

Date of issue: Monday, 8th March 2021

**Invitations to tender for installation of an all-weather exercise path on Grange Field in
Charlton Kings**

Charlton Kings Parish Council invites tenders for the installation of an all-weather exercise path on Grange Field which is situated adjacent to Church Piece, Charlton Kings, Cheltenham, GL53 8JN. **The location of Grange Field and its connecting pathways, are shown on the map attached to this document.**

Project specifications

- Installation of an all-weather exercise path, 1.5 metres in width, that is suitable for walkers, runners, pedestrians of all ages and physical ability levels, pram and wheelchair users. The indicative shape and route of the path is shown on the attached map, the estimated length of which is 225 metres.
- Installation of up to 4 link paths of 1.5 metres width to connect the exercise path with the existing paths at the perimeter of the field.
- Path to be marked every 25 metres as a distance indicator
- Work will include:
 - all preparation and groundworks
 - supply and laying of 35 mm thick Sustainable Urban Drainage System (SUDS) compliant surfacing, aggregate colour to be agreed by the client
 - making-good and seeding of the site area
- Soil excavated during the preparation work for the paths to remain on Grange Field and to be spread and grass seeded as directed by the client prior to commencement of works on the site.
- A landfill-gas emissions survey for the land is available, together with a contaminated land survey report. The location of a mains waterpipe that crosses the site will be made available to tenderers. The chosen contractor is expected to highlight any pre-existing issues which might impact the proposed work.

Information to be included in tenders

- A fully costed proposal outlining the work to be undertaken

- A plan of the site showing the detailed contours and lengths of the principal and associated link paths. An aerial representation of the site showing the proposed work would also be helpful.
- A plan or description as to how excavated soil will be landscaped
- Time-scale for the project including earliest start date and how long the work would take to complete
- Work plan covering site access requirements
- The scope and time period for which the work is guaranteed
- Full details of any precautions that will need to be followed in relation to mowing, vehicular access or other activities, in order to protect the structural integrity and surface appearance of the paths
- Names of two referees for whom similar work has been undertaken
- A declaration of any connection that the tenderer may have with the Parish Council or any of its Councillors or staff
- Confirmation that all necessary insurance, health and safety and risk assessment documents will be in place in relation to this project. The successful tenderer will be required to produce copies of these documents.

Process for tender

Prospective contractors must arrange with the Parish Office to be shown around the site by the lead Councillor prior to submitting a tender. To make an appointment, please contact: Mrs Debbie Dockree, Administrative Assistant, Charlton Kings Parish Council, 26 Church Street, Charlton Kings, Cheltenham GL53 8AR 01242 250087 or admin@charltonkingsparishcouncil.gov.uk

Concerns and queries - Please contact Mrs Joanna Noles, Clerk and RFO, on clerk@charltonkingsparishcouncil.gov.uk within two weeks of the date of this ITT if you have any concerns or queries in relation to the tendering exercise. Following such requests, the Parish Council may issue a clarification change to the ITT that will apply to all potential suppliers submitting a tender response.

Amendments to the Invitation to Tender (ITT) – At any time prior to the Tender Response Deadline, the Parish Council may amend the ITT. Any such amendment shall be issued to all potential suppliers and, if appropriate, ensure potential suppliers have reasonable time in which to take such amendment into account. In such case, the Tender Response Deadline shall, at the discretion of the Parish Council, be extended.

Tender Response Deadline - All tenders must be returned to Mrs Joanna Noles, Clerk and RFO of Charlton Kings Parish Council **in a sealed envelope which is clearly marked “All-weather exercise path Tender”** to arrive at Charlton Kings Parish Council Office, 26 Church

Street, Charlton Kings, Cheltenham GL53 8AR by **5.00 pm on Sunday, 28th March 2021**.
Tenders submitted electronically will not be considered.

Evaluation of Tenders - The Parish Council will evaluate received tenders on the basis of:

- Cost
- Evidence of required skills and equipment
- Evidence of relevant experience

Notification of Award of Contract - All tenderers will be advised of the outcome within 6 weeks of the tender response deadline.

This Invitation to Tender does not constitute an offer and the Council does not undertake to accept any offer or quote.

8th March 2021 - FINAL