

Cottenham Parish Council

Main Tender Document

Provision to design and install a: *Non-Turf Cricket Practice Facility*

To be submitted no later than 26th February 2024.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Cottenham Parish Council

Procurement Contact

Sports and Play Consulting Limited

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1. General Requirements

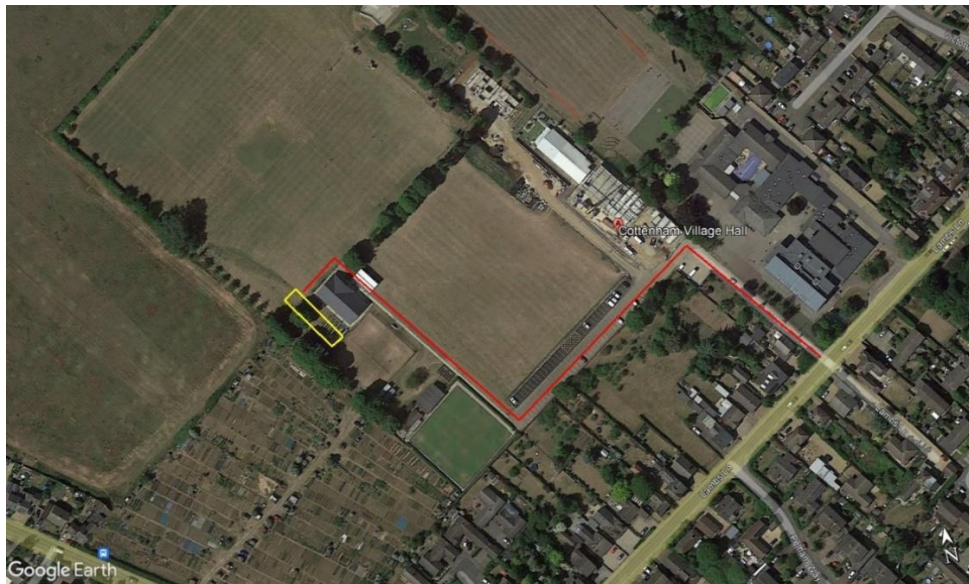
1.1 Overview

Cottenham Parish Council is seeking a suitably qualified and experienced contractor to submit a design to install a new **ECB Approved Non-Turf Cricket Practice Facility**.

Cottenham Cricket Club currently have no off-field practice nets and in partnership with Cottenham Parish Council, have identified a suitable site for a new net system for the club. **Full Planning Permission** has been granted, and a copy of this can be made available on request. External **Funding** has been secured which will be available in March.

This document sets out the main specifications required, which will form the primary basis for scoring along with the total cost of the facility.

Suppliers should review all the documentation provided and email any clarification questions through to the Procurement Contact.



Site Address:

Cottenham Recreation Ground, King George V Playing Field,
Cottenham Cambridge CB24 8TA (Red Line showing access route)

1.2 Quotations

- The Council aims to fully fund the project, subject to the details of the quotations submitted.
- 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 (Regulation 72), and may increase or decrease the total cost from the submitted quote.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements.

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

individual named 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.

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, fencing and associated works which should comply with the appropriate British or European Standards, and be an approved ECB System.

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 to the contractor.

The contractor must adhere to 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 Purchase 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, and the agreement will not be final until both parties have signed this contract.

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

2.3 Insurance

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

- 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**

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed upon before work commences, and The Contractor will provide a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts (including sub-contractors) that are available to remedy any issues that arise during construction

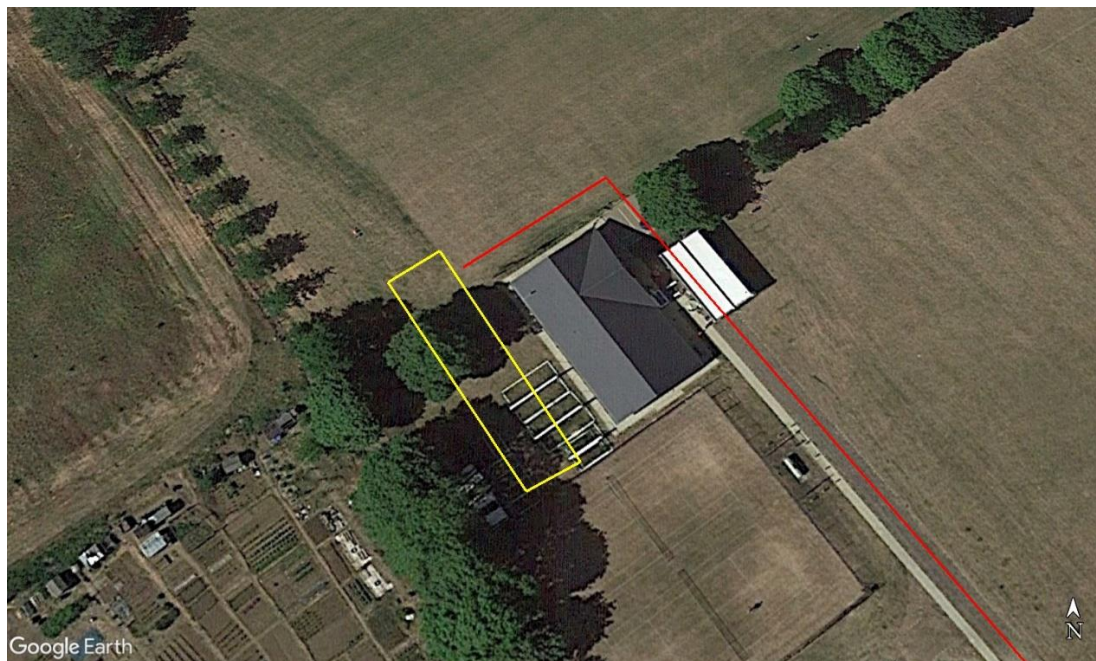
3. Scope of Works

3.1 Objectives for the Cricket Practice Nets.

Cottenham Cricket Club currently runs 2 x Men's teams and 5 x Under 15s teams including a mixed Under 13s. To encourage prospective junior and adult players, provide all year-round coaching and training sessions, two fully enclosed practice lanes are required within a security fence.

There is a large tree on the site where the new facility will be located, which will be removed by the Council prior to Works commencing.

Site Location shown in photos and Google map below (with tree being removed).





Access: The construction site is located on the western side of the playing fields adjacent to the pavilion. Access to the site is from the southeast, off Lambs Lane into the Village Hall car park. Travel through the restricted access automatic barrier (closed between 8.30 and 9.30am / 2.45pm and 3.15pm on Monday - Friday) and then through the locked restricted access barrier located at the far end of the car park towards the pavilion. Access to the construction site is up the western edge of the playing field, across natural turf (with reinforced grid mesh to allow vehicles to travel across it), and around the pavilion to the build site.

3.2 Specifications.

Specifications have been listed below; scoring will reflect the responses to this section based on the details provided in Appendix 4 and the quotation, along with any additional advice or considerations made to the Council within the submission.

Item	Proposed Specification
Practice Lanes	Two (Fully Enclosed). ECB Approved System.
Overall Dimensions	33.0 metres x 7.3 metres.
Surfacing	Suitable tufted synthetic playing carpet.
Colours	Green with Blue borders.

Shock Pads	Suitable shock pads for both batting and bowling zones.
Root Barrier	Protection from the row of trees to the West side of the facility.
Training Lines	Lines into carpet surface on both lanes.
Steelwork Frame	4.0 metres high. Steel Tubes (Galvanised and Power Coated). Lane Length: 25.5metres Overall Length: 33.0metres Width: 3.65metres
Netting System	Single seamless netting with tension wire attached to frame. Batting curtains between lanes (White mesh).
Security Fencing	2.4 metres high Steel Mesh (Galvanised and Power Coated). Length: Min 35.0 metres. Width: Min 9.3 metres. Maintenance Gate: 3-metre-wide double leaf with sliding lock. Pedestrian Gate: 1.2 metre wide with sliding latch (must be lockable).
Subbase	200 mm porous aggregate.
Edging	Concrete Edging around perimeter of netting area (PCC).
Area between netting and security fence.	Pathway (Min 1.0 metre) using artificial turf on stone base.
Disposal of Spoil	On site at an agreed location with the Council.
Re-Instatement	Any damage to existing turf, pathways, and any existing materials must be repaired back to the original state. TURF DAMAGE: Appropriate climate seed then grade/roll any vehicle & machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
Welfare Required	Welfare will be made available to suppliers for the duration of the Works.
Heras Fencing	Double clipped HERAS fencing will be installed for the duration of Works, securing the site on all sides and with adequate construction (CDM) signage.
Options	Colour Options (Fencing, Surfacing and Netting). Drainage Options (advise if recommended based on ground testing).

4. Timetable for Project

Action:	Date:
Tender Release Date:	24 th January 2024
<u>Tender Submissions Due:</u>	<u>26th February 2024</u> <u>16:00 hours</u>
Decision on Preferred Supplier:	March 2024
Works to Begin (Estimated pending supplier lead times and funding secured):	May/June 2024

5. Scoring Criteria

5.1 Scoring Table

Criteria	Information	Weighting
5.1.1 Project Design & Specifications:	Specifically scoring will be based on: 1. Design components and specifications based on meeting the required brief and with consideration of Section 3.2. 2. Basic Construction Plan (1 Page overview of vehicle access, compound and site set up). 3. Any significant omissions from the brief or specifications.	60%
5.1.2 Total Cost:	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	30%

	<p>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 £30,000.00 Supplier A Cost is £40,000.00 Supplier A Score is 22.5 (lowest cost divided by Supplier A Cost * 30)</p> <p>If a tender is perceived to be significantly over the market value, and there are no alternative submissions for review or to score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender the project.</p>	
<p>5.1.3 Drawings 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. 2. An itemised quotation, with costs for each item, and installation. <p>Scoring will be based on the level of detail provided on the above two points.</p>	<p>10%</p>

5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10	Superior	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.
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7-8	Good	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.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, 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	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.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

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 and is considered a Works Contract.

6.2 Site Meeting with Interested Parties

Suppliers should visit the site at their own convenience to ensure a robust response and for any subsequent clarification questions.

Accompanied site meetings may be possible with Peter Hewitt, Parish Councillor or Jo Brook, Parish Clerk, pending their availability.

Site visit contact: clerk@cottenham-pc.gov.uk

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 Procurement Contact, not by phone.

6.4 Notice of Intent to Bid

Suppliers should notify the Procurement Contact a confirmation of your intent to provide a submission as soon as possible. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, 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 shortlist 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 Checks
- Reference Site Visits
- Additional Consultation within the Council or external parties

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

6.6 Revisions and Negotiation

If required, the Employer 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 desired outcome of any significance.

6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3rd party or a consensus of all stakeholders.

All parties who have submitted a formal tender response will be notified of the outcome. 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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

7. Procurement Contact for Project

The Employer has appointed a Procurement Contact for the tender process. All contact should be with *Sports and Play Consulting Limited* unless organising an accompanied site visit.

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>Completed Copy of Appendix 4</u>	Excel Labelled – <i>SupplierNameAppendix4</i>

4. Drawings and Quotation:

PDF Labelled –

*SupplierName*CAD

*SupplierName*Quotation

Do NOT include the following information for the initial tender response:

- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

8.2 Submission Instructions

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

Email to be sent to:

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

michael@sportsandplayconsulting.co.uk

Hard copies to be sent to:

Cottenham Parish Council
Village Hall, Recreation Ground
Cottenham, CB24 8TA

Attention: Jo Brook

'Tender – Cricket Practice Facility'

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 (labelled as above).