



Invitation to Tender

1. General Requirements

The Parish Council is seeking a suitably qualified company to redesign and extend an existing Car Park, to increase the number of parking spaces within the car park. The Council would also like to consider the provision for additional lighting, CCTV and electric charging points.

The Car Park is located at Hadleigh Park Car Park, Parfitt Drive, Farnsfield, NG22 8FA – please note that we have recently installed a large playpark and therefore google maps imagery is out of date.

The Council would like to obtain quotes from experienced companies who can offer the best solution for the space.

2. Pricing

Itemised pricing should be shown within the Tender presentation and summary pricing shown for each element e.g - surfacing, lighting, CCTV, charging points.

All pricing should be exclusive of VAT and valid for a period of at least 3 months from the due date for the response.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The Parish 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 responses are the responsibility of the suppliers choosing to participate. The Parish Council may refuse a tender response if the response fails to provide all the information required by the Parish Council to make a full evaluation.

Any offence or inappropriate actions by the Tenderer, including an offence under the Prevention of Corruption Act, or the Tenderer directly canvassing any member of the Parish Council concerning the tender (other than “appropriate” contact made to the Clerk of the Council for the purposes of clarifying the requirements or raising any questions pertaining to the tender), will disqualify the Tenderer.

4. Contract Conditions

The successful contractor will enter a contract by way of tender/quote issued to Farnsfield Parish Council.

The contractor is responsible for complying with any British or European Standards that are relevant to this project. If there is evidence that the work does not confirm to the required standard, and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the contractor. The contractor must follow the Construction Design and Management Regulations 2015, 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.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 million, and Employers Liability Insurance, to the Parish Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc. a final programme of works and risk assessment/method statements will need to be finalised and provided to the Parish Council before work begins on site, most likely at the “pre-start” meeting.

The area will be closed to allow for these works to be completed but during installation the contractor will need to keep access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any areas that have been damaged during the installation, such as the turf, must be returned to the original condition at the contractor’s expense. Reinstatement of any damaged turf as part of the construction works or the removal of the surfacing must be reinstated. This will require additional topsoil where appropriate to maintain a level surface, cultivation and seeding. Any trees/shrubs removed due to extension to be replaced or moved to an appropriate location.

5. Overview of Project

Specific Requirements

The Council understands that under the Open Spaces Act 1906, the carpark can be extended by up to 800sq.ft (approx. 75sq.m).

The existing hard standing parking should be removed as well as the existing grass areas in between. New bays should be created using a sustainable “green” surface that is suitable for parking. The Council would be open to all surface options and would be interested to receive contractors’ recommendations. The use of recycled, upcycled and/or natural materials would be favorable.

The parking bays should be individually marked and be of sufficient size to accommodate modern vehicles.

The Council would also like to install a minimum of two disabled parking bays and the provision for 2 vehicle electric charging points. If your company are unable to install the electric charging points, please instead include in your quote the cost of installing the infrastructure to install the points at later date or through an alternative contractor.

The parking design should allow access to a possible new road to be installed to provide access other facilities.

Please see Appendix A-E to aid your understanding of the project

Materials

The Parish Council is looking for longevity and minimal maintenance with low, or ideally no cost in the future.

Contractors shall clearly identify the construction material for each element and provide an outline of the life expectancy of each material.

Post installation Inspection - Please allow for an independent written inspection report following completion of the works and any noted defects/risks will need to be attended to and resolved before the agreed opening date.

6. Project Time Table

Below is the timetable set out for the project and Tenderers will need to confirm within the tender response that they can meet the stated project start and completion dates:

Phase	Date
Tender issue	27 th July 2022
Deadline for Tender returns	30 th August 2022
Award of contract	Approx. 19 th September
Commence installation on site	To be discussed with the successful tenderer

Site meetings are to be arranged with the Clerk to the Parish Council (see 10 below for contact details)

7. Award Criteria and Evaluation Criteria

Any contract(s) awarded because of this procurement will be awarded based on the offer that is the most advantageous to the Parish Council.

All Tenderers shall provide information which demonstrates their understanding of, and ability to meet, the specification. **Unclear tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.**

To ensure that tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly referenced to specific evaluation criteria.

Minimum Criteria		Pass/Fail
1. Health and Safety	Provide relevant Health & Safety accreditations and records for supply and installation	
2. References	Please provide details of at least 1 similar project that you have successfully carried out for local authority clients. For each project please give: 1. Name and address of the project 2. Name, address, telephone number and email address of the client officer or principal contact 3. Description of the scope of services provided 4. Approximate value of the contract.	
3. Surfacing	Provide details of why the type of surfacing has been chosen for each element and the life expectancy of the surfacing	
4. Installation	Provide a robust method statement for the installation. This should include how you will ensure that the installation will be always compliant with Health & Safety Regulations to ensure public and workforce safety throughout the term of the project.	
5. Warranty	Outline clearly what is covered in the warranty, and the length of warranty for each type of material. Please ensure items with no warranty are also outlined.	

8. Scoring System

Item	Detail	Score
Value/Quantity for Money	This will include quantity of parking space, electric points and electrical works within the price quoted.	70%
Materials	Maintenance, anti-vandal, expected longevity of the surfacing	15%
Previous experience	Demonstration of successful similar previous builds, including quality and usage	10%
Presentation	Overall presentation of submission and visuals	5%

Points	Level	Criteria
5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, and quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer and presentation for that criterion. Some errors, risks, weaknesses, or omissions which are possible without too much difficulty to correct/overcome and make acceptable.
2	Below expectations	Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions which are possible but difficult to correct/ overcome and make acceptable.
1	Poor/deficient	Limited response provided or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.
0	Unacceptable	Totally deficient and non-compliant for that criterion.

- All questions will be scored against the definitions shown in the table above.
- Responses may score any numbers between 0 and 5.(including 0.5 increments)
- The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.
- For example, if the sub weighting for the criteria is 20%, the maximum marks available are 5 and the Tenderer is marked a '2', their weighted score (%) for that question will be $2/5 \times 20 = 8\%$

The submissions will be evaluated by the Clerk and the car park tendering working party. The highest scoring tenders will be presented to the Full Council for discussion and decision.

9. Format for Response

Please provide a colour hard copy of any visuals/designs (At least A3 would be preferable) and 1 x A4 hard copy of any supporting materials such as the quotation, to the Clerk of the Parish Council at the address shown below.

Itemised pricing should be shown within the Tender presentation

The items should be sent in a sealed envelope, to the address below, clearly marked in the top corner "Tender response – to be opened only by the tender panel".

To maintain the sealed tender process electronic documents should not be submitted to the Parish Council.

10. Contact Details

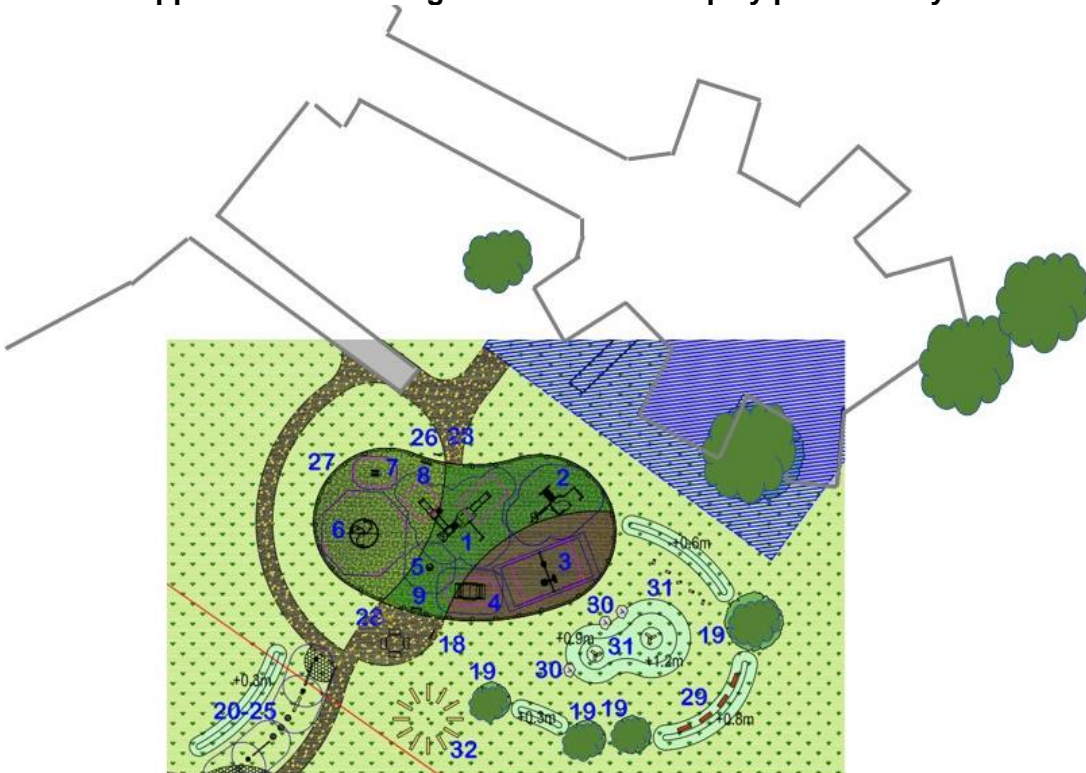
Any questions relating to the tender, or to arrange a site visit, should be directed to **Vikki Arkell – Clerk & RFO, 07483 160909, clerk@farnsfield-pc.uk**

Vikki Arkell – Clerk & RFO
Farnsfield Parish Council
145 Queens Road South
Eastwood
NG16 3NE

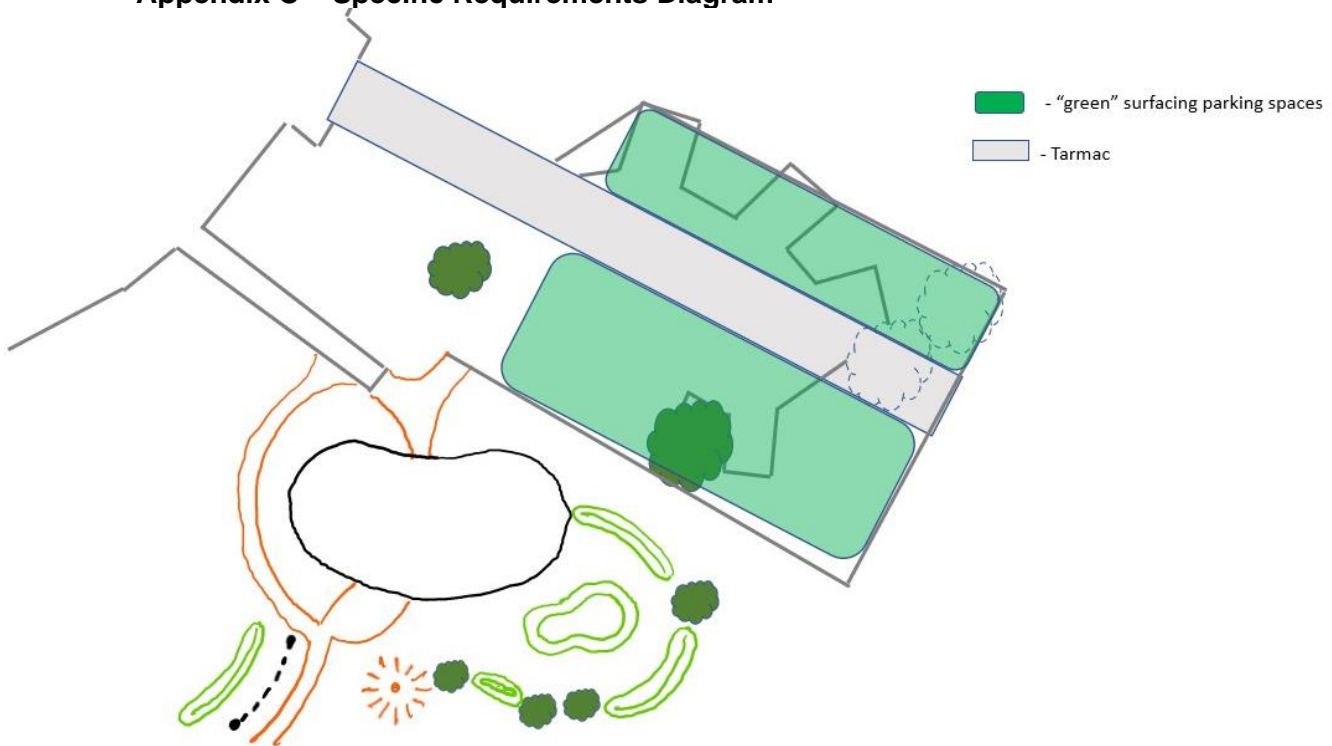
Appendix A – Existing Car Park



Appendix B – Existing Car Park and new play park overlaid



Appendix C – Specific Requirements Diagram



Appendix D – A concept idea for the extension of the car park - please note that this should not stop tenderers using their experience and knowledge to suggest other options



Appendix E – Possible new route to be installed at a later time

