**Wivenhoe Town Council**

**Invitation to Tender**

**Replacement metal framed, wood surfaced skatepark**

**Closing date and time for submission of tenders: 1 March 2022**

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Tender return date no later than 1 March 2022

Tenders must be sent by post or hand delivered to: The Town Clerk, Wivenhoe Town Council, Council Offices, 77 High Street, Wivenhoe, Essex CO7 9AB

CONTACT Wivenhoe Town Council

Contact for this procurement is: Jo Beighton-Emms, Town Clerk. Tel: 01206 822864 / 07738 493524 email: townclerk@wivenhoe.gov.uk

**PART A**

**SECTION 1 INTRODUCTION AND BACKGROUND INFORMATION**

In 2020, WTC conducted a survey seeking the views of residents on plans for a new and improved skatepark on the King George V Playing Field. There was also an open day event and meetings held with local boarders. Taking all views and comments into account, the creation of the new skatepark seeks to provide an extended and exciting facility, which encourages new skills, meeting others whilst staying safe.

The project is being led by WTC’s Skatepark Working Group. The facility will be built on the site of the existing skatepark on the KGV Playing Field, which is owned by WTC. The local community have expressed their support for this project.

The selected partner will have a good knowledge and experience of successfully securing funds from local grants and other national funds available. The tenderer will ensure that any equipment installed is well designed, limits the opportunity for vandalism and has low maintenance aspects in order to ensure fewer maintenance re-visits.

Equipment provided should demonstrate ease of maintenance and access to serviceable parts. The project design will ensure that the installations are safe and fit for purpose, as well as being enjoyable for those who use the facilities. There will be varied and interesting skate aspects provided, thus maintaining a healthy, safe and enjoyable facility for all. The project will provide a good range of facilities and will make the site accessible, attractive and sustainable for the neighbourhood.

**SECTION 2**

**PROCUREMENT TIMETABLE**

The timetable below sets out the pre-contract key dates in the procurement process. Most dates are indicative. Please note that the dates in bold are fixed and are not indicative:

|  |  |
| --- | --- |
| Tender release date | 18 January 2022 |
| Submission of Tender Document | 1 March 2022 |
| Tenderers Consultation Meeting | 18 March 2022 |
| Deadline for Assessment of Tenders | 31 March 2022 |
| Award of Contract | 8 April 2022 |

Short-listed tenderers will be invited to attend in-person or via teleconference a ‘Tenderers’ Consultation Meeting’ expected to be on Friday 18 March 2022.

**SECTION 3**

**EVALUATION OF OFFERS**

Evaluation of offers will be carried out by a panel of Town Councillors (and where appropriate other individuals/organisations selected by WTC) to ensure an appropriate breadth of experience and understanding of the issues covered by the tender submission.

3.1 SELECTION CRITERIA

A number of selection criteria will be applied to the responses given by tenderers to the Business Questionnaire at Section 8.

These selection criteria are the minimum criteria that WTC will require, and are as follows;

* Compliance with tendering procedure
* Minimum levels of insurance which are as follows-
* £5m Public Liability Insurance
* £5m Employer’s Liability Insurance
* £1m Professional Indemnity Insurance
* Or be willing to increase their current insurance levels to the above
* Health and Safety Policy in place and have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years.
* Successful/ acceptable track record of delivering skateparks in the last 2 years. References will be taken up from nominated referees to confirm the track record.
* A score of at least 3 out of 5 on the Safety of Design question in the Method Statement (see below).

3.2 AWARD CRITERIA

Award Criteria will be based upon 100% of marks being allocated to quality aspects which will be assessed by evaluation of a tenderer’s response to the Method Statements and supporting information set out in Section 9, with weighting applied as per the table below.

Each response will be awarded a separate score out of 5, with 0 being the lowest and 5 the highest score.

|  |  |
| --- | --- |
| A) Specific Questions (refer to Section 11 of Tender) | B) % score available per question |
| Design – 80% |  |
| Q1 Design Integrity | 20% |
| Q2 Flow & Features | 20% |
| Q3 Routing & Relationship of Features | 10% |
| Q4 Range of use | 10% |
| Q5 Safety of Design | 10% |
| Q6 Suitability  | 10% |
| **Construction and Safety- 18%** |  |
| Q7 Construction detail | 8% |
| Q8 Warranty | 5% |
| Q9 Health & Safety | 5% |
| **Other Factors -2%** |  |
| Q10 Quality of Tender Submission | 2% |

* 1. Awarding the contract

Following the initial evaluation of offers, tenderers may be invited to meet with councillors to clarify their bid in more detail. This may include an invitation to make a presentation in support of the bid.

Once the preferred tenderer is identified, WTC will undertake an assessment of the preferred tenderer’s financial stability as part of final due diligence checks. In the event of serious concerns over the preferred tenderer’s financial stability which cannot be reconciled/ satisfied WTC reserves the right to not proceed with the contract.

Once bid evaluation is complete, tenderers will be notified simultaneously and as soon as possible of any decision made by WTC over short listing or contract award. Following notification of the award decision, the successful tenderer will be required to execute a written Agreement. Instructions for the completion of that contract will be provided to the successful contractor by WTC.

**SECTION 4**

**INSTRUCTIONS TO TENDERERS**

4.1 We require you to submit ONE PAPER copy of your tender and ONE USB MEMORY STICK COPY**.** The closing date for the submission of your tender is 17:00hrs on 1 March 2022.

4.2 Please complete the sections in this document which request such completion:

▪ Section 5 - Form of Tender and Pricing Schedule

▪ Section 7 - Tendering Certificate

▪ Section 8 - Business Questionnaire and related documents

▪ Section 9 - Method Statements and Supporting Information

 ▪ APPENDIX B – Warranty Form

▪ APPENDIX C – Reference Page

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process. The tender package must bear the words “tender for skate park in Wivenhoe, Essex”

**SECTION 5 SPECIFICATION**

King George V Playing Field is owned and managed by Wivenhoe Town Council. The location for the skate park has been identified and is shown on the attached location plan at Appendix A

The footprint of the new Skateboard/Skate facility is likely to be 10m x 25m in area. –

The main stages of the project are summarised as follows:-

Stage 1 – Tender Stage/ Initial design

Stage 2 – Consultation

Stage 3 – Minor design changes and final design

Stage 4 – Contracts signed

Stage 5 – Construction

DESIGN REQUIREMENTS

1. The submitted design must be within the specified footprint on the attached location plan. The area shown is the maximum footprint. However, if the tenderer wishes to submit a design which has a smaller footprint then this is acceptable.

2. The design must cater for scooter, skateboard, *BMX and WCMX* users.

3. Surface drainage must be incorporated in the design.

4. The envisaged replacement skatepark will consist of a miniramp across the width of the skatepark footprint, with an adjacent  micro-park. The ramp should be steel framed and plywood surfaced. See indicative design below;



5. The ramp should be 5 foot high, 28 feet wide, with a 7 or 7.5 foot transition. It should have 4 foot deep decks either side.

6. Adjacent to the miniramp a “mini park” is required, utilising a restricted space with obstacles such as flat rails, ledges, banks and ramps, that can flow and provide opportunities for riding to complement the riding experience provided by the mini-ramp. The two areas do not necessarily need to connect to each other.

 7.Construction will require the building of a temporary access surface across a grass open space to get to site.

TIMESCALES AND CONSTRAINTS

It is desired to have the skate park completed by the end of July 2022.

PAYMENT PROFILE

Arrangements for payments will be agreed with WTC and be in accordance with the provisions of the JCB Minor Works Contract with Contractors Design 2011

The payment arrangements for the project shall be as follows: -

• Subject to prior agreement at the time of signature of the construction contract, stage or periodic payments may be made throughout the contract.

• Final Payment to be made on the successful construction of the skate park within the agreed timescale and after a joint inspection has been carried out to determine any remedial works that need to be carried out. WTC reserves the right to apply a retention of 10% of total contract value pending completion of any remedial works.

WTC reserves the right to impose Liquidated and Ascertained Damages if construction is not completed within the agreed timescale.

COST IN USE

Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract and will not be scored

DEFECTS CORRECTION PERIOD

All equipment, structures and associated groundwork will have a minimum defects correction period of 12 months. During this period the Contractor will maintain any part of the works which has failed or is defective at their own expense.

**PART C – TENDER DOCUMENT**

Tenderers are asked to make their response to WTC’s requirements by completing the following Sections 6 to 9

Tenderers should cross reference any other documents submitted with the Tender to the applicable section in this Tender Document so that it is easy for the evaluation team to identify the Tenderer’s full response to each requirement

**SECTION 6**

FORM OF TENDER AND PRICING SCHEDULE UNCONDITIONAL AND IRREVOCABLE OFFER TO WTC

Re: Invitation to Tender for Skate Park in Wivenhoe

To: The Town Clerk

Wivenhoe Town Council

Council Offices

77 High Street

Wivenhoe

Essex

CO7 9AB

 Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to carry out the Works specified and to complete the contract in accordance with the Contract Documents and our Tender for the sum of:- £………….. (enter amount in words also……………………………………………...)

2. We confirm that if our Tender is accepted we will, upon demand:

• Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.

• Sign formal contract documentation

• (if required) Produce good and sufficient sureties or obtain the guarantee of a Bank or Insurance Company (to be approved by you in either case) to be jointly and severally bound with us in a sum equal to be agreed with WTC.

3. We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 40 days from this date.

4 We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 (update reference to 2006 ACT) and enclose a Parent Company Guarantee undertaking in the form set out in Section 7 duly completed by our ultimate holding company [TENDERER TO DELETE IF NOT APPLICABLE]

5. We understand that WTC is not bound to accept any tender it receives.

Company\* (1) Signature ..................................................

Name .................................................. (Director)

(2) Signature ................................................ Name ................................................. (Director/Company Secretary)\*

For and on behalf of: ..................................................................... 1 Delete if not applicable. (print Company’s full name and registered number) Registered

Address: ...................................................................... ..................................................................................................................

DATE: ...................................................................... Sole Principal/Partnership\*

(1) Signature .................................................. Name .................................................. Job Title/Designation ..................................................

\*(2) Signature ................................................. Name ................................................. Job Title/Designation .................................................. For and on behalf of: ...................................................................... (print business’ full name) Business Address ...................................................................... . .................................................................................................................

DATE: ...................................................................... \*delete as applicable Limited Liability Partnership (1) Signature .................................................. Name .................................................. (Member) (2) Signature ................................................. Name ................................................. (Member) For and on behalf of: ...................................................................... (print business’ full name) Registered Address ...................................................................... .................................................................................................................. DATE: ......................................................................

**SECTION 7**

**TENDERING CERTIFICATE**

To: WIVENHOE TOWN COUNCIL (“WTC”)

I/We certify that this is a bona fide tender, 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 Tender (or the rate and prices quoted) by agreement with any person.

2. Communicated to anyone other than WTC the amount or approximate amount or terms of my/our proposed tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the tender).

3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.

4. Canvassed or solicited any member, officer or other employee of WTC in connection with the award of this or any other Council contract or tender.

5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

SIGNED\* (1) ....................................................................

Status ....................................................................

SIGNED\* (2) ....................................................................

Status ....................................................................

for and on behalf of ....................................................................

Date: .................................................................... \*Note: to be signed by the same signatories as the Form of Tender

**SECTION 8**

BUSINESS QUESTIONNAIRE

Your completed Business Questionnaire (and accompanying documentation) will be shared with only those Parish Councillors involved in the procurement exercise.

TO BE COMPLETED BY APPLICANT

|  |  |
| --- | --- |
| 1 | APPLICANTS DETAILS |
| 1.1 | Trading Name of the Organisation **submitting this Business Questionnaire**  |
| 1.2 | Contact Name for enquiries about this bid  |
| 1.3 | Contact Position (Job Title):  |
| 1.4 | Address |
| 1.5 | Telephone Number |
| 1.6  | Email address |
| 1.7 | Website address |
| 1.8  | Registered Name of Organisation **submitting this Business Questionnaire**  |
| 1.9  | Registered address |
| 1.10 | Company registration number |
| 1.11 | Charity/Housing Association/Other Registration No: (if applicable)  |
| 1.12 | Date of Formation and/or Registration  |
| 1.13 | VAT Registration Number:  |

|  |
| --- |
| 2 STATUS OF APPLICANT |
| 2.1 | Is the applicant (Please tick as appropriate): |
|  | (i) | A public limited company |  |
|  | (ii) | A limited company |  |
|  | (iii) | A company limited by guarantee |  |
|  | (iv) | A partnership |  |
|  | (v) | A sole trader |  |
|  | (vi)  | A charity |  |
|  | (vii) | A franchise |  |
|  | (viii) | A small/medium sized enterprise or SME |  |
|  | (ix) | Other (e.g.: a Special Purpose Vehicle, Joint Venture Company etc. *Please specify*  |  |
| 2.2 | Are you applying as the lead organisation in a consortium of organisations?  | Yes/No |
|  | If YES to 2.2, please set out here who the member organisations of the consortium are, what their respective roles will be and state when the consortium was formed:  |  |

The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million. 347CT Tender

|  |  |
| --- | --- |
| 3 | OWNERSHIP |
| 3.1 | Is the Applicant a subsidiary of another company?  | YES/NO |
|  | If YES to 3.1, give the following details in respect of the Holding/Parent company  |
|  | Registered Name |
|  | Registered Office Address |
|  | Registration Number |
|  | **Note:** The Holding/Parent Company may be required to enter into a Deed of Guarantee, where a contract is proposed with a subsidiary to indemnity against all losses, damages, costs which may be incurred by reason of any default on the part of the applicant  |
| 3.2 | Please give details of any changes of ownership in the last 3 years  |
| 3.3 | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of WTC?  | YES/NO |
|  | If YES to 3.3 please give details here:  |
| 3.4 | Total number of employees |

|  |  |
| --- | --- |
| 4 | **FINANCIAL AND INSURANCE MATTERS**  |
| 4.1 | If asked, would you be able to provide at least **ONE** of the following:  |
|  | A copy of your most recently audited accounts (for the last three years, if this applies)?  | YES/NO |
|  | A statement of your turnover, profit & loss account and cashflow for the most recently year of trading?  | YES/NO |
|  | A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position?  | YES/NO |
| 4.2 | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?  | YES/NO |
|  | If NO, what were the reasons and what has been done to put things right?  |
| 4.3 | Has your organisation met all its obligations to pay its creditors and staff during the past year?  | YES / NO  |
|  | If NO please explain why not  |
| 4.4 | Please provide details of all insurance cover currently in force:  |
|  | **PUBLIC LIABILITY INSURANCE (WTC’s requirement is £5,000,000)**  |
|  | Level of Cover Held  | £ |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
|  | **EMPLOYERS LIABILITY INSURANCE (WTC’s requirement is £5,000,000)**  |
|  | Level of Cover Held  |  |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
|  | **PROFESSIONAL INDEMNITY INSURANCE (WTC’s requirement is £1,000,000)** |
|  | Level of Cover Held  |  |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
| 4.5 | If your organisation’s tender is successful, adequate insurance cover will be required. The levels are indicated in 4.4. If your current insurance is insufficient to meet the minimum requirements set out, please confirm that if awarded a contract, increased cover will be available at no extra cost to the authority.  | YES/NO |
| 4.6 | Please state whether there are any outstanding insurance claims against your organisation(s) (other than for routine matters)  | YES/NO |
|  | If YES to 4.6, please provide brief details:  |

|  |  |
| --- | --- |
| 5 | **BUSINESS ACTIVITIES** |
| 5.1 | Please describe briefly your organisation’s principle fields of activity. What proportion of total activity relates to products and/or services similar to those called for in this contract?  |
|  |  |
| 5.2 | * Please detail here any sub-contractors you intend to use to deliver this contract
 |

|  |  |
| --- | --- |
| 6 | **EXPERIENCE & REFERENCES** |
| 6.1 | Please describe your experience in the last **two** years of providing contracted products and/or services, services or works similar to those being sought under this contract. This list does not have to be complete but merely sufficient to give WTC a broad understanding of your contract portfolio  |
|  | **Name of client**  | **Brief description of contract**  | **Start / end dates**  | **Annual contract value (£)**  |
|  |  |
| 6.2 | **WTC’s policy on taking References** Tenderers must provide a minimum of two written references with their tender. These must be no more than a year old and relate to equivalent/ similar services sought under this tender. WTC reserves the right to approach the referees to validate/ seek further information on the tenderers performance  |
| 6.3 | Has your organisation within the last 5 years  |  |  |
|  | A) | Incurred contract penalties default notices or payment of liquidated damages?  | YES/NO |
|  | B) | Withdrawn from a contract after the contract has been awarded (either before or after commencement of the contract)  | YES/NO |
|  | C) | Had a contract terminated by the client earlier than the originally intended date?  | YES/NO |
|  | If YES, please give details:  |

|  |  |
| --- | --- |
| 7 | **HEALTH & SAFETY** |
| 7.1  | Do you currently hold any external health and safety accreditations, such as CHAS, Constructionline, or equivalent*?*  | YES/NO |
|  | If YES, please provide the following details:  |
|  | Name of Accrediting Organisations  |  |
|  | Your Accreditation Reference No:  |  |
|  | Date Accreditation Valid Until:  |  |
|  | Have you applied for membership if you are not already a member?  | YES/NO |
|  | ***Please provide a copy of your accreditation certificate with your Application Form***  |
|  | **If you have answered YES to 8.1, and provided details and the copy of your certificate as requested, there is no need to complete the rest of this section** **If you have answered NO to 8.1, you must answer 8.2 to 8.5 below**  |
| 7.2  | Does your organisation have a written Health and Safety at Work policy?  | YES / NO  |
|  | If YES, please provide an up to date copy (which should not be more than two years old) of your Health & Safety General Policy Statement, signed and dated by your Chairman, Chief Executive, Managing Director or Company Secretary ***Note: Please DO NOT SUBMIT your full Health & Safety Policy or Manual***   |  |
|  | If NO, please explain why not  |  |
| 7.3  | Does your organisation have a Health & Safety at Work system?  | YES/NO |
|  | If NO, please explain why not  |  |
| 7.4  | Have you had any Health & Safety Executive/Local Authority enforcing Action (e.g. Prosecution or issue of Improvement or Prohibition Notices) taken against your organisation in the past 3 years?  | YES / NO  |
|  | If YES, what action has been taken within the organisation to remedy enforcing Action(s) and prevent similar occurrences in the future?  |
| 7.5  | Who is your “Competent Person” for provision of health and safety advice, as required by the Management of Health and Safety at Work Regulations 1992? If external consultants, please provide the name and address of the organisation and the name of the consultant:  |
|  | NAME |  |
|  | POSITION |  |
|  | TELEPHONE NUMBER |  |
|  | EMAIL ADDRESS |  |
|  | To whom does the “Competent Person report to in your organisation?  |
|  |  |
|  |

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health & Safety Policy Statement. This is a short statement outlining the organisation’s commitment to Health & Safety, signed and dated by a senior organisation official.

**SECTION 9**

**METHOD STATEMENTS**

Please provide a response to the method statement questions below, to explain how you propose to deliver the services called for in the Specification. Supporting information (not in the form of a question) may also be required in some areas.

Tenderers are referred to Section 3 of the tender document and reminded that evaluation of their method statements will account for 100% of the total tender score.

|  |  |  |
| --- | --- | --- |
| ***Question Number***  | ***Method Statement Question***  | ***% weight allocated to question***  |
| **Design – 80%**  |  |  |
| Q1 Design Integrity, identity making and location  | Please describe how your design was conceived, making reference to your design drawings, please cover the following:- a) IDENTITY-MAKING AND LOCATION: bespoke and unique with a sense of adventure, intrigue and sensitive/Suitable for its environment and neighbourhood. (10%) b) CREATIVITY AND AESTHETICS: Imaginative and engaging in concept, layout and materials within an overall simplicity and how your chosen renewable lighting system is incorporated into the design. (10%)  | 20% |
| Q2 Flow & Features  | Please describe your design’s flow and features. | ***20%***  |
| Q3 Routing and Relationship of features  | Please describe how your design creates appropriates spaces and lines of passage through a skilful blend of elements allowing varying and different routes through the park without overcrowding? (NB: Flow lines must be shown on the drawing).  | ***10%***  |
| Q4 Range of use  | Please show how your design caters for a “range” of wheeled sports users?  | 10% |
| Q5 Safety of Design  | Please describe steps taken to insure the park complies with safety guidelines.  | 10% |
| Q6 Suitability  | Please provide a summary of your approach including how you will target and reach the right audience.  | 10% |
| Construction & Safety |
| Q7 Construction detail  | Please provide construction drawings of a skate park design from a previous similar skate park and explain your method of construction and quality control?  | 8% |
| Q8 Warranty  | Please complete the warranty form in Appendix B.  | 5% |
| Q9 Health & Safety  | The skate park is located in a busy recreational green open space, please describe how you would manage health and safety on site during construction with a focus on pedestrian management and minimising the impact on the green space?  | 5% |
| Other Factors 2% |
| Q10 Quality of Tender Submission  | Marks will be awarded for clarity of presentation material, ease of reference and conformance to required formats, please also complete appendix C.  | 2% |
| Q11 Cost in use  | Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract  | N/A |

**APPENDIX A**

**Location Plans**

**Wivenhoe Skate Park**

**Design & Build**



**APPENDIX B**

**Warranty Form**

Please complete the following form as indicated in method statement question 8:-

|  |  |  |
| --- | --- | --- |
| **WARRANTY DESCRIPTION** | **LENGTH** **(Days, months or years)**  | **OTHER COMMENTS**  |
| Wooden structures |  |  |
| Metal Frames  |  |  |
| Length of Defects Correction Period - Skate park structure  |  |  |
| Length of Defects Correction Period - Soft Landscaping  |  |  |
| Length of Defects Correction Period - Auxiliary Items, e.g. seats, bins, access paths, lighting  |  |  |
| Repair Response time  |  |  |
| Others (please specify); |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**APPENDIX C – Reference page**

**(Method Statement Question No 10)**

Reference page showing where the answers to the Method Statements Questions are located within the tender submission i.e. page number/section etc**.**

|  |  |
| --- | --- |
|  | Where is the answer to the Method Statement Question within the tender submission? (Please reference page numbers and your design drawings).  |
| **METHOD STATEMENT QUESTION –** **Design – 80%**  |
| Q1 Design Integrity  |  |
| Q2 Flow & Features  |  |
| Q3 Routing and Relationship of features.  |  |
| Q4 Range of use  |  |
| Q5 Safety of Design  |  |
| Q6 Suitability  |  |
| **METHOD STATEMENT QUESTION –** **Construction and Safety – 18%**  |
| Q7 Construction detail  |  |
| Q8 Warranty, Completion of Appendix B  | N/A |
| Q9 Health & Safety  |  |
| **METHOD STATEMENT QUESTION –** **Other Factors– 2%**  |
| Q10 General quality of Tender Submission and completion of this reference page (Appendix C)  | N/A |