



## **Invitation to Tender**

# **Construction of Chacewater Recreation Ground Outdoor Exercise Equipment**

**Ref: CPC042024**

## 1. About Chacewater Parish Council

Chacewater Parish Council is the only Trustee for Chacewater Recreation Ground. The existing buildings (Pavilion and toilet block) have been demolished and a new Recreation Centre is currently being built.

After public consultation it was decided to provide new outdoor exercise equipment with the Recreation Ground adjacent to the new Recreation Centre. The new facility will cater for a range of exercise equipment which will be for community use and will be run by a local volunteer management committee, whilst being overseen by Chacewater Parish Council.

## 2. Background and Context

This tender is to provide the new community provision that will comprise of and range of exercise equipment suitable for use by members of the public.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender along with the Tendering Evaluation method in section 10.

## 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

### 3.1 Design Specifications

The design specification document is: - Enclosure A – “Chacewater Recreation Ground Outdoor Exercise Equipment Specification September 24 V1”

### 3.2 Drawing set

The following drawings are to be used for this tendering document: -

Title	Doc Ref.	Rev.	Date	Enclosure
D - Site Location Plan - 2004-02 Rev B	2004-02	B	01/04/2024	D
E – Area suitable for exercise equipment – Not to Scale	Area suitable for exercise Equipment	1	N/A	E

### 3.3 Schedule of Works/Bill of Materials

See design specification document.

### 3.4 Pricing Document

The pricing requested will be submitted on the Form of Tender Document, using the headings below.

Item	Cost
Exercise Bike with integral screen including installation & signage	
Cross trainer with integral screen including installation & signage	
Arm Bike including installation & signage	
Multifunction exercise rig including installation & signage	
Smaller multifunction exercise rig including installation & signage	
Seated chest press machine including installation & signage	
Seated Leg Press machine including installation & signage	
Large exercise signage	
Excavate 150mm including disposal of soil	
Supply and install Black & Blue wet pour including edge trenching (where required)	
Plant and machinery	
Storage	
Freight to site	
Safety Fencing	
1 year's fitness service and inspection program (2 inspections)	
<b>Total Contract Sum (Excluding VAT)</b>	

### 3.5 Form of Tender

The Form of Tender document is Enclosure B – Chacewater Recreation Ground Outdoor Exercise Equipment Form of Tender V1. This will be completed and submitted along with the covering letter.

### 3.6 Shared Prosperity Fund Branding and Publicity Guidance

[https://ciosgoodgrowth.com/wp-content/uploads/2024/07/UK-SPF-\\_-Branding-and-Publicity-V13-1.pdf](https://ciosgoodgrowth.com/wp-content/uploads/2024/07/UK-SPF-_-Branding-and-Publicity-V13-1.pdf)

The supplier's attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. 'This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.'*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Chacewater Parish Council will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

## 4. Budget

The total anticipated budget available for this commission is £100,000 (exc VAT) but inclusive of all expenses.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

## 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 31<sup>st</sup> January 2025. The timetable for submission of the Tender and completion of the programme are set out below:

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	Wednesday 11 <sup>th</sup> September 2024
Last date for raising queries	Thursday 19 <sup>th</sup> September 2024
Last date for clarifications to queries	Friday 20 <sup>th</sup> September 2024
<b>Deadline to return ITT</b>	<b>Wednesday 9<sup>th</sup> October 2024 – 5pm</b>
Evaluation of ITT	Thursday 10 <sup>th</sup> October 2024
Award of Contract	Friday 11 <sup>th</sup> October 2024
Finalise and approve design work and place order	Monday 18 <sup>th</sup> October 2024
Target Date for commencement of works	Monday 2 <sup>nd</sup> December 2024
STRICT - Construction Deadline	Friday 31 <sup>st</sup> January 2025

## 6. Tender submission requirements

Please include the following information in your Tender submission.

### 6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Chacewater Parish Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than Five Hundred Thousand (£500,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
  - iv. To confirm that the contractor **will** take out site insurance to cover the site/materials for the duration of the construction, until full sign off/handover.
- d. Conflict of interest statement
- e. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.6 above)

### 6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

### 6.3 Project Method Statement. This should include:

- a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 2 pages of A4).
- b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.
- c. Details of any design proposals

### 6.4 Budget

## 7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Chacewater Parish Council.

## 8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Chacewater Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Chacewater Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

## 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to: [parish.clerk@chacewater.org](mailto:parish.clerk@chacewater.org) in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Chacewater Parish Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Chacewater Parish Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

### Tender returns will be assessed on the basis of the following tender award criteria

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Previous examples	15
Ref 6.3 Project Method Statement	25
Ref 6.4 Budget	60
A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $60 \times \text{lowest bid} / \text{bid}$	

## 11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality



		measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Chacewater Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Chacewater Parish Council is not bound to accept the lowest price or any tender. Chacewater Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Chacewater Parish Council's internal procedures and Chacewater Parish Council being able to proceed.

### **13. Tender Award**

Any contract awarded as a result of this tender process will be by a contract agreement.

### **14. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: **Wednesday 9<sup>th</sup> October 2024**

Latest time to be returned: **17:00**

Emailed tenders should be sent electronically to: -

[parish.clerk@chacewater.org](mailto:parish.clerk@chacewater.org)

with the following message clearly noted in the Subject box;

'Construction of Chacewater Recreation Ground – Outdoor Exercise Equipment:  
Reference no. CPC042024'

**Tenderers are advised to request an acknowledgement of receipt of their email.**

## 15. Disclaimer

The issue of this documentation does not commit Chacewater Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Chacewater Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Chacewater Parish Council and any other party (save for a formal award of contract made in writing by Chacewater Parish Council or on behalf of Chacewater Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Chacewater Parish Council or any information contained in Chacewater Parish Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Chacewater Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Chacewater Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Chacewater Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

## 16. Enclosures

Enclosure	Document Title	Revision
A	A - Chacewater Recreation Ground Outdoor Exercise Equipment Specification September 24 V1	V1
B	B - Chacewater Recreation Ground Outdoor Exercise Equipment Form of Tender V1	V1
C	C - UK-SPF-_-Branding-and-Publicity-V13	V13
D	D - Site Location Plan - 2004-02 Rev B	Rev B
E	E – Area suitable for exercise equipment – Not to Scale	V1