details

Any queries relating to this tender process should be directed to the Parish Council Clerk, Mrs Lynne Yapp, via clerk@eckington-worcs-pc.gov.uk