

# **MFF III 2020-24 Trackway Supply Framework**

Prepared by:



Moors for the Future Partnership

2020

Return Date: **5pm Friday 27<sup>th</sup> November 2020**

## **Contents**

### **SECTION 1: Contract Objectives and detailed conditions**

Part A: Contract Objectives

Part B: Specifications

Part C: Detailed Conditions

Part D: Itemised Costs - (please return with your tender)

### **SECTION 2: Instructions on submitting a tender and tender evaluation criteria**

### **SECTION 3: Definitions and standard terms and conditions**

Appendix 1: Form of Tender - (please return with your tender)

Appendix 2: Non-collusive tendering certificate – (please return with your tender)

Appendix 3: Tenderer Questionnaire – (please return with your tender)

## **SECTION I: CONTRACT OBJECTIVES AND DETAILED CONDITIONS**

### **Part A**

#### **Contract objectives**

1. The objective of this Contract is the supply, installation and removal of hired temporary Trackway at Sites around the core working area (“the Works”).

The Temporary Trackway is required to:

- a. Allow the delivery of Materials by HGVs to otherwise inaccessible Sites.
  - b. Allow for Materials (such as stone and heather bales) to be stored at the Sites.
2. This Invitation to Tender is for a Framework Agreement for the period 27th November 2020 to 26<sup>th</sup> November 2024 (“the Framework Period”). This means that Tenderers are requested to provide indicative rates and supporting information to the Authority with their Tender return for evaluation. After evaluation, the Authority will notify Tenderers whether they have been appointed as Framework Contractors. During the Framework period, Framework Contractors will be requested to take part in mini competitions in accordance with the Authority’s standing orders at appropriate intervals, once the Authority has a defined a Works Plan for each Works Site. The Works Plan will contain specific information on Work Sites, Access routes and distances. This information will be passed to the Framework Contractors who will be asked to submit quotes to deliver the specific Works. The Framework and mini competition submissions will be subject to evaluation as detailed in Section 2. (Instructions on Submitting a Tender)

### **Part B Specifications**

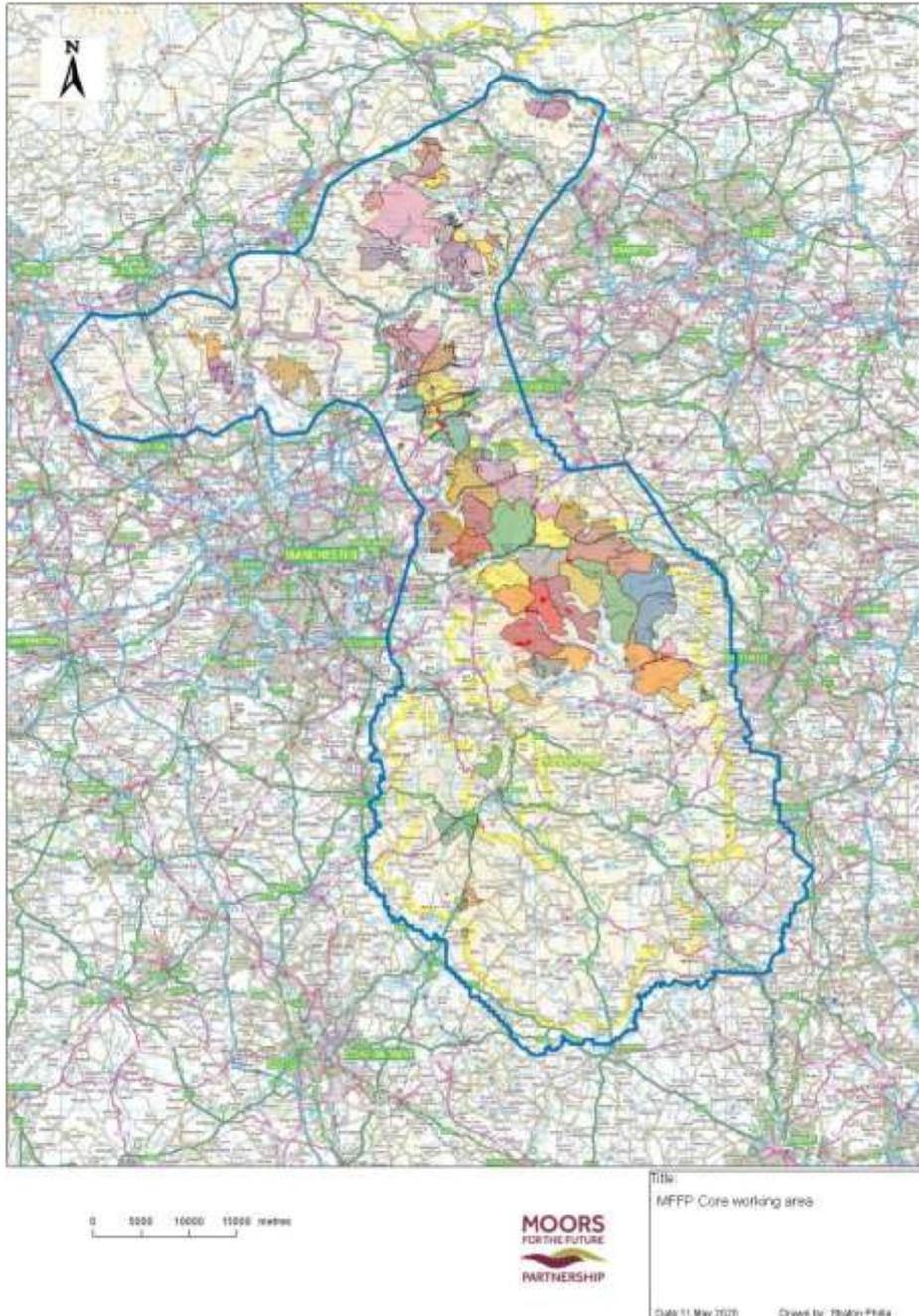
#### **1. ACCESS TO SITES FOR TRACKWAY INSTALLATION**

- a. Sites requiring Trackway supply and installation are unconfirmed at this time.
- b. A map has been provided in this **Section I** to give an indication of core working area where the Authority anticipates Trackway supply will be required.
- c. The Access Tracks to the Sites for Equipment and Machinery will be agreed at a pre-contract meeting.
- d. The Sites may have SSSI status. The Contractor must comply with the codes of practice for Operations on SSSI (please refer to the **Detailed Conditions at Part C**).

#### **2. TRACKWAY SPECIFICATION**

- a. Trackway must allow for straight-forward installation to and removal from the Sites.
- b. Trackway panels must be able to connect securely together, and remain connected for the duration of the period of hire.
- c. Trackway must not require any permanent alteration of, nor cause any lasting damage to, the Sites.
- d. Trackway must be suitable for installation and prolonged use on grass surfaces as many of the Sites will be situated on agricultural land.
- e. Trackway must be suitable for use by general rubber wheeled vehicles including HGV’s, agricultural and /or plant vehicles.
- f. Trackway must be able to support the weight of HGV’s making repeated deliveries throughout the period of hire.

- g.** At certain Sites it may be necessary to operate metal tracked plant equipment on the Trackway. If the Trackway would not be suitable for this use, or the Trackway would require an alteration to allow this use, or if any additional equipment would be required to allow this use the Contractor should outline these requirements with their Tender Return.
- h.** The quantity of Trackway required at each Site will vary, however the Contractor must be able to supply and install sufficient Trackway to cover areas up to 750m<sup>2</sup> at any Site.



## **Part C Detailed Conditions**

### **1. Timing of Project Delivery:**

- a. Anticipated Works periods will be between August and April inclusive over the 4 year Framework period, with anticipated work concluding in April of 2024.
- b. All Works to be carried out at the direction of the Nominated Officer to coincide with other carefully timed contracts.
- c. The Programme of Works will be confirmed with the Contractor at each pre-contract meeting and shall include instructions as to the quantity of Trackway required, the Site and any Site-specific instructions or conditions and the Target Completion Date.
- d. If any of the timescales referred to in Programme of Works are not achieved in the absolute opinion of the Nominated Officer (save in case of Force Majeure) the Authority shall treat such breach as a material breach and shall at its option terminate or suspend the Contract or require the payment of Liquidated Damages.

### **2. Environmental Requirements:**

- a. All Works to be undertaken by the Contractor must comply with the codes of practice for Operations on Sites of Special Scientific Interest, Water Catchment Land, Environment Agency Regulations, Regulations issued by Dept. of Environment, DEFRA and all current Health and Safety Regulations.
- b. The Contractor is restricted to the specified storage areas notified to it by the Nominated Officer for the unloading and loading of Materials, parking of vehicles, and storage of Materials.

### **3. Health and Safety**

- a. The Contractor will be responsible for Health and Safety during the course of the Contract. The Method Statements will need to be approved by the Nominated Officer. Method statements should include operational risks assessments, copies of which are to be submitted with this Tender. Failure to submit Method Statements and Risk Assessments may result in the disqualification of the Tender.
- b. Health and Safety Plan: The Contractor is to submit a copy of his Health and Safety Policy which is issued to his employees, to the Nominated Officer. This will form part of the site safety plan ("the Site Safety Plan").
- c. The Works are subject to Risk Assessment by the Contractor and the assessment will form part of the Site Safety Plan. Prior to commencing any Works, the Contractor will submit any alterations to the Method Statements that may be necessary, for the approval of the Nominated Officer. The Contractor's Health & Safety plan will be subject to the Nominated Officers approval, prior to the Works Commencement Date.
- d. Potential Hazards Associated with the Works
  - i. The Contractor should identify all potential hazards associated with the Works and provide risk assessments and Method Statements for the mitigation of these with the Tender Return.
  - ii. Hazards should be considered in terms of the Site(s) and any other locations utilised during the delivery of the Works. Works(s) and operations and activities undertaken when delivering the Works and the potential impacts of these on the Site(s) and the users. Users,

any and all individuals, groups, organisations and companies that may have reason to visit the Site(s) on which the Work(s) are being undertaken.

- e. Any Equipment and Machinery or Materials left on the Site that could cause environmental damage and / or pose a health and safety risk to members of the public or land users **must** be secured overnight to prevent theft or misuse.

#### **4. Liquidated Damages**

- a. This Contract consists of one element of a much larger project involving a number of contracts for the delivery of goods and the provision of services. If the Contractor fails to complete the Works by the dates required, the Authority may incur costs for a related contract or for the failure to deliver the project as a whole. The Authority will act reasonably in minimising such costs and acknowledges that such failure may result from a Force Majeure Event. However, the Authority reserves the right to claim the costs it has incurred as a result of the failure of the Contractor to comply with its obligations.
- b. In the event that the Works are not completed by the Target Completion Date set out in the Programme of Works (save where the delay is caused by a Force Majeure Event or the negligence or omission of the Authority) the Contractor shall be liable to pay on demand to the Authority in liquidated damages such costs as the Authority may reasonably incur (including but not limited to the costs of the Authority suspending this Contract and obtaining the services of another contractor to perform the Works) as a result of such delay whether in relation to this Contract or such other dependant contract where the delay has an adverse effect on the Project.

#### **5. Equipment and Machinery**

- a. Powered Equipment and Machinery that the Contractor intends to use during the Works shall consist only of what has been agreed in advance by the Nominated Officer. No other powered Equipment or Machinery of any nature (including vehicles) are permitted to be used during the Works.

#### **6. Other contracts**

- a. This contract forms part of a larger works program for the delivery of the Project. The Contractor shall comply with the reasonable requests of the Nominated Officer regarding the co-ordination of the delivery of these contracts.

#### **7. Insurance**

- a. The Contractor (and any sub-contractors) shall be required to maintain and provide evidence of insurance in accordance with the Standard Conditions in the sum of **£5,000,000 (five million pounds)**.

#### **8. Invoices**

- a. Where requested on the Purchase Order the Contractor must include the wording “This Contract relates to a number of projects including for the purposes of the Moor LIFE project (LIFE14/NAT/UK/000070) “MoorLIFE 2020” on their Invoice as part of the MoorLIFE 2020 Project funding. Failure to do so will result in a request by the Authority for a re-submitted invoice with the correct reference wording on it. This may delay payment.
- b. All Invoices received by the Authority must include the PDNPA Purchase Order number on the Invoice. Failure to do so will result in a request by the Authority for a re-submitted invoice with the PO number on it. This may delay payment.
- c. All Invoices received by the Authority must only relate to the Purchase Order sent out by the Authority. Contractors must not combine Purchase Order numbers into a single Invoice. If this does occur then the Authority will return the Invoice/Invoices to Contractor and ask for them to be re-submitted. This may delay payment

## **9. Communications and marketing**

- a. Any works for the Authority may be included in promotional material released by the Authority.
- b. By accepting an Authority Purchase Order the Contractor is consenting to use their company image, branding and equipment for the use of publicity and marketing by the Authority.
- c. The Authority may include, but reserves the right not to, credit the Contractor in any publicity they release.
- d. The use of Contractor images does not include images of the faces of individual workers. Should any pictures of faces, or recognisable features of an individual, be included in an image which the Authority wishes to use then consent will be requested of the individual through the Contractor. If they refuse permission then these pictures will not be used.
- e. The consent given by this Clause refers to all forms of media including social media.
- f. The Contractor shall only be permitted to use images taken during the Works if they adhere to the Moors for the Future Communications protocol. A copy of this protocol will be freely available on request from the Authority via the Nominated Officer. This is applicable for all forms of media, including social media. The protocol has different sections relating to the different types of publicity and media and for the avoidance of doubt referrals can be made to the MFFP communications manager.
- g. Any unauthorised use of Authority works for the Contractors own publicity will assessed for suitability shall be removed on request

**Part D Itemised Costs**

**I. Itemised costs and rates for Temporary Trackway supply, installation and removal**

Please fill out the table below outlining the Tenderers itemised costs and rates associated with the supply, installation and removal of Temporary Trackway.

Item	QTY Range (m <sup>2</sup> )	Unit	Flat Unit Rate (£ ex. VAT) Single rate for all areas
<b>Supply, Installation, 1<sup>st</sup> Week Hire &amp; Removal</b> per panel cost	45 - 75m <sup>2</sup>	1 Panel	
	76 -225m <sup>2</sup>	1 Panel	
	226 - 525m <sup>2</sup>	1 Panel	
	>525 m <sup>2</sup>	1 Panel	
<b>Subsequent Weeks Hire</b> per panel costs for Supply of Temporary Trackway	45 - 75m <sup>2</sup>	1 Panel	
	76 -225m <sup>2</sup>	1 Panel	
	226 - 525m <sup>2</sup>	1 Panel	
	>525m <sup>2</sup>	1 Panel	



## **SECTION 2: INSTRUCTIONS ON SUBMITTING A TENDER**

### **Tender submission requirements and conditions of tender**

**Tenders should be submitted in accordance with the following instructions.**

#### **Summary**

This Invitation to Tender is for a Framework Agreement for the period 27 November 2020 to 26 November 2024 ("the Framework Period"). This means that Tenderers are requested to provide indicative rates and supporting information to the Authority with their Tender return for evaluation. After evaluation, the Authority will notify Tenderers whether they have been appointed as Framework Contractors. During the Framework period, Framework Contractors will be requested to take part in mini competitions in accordance with the Authority's standing orders at appropriate intervals, once the Authority has defined a Works Plan for each Works Site. The Works Plan will contain specific information on Work Sites, Access routes and distances. This information will be passed to the Framework Contractors who will be asked to submit quotes to deliver the specific Works.

**Tenderers must return the items below with their Tender to be considered for the Framework Agreement:**

- Framework Itemised Costs (Part D)
- Appendix 1 Form of Tender
- Appendix 2 Non-collusive tendering certificate
- Appendix 3 Tender questionnaire
- Evidence of previous relevant experience
- Methodology detailing how the Contract Objectives and Specification will be met

#### **1. Invitation to Tender (ITT)**

The Authority is seeking tenders from suitably experienced and equipped Contractor to undertake the Works.

The Works required are set out in the Specification.

#### **2. Basis of Tenders**

Tenders are being invited on an open award procedure.

#### **3. Scope**

Tenders are being invited on the basis of undertaking the whole of the Works. However, the Authority reserves the right to split the award of the Works into packages.

#### **4. Framework Agreement**

4.1. This Invitation to Tender is for a Framework Agreement. This means that, after evaluation of Forms of Tenders, the Authority will appoint Framework Contractors to perform the Works in whole or in part throughout the Framework Period on the basis of the Tender Documentation and the Form of Tender.

4.2. Tenderers will be notified of their selection as Framework Contractors by the Nominated Officer.

---

4.3. Framework process:

- 4.3.1. The Authority shall be entitled from time to time to request the performance of any Works from the Framework Contractor as set out in the request and the timescale for a response to the request (acting reasonably);
- 4.3.2. Where the Price for the Works is confirmed in the Form of Tender, the Framework Contractor shall respond to the request by either:
- 4.3.2.1. Confirming that it is not able to perform the Works; or
- 4.3.2.2. Confirming that the Price for the Works in accordance with Framework Contractor's Form of Tender and Itemised Costs;
- 4.3.3. If the Price is acceptable to the Authority, the Authority and the Framework Contractor shall enter into a Contract for the Works for the Price in the Form of the Contract annexed to the Invitation to Tender.
- 4.3.4. Where the Price is not known, the Authority will hold a mini-competition between at least three Framework Contractors in accordance with the Authority's Standing Orders. These Framework Contractors will be provided with a Works Plan for the relevant Works Site including information on the Works Sites, quantities of Materials and access routes and distances. The Framework Contractors shall respond to the request by either:
- 4.3.4.1. Confirming that it is not able to perform the Works; or
- 4.3.4.2. Providing a Price for the Works;
- Within the requested timescale.
- 4.3.5. The Authority shall evaluate in accordance with this Section and shall confirm any additional evaluation criteria or weighting at the time of the mini-competition.
- 4.3.6. Following the evaluation, the Authority shall notify the Framework Contractor it has been successful and the Framework Contractor shall enter into a Contract for the Works for the Price tendered.

4.4. Either party may require the removal of the Framework Contractor from the Framework Agreement at any time by giving written notice to the other.

4.5. On the termination of the Framework Agreement with a Framework Contractor, each contract with a Framework Contractor in force at the date of such termination shall nevertheless continue in full force and effect for the remainder of the term of such contract, unless earlier termination in accordance with the terms of such Contract.

**5. Tenderers to visit**

Tenderers are invited to visit the Site(s) to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed Works and will be deemed to have done so before submitting a Tender.

**6. Presentation to the Authority**

All selected Tenderers may be asked to make a presentation to Officers of the Authority on methods proposed for the performance of the Works. If the Authority decides to require presentations details of what must be covered by the presentation and how it will be evaluated will be sent to Tenderers no later than 7 days prior to the presentation.

## 7. Queries about this ITT

Tenderers are advised to study the Tender Documentation and all other documentation provided by the Authority. These documents should be read and their true intent and meaning ascertained before submitting a Tender.

- 7.1. Any queries concerning the information contained in this specification should be sent to:  
Email: [Fiona.Draisey@peakdistrict.gov.uk](mailto:Fiona.Draisey@peakdistrict.gov.uk)
- 7.2. There should be no other contact with the Authority on this matter. Any direct contact shall result in your exclusion from this ITT. Following submission of the Tender return, an opportunity may be given for suppliers to make a presentation to the Authority.
- 7.3. Please be aware that your query, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymised basis. If you consider that your query discloses commercially confidential information you must, with or upon your query, clearly indicate which information you consider is commercially confidential and why. The Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

## 8. Errors in completed tenders

The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price.

## 9. Sufficiency of Tender

The Tenderer shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Tenderer acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract. The Authority will not accept and shall not be liable for any claims that are based upon a Tenderer's failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.

## 10. Period of Validity

Tenderers are required to keep their tenders valid for acceptance for a period of 3 months from the Tender Return Date.

## 11. Tendering procedure and submission requirements

- 11.1. **THE DEADLINE FOR RECEIPT OF TENDERS IS 17:00 ON Friday 27<sup>th</sup> November 2020**
- 11.2. Tenders must be submitted electronically Please see submission instructions below.
- 11.3. Tenders submitted electronically:
  - 11.3.1. It is the Tenderer's responsibility to ensure that its Tender complies with the submission requirements and is received by the Authority by the date and time set out. The Authority accepts no responsibility for any problems arising from the Authority's or the Tenderer's IT software, infrastructure, input or internet connectivity, the security of or access to the internet, the capability or capacity of the Authority's or the Tenderer's email systems or Tenderer's failure to check their email system for correspondence received from the Authority about this Tender. Tenderers must note that the current maximum size of any email receivable by the Authority is 10mb. It is the responsibility of the Tenderer to ensure that its Tender is received by the Authority. Tenderers are strongly advised not to submit their Tender immediately before the tender return deadline.
- 11.4. The time and date displayed by the server clock within the Authority's system shall be the standard upon which compliance with tender submission deadlines shall be determined.
  - 11.4.1. The Tender shall be made on the Form of Tender at **Appendix I**. It must be fully completed and signed on behalf of the Tenderer, submitted to us in pdf format and accompanied by:

- 11.4.1.a. Tender Questionnaire at **Appendix 3** fully completed and signed on behalf of the Tenderer submitted to us in pdf format and accompanied by any documents referred to therein
- 11.4.1.b. Non-collusive tendering certificate at **Appendix 2** signed on behalf of the Tenderer and submitted to us in pdf format;
- 11.4.1.c. Analysis of resources;
- 11.4.1.d. Itemised costs as detailed within **Section 1 Part D**;
- 11.4.1.e. Details of any part of the Works to be sub-contracted;
- 11.4.1.f. Copies of all Insurance Certificates, for the Tenderer and any sub-consultants;
- 11.4.1.g. Any other information requested in the ITT.

11.4.2. Tenderers should carefully read the instructions set out in this section.

**Tenders must be submitted by e mail to [Tenders@peakdistrict.gov.uk](mailto:Tenders@peakdistrict.gov.uk)**

**By 1700 ON FRIDAY 27<sup>TH</sup> NOVEMBER 2020 (the Tender Return Date)**

**The following, and only the following, must be used in the subject line:**

**REF: TENDER MFF III 2021-2024 Trackway Supply Framework**

**All attachments must be in pdf form**

**No information must be included in the covering e mail apart from the identity of the sender and a list of attachments**

- 11.5. A decision on which Tenderer to award the contract is expected to be made during the week commencing 7<sup>th</sup> December 2020.
- 11.6. Only one Tender is permitted per Tenderer. If a Tenderer submits more than one Tender, only the one with the latest time and date of receipt noted (provided that this is prior to the tender deadline) will be evaluated, any other Tenders will be disregarded.
- 11.7. The Authority reserves the right to issue supplementary documentation at any time during the Tendering process to clarify or amend any aspect of the ITT or any of the documents referred to in the ITT. All such further documentation shall be deemed to form part of the ITT and shall supersede any part of the ITT to the extent indicated.
- 11.8. No tender received after the deadline for receipt of tenders stipulated above shall be considered **under any circumstances**.
- 11.9. The Authority does not undertake to accept the lowest or any tender/ rates or to award the contract at all. The Authority may withdraw this invitation to tender at any time on giving written notice to all tenderers expressing an interest.
- 11.10. Qualified tenders are not permitted and will be rejected.
- 11.11. The Authority reserves the right to seek clarification from Tenderers to assist in its consideration of Tenders. This will not however be an opportunity for Tenderers to add to or supplement their tender.

## **12. Basis of Tender**

- 12.1. The Tender shall show the Tendered sum for the actual Works and the VAT separately.
- 12.2. The Tender must include the value of all of the Works and must cover all costs and expenses which may be incurred in order to complete the Works in accordance with the Tender documentation and to assume all express and implied risks, liabilities and obligations imposed by the form of contract and all other documents forming part of the Tender documentation.
- 12.3. The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its rates and prices.

12.4. Tenderers must obtain for themselves, at their own expense, all information necessary for the preparation of their Tenders and must satisfy themselves that they fully understand the requirements of the Contract.

### 13. Sub-contracting

13.1. When submitting its Tender, the Tenderer must notify the Authority of any parts of the Works that it proposes to sub-contract. Failure to do so may invalidate any such Tender.

### 14. Tender Evaluation

14.1 Tenders will first be evaluated against the following requirements which will be scored on a pass/fail basis. Any Tender that scores “Fail” against any of these requirements may be deemed non-compliant and rejected without further evaluation.

- Completed Tender Questionnaire.

This will include

- Written technical and financial references (including the Tenderer’s financial accounts for such period as shall be notified) as may be requested
- The Tenderer’s technical and professional ability and previous experience of contracts delivered for the Authority or other organisations. The Authority is entitled to take into account any failure to discharge obligations under previous relevant contracts undertaken by the Tenderer (or any proposed sub-contractor) in assessing whether the required minimum standards for the Works are likely to be met. Tenderers are requested to supply examples of similar Works supplied to other clients. The Authority may consider evidence of performance on previous comparable contracts for the Authority
- A CV of the business and or individuals carrying out the Works.
- Whether the Tenderer is subject to any enforcement or legal action or other pending investigations by either the Authority or other public agencies.

14.2 The successful Tenderer will be selected based on an evaluation using the criteria set out below:

1. Price (40% of the total score value);
  - $40 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$
2. Quality criteria (60% of the total score value):
  - 60% Provision of evidence detailing the Tenderers previous relevant experience and a methodology detailing how the Tenderer will meet the Contract Objectives and Specifications.

Criteria	Weighting	Evaluation Criteria
Price	40%	$40 \times (\text{Lowest Tender Price}) \div (\text{Tenderer X's Price})$
Quality Criteria	60%	12 x score (see table below)

Quality Criteria responses will each be marked against the following scoring methodology

0	The Tenderer has given no response and/or if the response is not acceptable and/or does not cover the relevant heading/s.
1	There are major weaknesses or gaps in the information provided. The Tenderer displays poor understanding and there are major doubts about fitness for purpose. The approach to risk gives rise to major concerns. Major concerns about the Tenderer’s experience and capability.
2	The proposal will in parts be sketchy with little or no detail given of how the Tenderer will meet the criteria. Information provided is considered weak or inappropriate and is unclear on how this relates to our requirements or the outputs/outcomes of the project. The approach to risk is not well supported and gives rise to concerns. Some

	concerns about understanding of the steps involved to deliver the aspects of the question posed, and/or the Tenderer's experience and capability.
3	The proposal has addressed the majority of our requirements but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the requirements or the outcomes/outputs of this project. The proposal demonstrates an acceptable approach to risk and clearly captures the understanding of the steps involved to deliver the aspects of the question posed, giving a reasonable level of confidence in the Tenderer's experience and capability.
4	The proposal has addressed, in some detail, all or the majority of our requirements. Evidence will have been provided to show not only what will be provided but will give some detail of how this will be achieved. It is clear how the proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes and outputs. The proposal demonstrates an acceptable approach to risk and clearly captures the understanding of the steps involved to deliver the aspects of the question posed, giving a good level of confidence in the Tenderer's experience and capability.
5	As well as addressing all our requirements the Tenderer demonstrates a deep understanding of the project and / or may present innovative ideas (where appropriate). Proposals link directly to relevant project requirements, outcomes and outputs (as the case may be) and show how they will be delivered and the impact that they will have on other areas/stakeholders. Proposed solutions will deliver the desired outcomes and outputs. The proposal demonstrates little or no risk and fully captures the understanding of the steps involved to deliver the aspects of the question posed, giving a very high level of confidence in the Tenderer's experience and capability.

Tenderers scores for Quality and Price will then be added together to produce an overall score and the Tenderer with the highest overall score will be awarded the contract.

Rejected or eliminated tenders will not be scored.

### **15. Award of Contract**

15.1. The successful Tenderer will be required to promptly execute and return to the Authority the Contract in the form of contract included with this ITT together with any agreed derogations and until such execution the successful Tenderer together with the Authority's written acceptance shall constitute the Contract.

### **16. Obligations**

16.1. Parties proposing to submit a tender are advised to ensure that they are familiar with the nature and extent of their obligations if their Tender is accepted.

### **17. Accuracy**

Information supplied to Tenderers by the Authority (whether in these documents or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Authority for any inaccurate information obtained by Tenderers.

### **18. Confidentiality**

All information supplied by the Authority in connection with the Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining quotes and/or professional advice necessary for the preparation of the Tender provided that a condition is imposed in similar words to this paragraph upon any person to who disclosure is made.

### **19. Canvassing**

Tenderers face automatic disqualification if they canvass for the Works by approaching any Member or Officer of the Authority with a view to gaining more favourable consideration of their tender. Tenderers should state whether Members or Officers of the Authority have any direct or indirect interests in their organisation.

### **20. Transparency**

20.1 The Tenderer in submitting its Tender agrees and accepts the Authority in complying with its obligations under the government's transparency agenda, which requires the Authority to publish the Tender Questionnaire and the ITT and the text of the contract documentation to be signed with the

---

winning Tenderer (the "Contract"), and the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is a SME or VCSE. The Tenderer gives its consent for the Authority to publish the text of the Contract, and any schedules to the Contract in its entirety, including from time to time agreed changes to the Agreement, to the general public in whatever form the Authority decides.

20.2 The Tenderer in submitting its Tender will acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act ("the Act") the text of the Contract, and any schedules to the Contract, is not confidential information except to the extent specifically stipulated in the Contract. The Authority shall be responsible for determining in its absolute discretion whether any part of the Contract or its schedules is exempt from disclosure in accordance with the provisions of the Act.

---

## SECTION 3

### STANDARD TERMS AND CONDITIONS

#### I. DEFINITIONS

In this Contract the following terms shall have the meanings prescribed unless otherwise stated or otherwise required by the context:

**“Accident”** means any event which results in injury, damage or loss

**“Authority”** means the Peak District National Park Authority

**CDM Regulations”** means the Construction (Design and Management) Regulations 2015 and the current approved code of practice published by the Health and Safety Executive (or equivalent)

**“Contract”** means the Form of Contract to be signed and completed by the Parties

**“Contract Particulars”** means the particulars of the Contract set out in the Form of Contract

**“Contract Period”** means the period set out in the Contract Particulars

**“Contamination”** means any contamination due to a discharge spillage release or emission into any environment medium or substance which is capable of causing harm to the health of living organisms or other interference with the ecological systems of which they form a part

**“Conditions”** means together the Standard Conditions and the Detailed Conditions

**“Contractor”** means the Tenderer whose tender has been accepted by the Authority

**“Contract Variation”** means any addition or variation to the Works in accordance with the Standard Conditions

**“Covid-19”** means the Covid-19 pandemic or any similar or equivalent epidemic as determined by HM Government

**“CROW”** means the Countryside and Rights of Way Act 2000

**“Daily Log”** means an electronic or written report if required in the Specification

**“Defects Liability Period”** means the defects liability period set out in the Contract Particulars (if any)

**“Delivery Site”** means those sites to which the Materials are delivered pursuant to the Contract

**“Detailed Conditions”** means the conditions contained at **Section I**

**“Donor Site”** means those sites from which the Materials (in whole or in part) are sourced pursuant to the Specification

**“Environmental Law”** means all laws including common law statute bylaws or regulations applicable in England and Wales and all orders of any Regulatory Authority concerning the protection of the environment or human health

**“Equipment and Machinery”** means vehicles machinery plant tools and all other associated items required for the proper performance of the Works

**“Form of Tender”** means the tender return form attached to the Invitation to Tender

**“Foreman”** means the supervisor assigned by the Contractor to supervise the Works (if any)

**“Force Majeure Event”** means civil commotion, riot, invasion, war (or threat of war), explosion, biological disaster, severe weather event which would result in a reasonably prudent contractor not being able to continue and complete the Works, fire, earthquake, epidemic, nuclear disaster, act of terrorism or other natural physical disaster

**“Form of Contract”** means the form of agreement entered into by the parties

**“Incident”** means an event which has caused or could have caused, injury, illness or damage to assets, the environment or third parties

**“Invitation to Tender”** means the invitation to tender for the Works

**“Itemised Costs”** means the costs for the Works itemised by the Tenderer in the Form of Tender

---

“**Landowner**” means those persons who own the freehold or leasehold title to the land on which the Works are to be performed (independent of any grazing or other rights) (if any)

“**Location Maps**” means the maps contained or referred to in **the Specification**

“**Lift Site**” means those sites from which the Material or part is to be airlifted pursuant to the Specification and (if applicable) identified on the Location Maps

“**Materials**” means the materials as set out in the Specification utilised by the Contractor in respect of the Works and the delivery of the Project Objectives, whether or not in the ownership of the Authority

“**Method Statement**” means a statement setting out the proposed methods for the execution of the Works or otherwise and forming part of the Tender

“**Near Miss**” means an event that had the potential to cause injury, damage or loss, but which did not do so

“**Nominated Officer**” means the Authority’s officer who shall be the main point of contact for the Contractor and shall be notified to the Contractor from time to time.

“**Payment**” means a payment in respect of the Works made pursuant to the Contract

“**Party**” means a party to this Contract (and shall include the plural if applicable)

“**Price**” means the price set out in the Contract Particulars

“**Programme of Works**” means the programme for the Works provided by the Tenderer in the Tender and forming part of the Tender Documentation

“**Project**” means the project as set out in the Project Objectives (if any)

“**Project Objectives**” means the objectives as set out in **Section I** (if any)

“**Project Progress Report**” means a report provided by the Contractor detailing the progress of the Works with reference to the Programme of Works

“**Purchase Order**” means the Purchase Order form issued by the Nominated Officer in connection with the Works

“**Regulatory Authority**” means the Environment Agency, local authority or any other government department or public body

“**RIDDOR**” means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (and updated 2013)

“**Risk Assessment**” means an assessment of the risks associated with the Works

“**Site(s)**” means the Sites used in connection with the Works and shall include Donor Sites/Delivery Site/Drop Sites/Lift Sites/Work Sites (as applicable)

“**SSSI**” means an area of land designated as a Site of Special Scientific Interest (or the equivalent or similar designation)

“**Specification**” means the specification and requirements of the Authority as set out in **Section I** together with such modifications additions and variations as may be made in accordance with this Contract (and shall include all references to “Contract Specification”)

“**Standard Conditions**” means these conditions

“**Target Completion Date**” means the date targeted for completion of the Works as set out in the Detailed Conditions and Contract Particulars

“**User**” means those persons granted rights over the land on which the Works are to be performed (if any) including (but not limited to) shooting and grazing rights

“**Tender**” means the tender submitted by the Tenderer (and shall include the term “Tender Return” and “Form of Tender”)

“**Tenderer**” means the person or company submitting a tender

“**Tender Documentation**” means any documents forming part of this Tender and the supplementary documentation (if any) supplied as part of such documentation

“**Unsafe Act**” means any act at variance with the Method Statement that may increase the potential for an Accident

“**Waste Material**” means all packaging, bags, metal tapes, plastic and all other material and rubbish associated with or produced during the course of the Works

**‘Works’** means the works consistent with the Project Objectives and in accordance with the Specification and Tender Documentation, together with any alterations and amendments instructed by the Nominated Officer pursuant to the terms of this Contract

**”Works Site”** means those areas on which the Works are to be carried out pursuant to the Specification and (if applicable) identified in the Location Maps

**“Works Commencement Date”** means the date that the Works are to be commenced as set out in the Contract Particulars

**”Works Completion Date”** means the date on which the Nominated Officer specifies in writing to the Contractor that the Works have been completed to its satisfaction in accordance with this Section

## 2. INTERPRETATION

- 2.1 Words importing the singular tense shall include the plural and vice versa and obligations undertaken by more than one person shall be deemed to have been undertaken jointly and severally.
- 2.2 A person who is not a party to the Contract shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms save to the extent he is named or identified as a person or class of persons specifically intended to take a benefit under the Contract.
- 2.3 If any provision of the Contract shall become or shall be declared by any court to be invalid or unenforceable in any way, such invalidity or un-enforceability shall in no way impair or affect any other provision of the Contract, all of which shall remain in full force and effect.
- 2.4 This Contract shall be governed by English law in every particular including formation and interpretation and shall be deemed to have been made in England.
- 2.5 All rights granted to either of the parties shall be cumulative and no exercise by either of the parties of any right under this Contract shall restrict or prejudice the exercise of any other right granted by this Contract or other otherwise available to it.
- 2.6 Upon termination of the Contract no term other than clauses relating to Confidentiality, Insurance, Defects Liability, Liability of the Contractor (including Liquidated Damages (if any)) and Arbitration shall survive unless expressly provided.

## 3. STANDARD CONDITIONS

### 1. The Nominated Officer

The rights, obligations, functions and powers conferred on the Authority under this Contract shall be exercised by the Nominated Officer.

### 2. Performance of Contract

- a. The Contractor agrees that at all times it will carry out the Works and perform the Contract in compliance with the following conditions:
  - i. in compliance with the Conditions (and any such modifications authorised under the Conditions);
  - ii. in a manner wholly consistent with the Tender Documentation;
  - iii. to the entire satisfaction of the Nominated Officer; and
  - iv. in any event with all the due skill, care and diligence that would be expected of a qualified competent and experienced person undertaking the Works.
- b. The Contractor shall notify the Nominated Officer as soon as practicable and in any event within 24 hours if the Contractor is unable to carry out any part of the Works or perform any of its obligations under the Contract.

---

### 3. Employees

- a. The Contractor shall not engage or employ in the supervision and performance of the Contract any person without the necessary qualifications, skill and experience to perform the duties that they are trained and employed to do.
- b. At the request of the Nominated Officer the Contractor shall remove or procure the removal within a reasonable period (or immediately if required) any person employed by the Contractor or sub-contractor for any reasonable reason (provided the Authority shall not act vexatiously). The Authority shall either at the time or promptly provide to the Contractor written reasons for such request. Such persons shall not be again employed in the performance of Contract without the permission of the Nominated Officer.
- c. The Authority shall not in any circumstances be liable to the Contractor or any of its employees in relation to such action or removal and the Contractor shall fully and promptly indemnify the Authority in respect of any claims brought against it by any such employee.
- d. The Nominated Officer shall have the right if reasonable and on notice to interview any member of the Contractor's staff in connection with the performance of the Contract.
- e. The Contractor shall at all times be fully responsible for the payment of all income or other taxes, national insurance contributions or levies of any kind, relating to or arising out of the employment of any persons employed by the Contractor and shall fully indemnify and keep indemnified the Authority in respect of any liability of the Authority in respect of them and shall ensure that the employment of all staff complies with relevant statutes and regulations.

### 4. Signage

- a. The Contractor shall not fix signs, notices or advertisements on Sites without the prior written approval of the Nominated Officer.

### 5. Equipment and Machinery (including vehicles)

- a. The Contractor shall at all times at its own cost provide such Equipment and Machinery as is necessary for the proper performance of the Contract. All Equipment and Machinery must be guarded to current safety standards and left immobilised and secure when unattended. In particular, power take-off shafts on tractor-driven machinery must be fully guarded.
- b. The Contractor shall at all times be fully responsible for licensing, fees, taxes and insurances required in connection with or arising out of the possession or use of the such Equipment and Machinery.
- c. The Contractor shall at its own expense keep all such Equipment and Machinery in good and serviceable repair and maintained in such condition as is commensurate with the proper performance by the Contractor of its obligations under this Contract. The Equipment and Machinery should be used in accordance with the manufacturer's instructions. Operators must be trained and competent. Where industry/Regulatory Authorities or bodies recognise specific standards of competence valid certificates will need to be produced.
- d. The Contractor shall obtain the Authority's written approval to the use and positioning of the Equipment and Machinery prior to the Works Commencement

Date and shall use no other Equipment and Machinery without prior approval of the Nominated Officer.

- e. No Equipment or Machinery which is wheeled will be allowed on soft, wet or environmentally sensitive locations without the prior approval of the Nominated Officer.
- f. Any vehicular access indicated on the Location Maps is for Equipment and Machinery approved by the Nominated Officer only. Access for Equipment to environmentally sensitive or SSSI sites or soft or wet areas will only be given during the Contract Period if, in the opinion of the Nominated Officer, this is necessary or desirable. The Contractor will not permit any movement of Equipment and Machinery on or to such areas without the prior approval of the Nominated Officer.
- g. Any damage arising from any breach of this Clause by the Contractor any sub-contractor or their employees agents or invitees shall be immediately repaired or replaced at the Contractor's expense and to the satisfaction of the Nominated Officer.
- h. The Contractor shall ensure that all highways or other rights of way in the vicinity of the Works used by the Contractor are kept clean of mud and other debris.

#### **6. Environmental Provisions**

- a. All Works will be carried out in a manner which conforms to environmental protection legislation and minimises damage to the environment and nature conservation interests. Reference should be made to statutes and codes of practice including (but not limited to):
  - i. The Water Resources Act 1991;
  - ii. The Environmental Protection Act 1990
  - iii. The HMNSO booklet 'Waste Management – The Duty of Care – a Code of Practice with Regard to Disposal of Wastes';
  - iv. Codes of practice for Operations on Sites of Special Scientific Interest, Water Catchment Land, Environment Agency Regulations, Regulations issued by Dept. Of Environment, DEFRA and all current Health and Safety Regulations.
- b. The Contractor must comply with all current legal requirements relating to the storage, handling, use and disposal of hazardous substances (including fuel). In particular the Contractor must comply with:
  - i. the Control of Substances Hazardous to Health Regulations 1992 (COSHH);
  - ii. the Control of Pollution (Oil Storage) (England) Regulations 2001;
  - iii. Control of Pesticides Regulations 1986.
- b. Plants and animals protected under the Schedules of the Wildlife and Countryside Act 1981 and other statues are not to be harmed or their habitat damaged. Nesting birds are not to be disturbed and are to be reported immediately to the Nominated Officer.
- c. Any public complaints must be immediately reported to the Nominated Officer. The Contractor shall at its own cost promptly deal with any requests by the Nominated Officer in relation to such complaints (including but not limited to investigating the nature and cause of any such complaint).
- d. Site(s) must be left clean and tidy at all times.
- e. Dogs and smoking are not permitted on Site(s).
- f. Fuels may be stored at some of the Sites but only with prior approval from the Nominated Officer. All fuels must be stored in a suitable, secure container according

---

to the COSHH assessment undertaken by the Contractor and provided to the Authority. Fuels must not be located near to any open watercourse. The type of container used to store fuel must be agreed with the Nominated officer prior to the Works Commencement Date.

- g. The Contractor shall ensure that it has at all times on the Sites spill kits for fuels and oils specified in its Method Statements and shall immediately use the same in the event of such spillage in accordance with manufacturer's instructions.
- h. The Contractor shall not damage or permit damage of any areas allocated for Sites or any Access Tracks (if applicable). In the event of any damage, the Contractor shall procure that the same is reinstated to the absolute satisfaction of the Nominated Officer within 1 month of the final invoice date or by the Works Completion Date, whichever is soonest.
- i. The Contractor is restricted to the specified storage areas notified to it by the Nominated Officer for the unloading and loading of Materials, parking of vehicles, and storage of Materials.
- j. Machinery and Equipment movement on the Sites should be kept to the minimum that might reasonably be expected to complete the Works. Equipment access and egress routes must be agreed with the Nominated Officer prior to the Works Commencement Date. Method Statements must state types of Machinery and Equipment to be used.
- k. The Contractor shall take all precautions to ensure that no pollution arises from the execution of the Works which may result in Contamination either on, in, under or off Site(s). The Contractor shall indemnify the Authority against any costs or damages or claims related to this liability.
- l. It is essential that there is no waste of any Materials at the Sites; the Contractor will be expected to manage operations to minimise waste. All waste produced by the Contractor remains the responsibility of the Contractor. All waste disposal and disposal of Waste Materials must comply with the Agricultural Waste Regulations 2006. All containers supplied by the Authority (if any) remain the property of the Authority (subject to any specific provisions otherwise in the Specification).
- m. The Contractor must comply with the Noise at Work Regulations 1989. Additional restrictions may also be applied to prevent noise causing a nuisance to the public.

## **7. Health and Safety**

- a. The Contractor will be required to comply with the Health and Safety at Work Act 1974 and all other regulations made under the Act and all other legislation and regulations relevant to the performance of the Contract. Method Statements should include operational Risk Assessments, copies of which are to be submitted with a tender. Failure to submit RAMS may result in disqualification of the Tender.
- b. Copies of Site Risk Assessments for all Sites used during the Works must be produced to the Nominated Officer before the Works Commencement Date. If a generic Risk Assessment and Method Statement was provided by the Contractor with its Tender Return, the Authority may, at its option require a Site specific Risk Assessment and Method Statement.
- c. The Contractor must at all times adhere to and comply with RAMS.
- d. Health and Safety Plan:

- 
- ii. The Contractor is to submit a copy of his Health and Safety Policy which is issued to his employees, to the Nominated Officer. This will form part of the site safety plan (“the Site Safety Plan”).
  - iii. The RAMS will form part of the Site Safety Plan. Prior to commencing any Works, the Contractor will submit any alterations to the Method Statements that may be necessary, for the approval of the Nominated Officer. The Contractor’s Health & Safety plan will be subject to the Nominated Officers approval, prior to the Works Commencement Date.
  - e. The Contractor must take the lead in ensuring the health and safety of all those involved in the Contract at the Sites.
  - f. The Contractor must provide all appropriate clothing and Equipment and ensure that all persons working under his control wear/use the clothing and Equipment as required. This includes high visibility clothing.
  - g. The Contractor is responsible for the provision of first-aid cover and facilities for its employees, in accordance with the Health and Safety (First-Aid) Regulations 1981.
  - h. The Authority may instruct the Contractor, or any person working for the Contractor, to suspend work if there is imminent risk of injury to any person.
  - i. The Contractor is responsible for recording any accidents in the Contractor’s accident book, in accordance with the Health and Safety at Work Act 1974 (HSW).
  - j. The Contractor is responsible for reporting any notifiable incidents to the Health and Safety Executive, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
  - k. All records produced under this Clause must be forwarded to the Nominated Officer within 24 hours of completion. These should be submitted in compliance with the Data Protection Act 1998.
  - l. The Contractor must be aware that the Works Sites may be accessible by the public and must take all appropriate precautions to protect these persons and their property, including, if required by the Nominated Officer, the provision of warning notices/signs or barriers.
  - m. The Contractor shall have regard to the Authority’s health and safety policy and safe working practices when preparing its own statements.
  - n. All Equipment and Machinery that could cause environmental damage and/or a health and safety risk to members of the public or land users must be secured overnight to prevent theft or misuse. Contractors are responsible for securing appropriate locations nearby to accommodate their equipment and operations whilst the Works are not being undertaken.
  - o. Services:
    - i. Location of services; The Contractor is to liaise with all relevant Statutory Authorities as to the location of any services that may affect the Works before the Works Commencement Date and comply with their requirements and the requirements of the Authority;
    - ii. Excavations:
      - 1. Must be covered when unattended;
      - 2. If over 1.2m deep have trench support (or such comparable measures taken) before persons enter them;
      - 3. If over 1m in depth and in existence for less than 1 week: be cordoned off;
      - 4. If over 1m in depth and in existence for more than 1 week: be barriered.
  - p. Site Safety Considerations

1. Ground conditions: Details concerning ground contamination and instability are not available and the Contractor should make its own enquiries in that regard.
2. No representation is made by the Authority as to the existence of Contamination at the Sites or otherwise.
3. The Contractor shall follow the Forestry & Arboriculture Safety & Training Council (FASTCo) Safety Guide.
4. Lifting of heavy objects; the Contractor and employees should follow Manual Handling Operation Regulations 1992 (or any replacement).
5. The Contractor shall employ the 'best practical means' as defined in the Control of Pollution Act 1974 to minimise noise and vibration resulting from his operation, and shall have due regard to British Standard B35228 1975, Code of Practice for Noise Control on Construction Sites (or subsequent provisions).
6. The Contractor must take all necessary additional precautions when working alongside roads and comply with Chapter 8 of the Traffic Signs Manual (or any replacement).
7. The Contractor must comply with the Electricity at Work Regulations 1989 (or any replacement).

#### **8. British Standards**

- a. These provisions shall apply only where any of the Material is supplied by a Contractor.
- b. Except where specified to the contrary all Materials are to comply with the latest British Standard specification or equivalent national standard of another Member State of the European Community or international standard (whichever is the higher). All Materials shall be fit for purpose.
- c. In the event of the Nominated Officer (whose decision shall be final) not being satisfied that the Materials meet the required standard the Contractor shall comply with the latest British Standard Specification and no claim for additional costs incurred with such compliance will be accepted. Except where specified in the Tender Documentation to the contrary all workmanship is to comply with the latest British Standard Code of Practice.

#### **9. Project Progress Report**

- a. The Contractor shall promptly supply the Authority with a Project Progress Report on the dates agreed and notified to the Contractor.

#### **10. Variation of Contract**

- a. Without prejudice to any other of the Conditions a Contract Variation shall not be valid or of any effect unless it is agreed pursuant to this clause and confirmed in writing (including e-mail) by the Nominated Officer and the duly authorised agent or representative of the Contractor. Contract Variations for which there is no written confirmation are not authorised and will not be paid for under any circumstances. No other variations to the Contract shall be accepted by the Authority.
- b. The Nominated Officer may request any Contract Variation that are in his opinion necessary or desirable for the most efficient performance of the Contract.
- c. Upon receipt of the request for a Contract Variation the Contractor shall calculate the additional cost (if any) of incorporating the Contract Variation into the Works and shall as soon as practicable provide details of such sum (in writing) to the

- 
- Authority (“the Contract Variation Sum”) together with an indication of whether the proposed Contract Variation shall cause any delay on the Programme of Works.
- d. If the Contract Variation Sum is agreed by the Authority the Contract Variation shall be recorded in writing and shall form a part of the Works.
  - e. Where in the absolute opinion of the Nominated Officer a written Contract Variation is impossible or impractical the Nominated Officer may give such order verbally but shall confirm it in writing to the Contractor as soon as practicable after the event and in any case within 48 hours of the Contract Variation.
  - f. No Contract Variation in accordance with this clause shall in any way vitiate or invalidate the Contract but the Contract Variation Sum (if any) shall be taken into account in ascertaining the amount of the Payments (if any).

### **11. Payment and Invoices**

- a. On completion of the Contract (or any phase of the Contract) pursuant to a Purchase Order form and provided that the Contractor shall have performed his duties, obligations and functions under the Contract to the satisfaction of the Nominated Officer the Contractor may submit to the Nominated Officer an invoice (‘Invoice’) for the sum due to him in respect of that Purchase Order form.
- b. Within thirty (30) days of the receipt of the Invoice (unless the Nominated Officer shall disagree with the amount claimed or require further information) the Nominated Officer shall (subject to being satisfied as to the performance and standard of the Contractor’s work) certify that the Invoice is correct for payment and shall procure payment to the Contractor of the amount so certified.
- c. Provisions for phasing of Payments (if any) shall be included in the Contract.

### **12. Value Added Tax**

- a. All sums payable under this Contract are (unless otherwise stated) exclusive of VAT and other duties or taxes and shall be payable upon production of a valid VAT invoice.

### **13. CDM Regulations**

- a. The Authority and the Contractor acknowledge that they are aware and undertake to the other that in relation to the Works and Site he will duly comply with the CDM Regulations to the extent applicable to the Project.
- b. Without limitation, in accordance with the CDM Regulations:-
  - i. The Authority’s main duty is to plan, manage, monitor and coordinate health and safety during pre-construction phase.
  - ii. The Contractor’s main duty is to plan, manage, monitor and coordinate the works under their control in a way that ensures the health and safety of anyone it might affect (including members of the public) during the construction phase.
  - iii. The Contractor shall ensure that the Health and Safety Plan is received by the Authority before any works under the Contract is commenced and that any subsequent amendment to it by the Contractor is notified to the Authority;
  - iv. Promptly upon the written request of the Principal Designer (as defined in the CDM Regulations (where appointed)) and in the absence of a Principal Designer being appointed the Authority, the Contractor shall provide (and shall ensure that any sub-contractor through the Contractor provides) such information as the Principal Designer requires for the preparation of the health and safety file.

- 
- c. The Contractor will ensure that all personnel engaged in undertaking the works shall be competent to undertake the Works, in accordance with the CDM Regulations.
  - d. The Contractor shall at all times during the subsistence and operation of the Contract provide a sufficient number of personnel having the requisite type and level of qualifications, expertise and experience to operate as team leaders to control, supervise and perform its obligations under the contract to ensure that such performance is carried out efficiently and safely. In particular but without limitation, such personnel shall be required to possess adequate knowledge of the operations to be carried out (including methods and techniques required, the hazards likely to be encountered and methods of preventing accidents) as may be requisite for the satisfactory performance of the Contract and shall notify the Nominated Officer of their names and contact details.
  - e. The Contractor shall notify the Nominated Officer of the name, address and telephone number of the person who will be the authorised agent or representative appointed by the Contractor to be in full operational control and who is authorised by the Contractor to receive on behalf of the Contractor directions and instructions from the Nominated Officer. Any instructions given to this representative shall be deemed to have been issued to the Contractor.

#### **14. Insurance**

- a. The Contractor shall at all times from and including the Works Commencement Date or Contract Date (whichever is the earlier) effect and maintain in force such policies of insurance with reputable insurers approved by the Authority in respect of its liabilities hereunder and shall fully insure and indemnify the Authority against liability:
  - 1. To the Authority and to any of their employees;
  - 2. To the employees of the Contractor;
  - 3. To the public and to any other person (including for the avoidance of doubt a Landowner or User);
  - 4. In respect of the replacement of the Works.

in the sum of at least £5,000,000 (FIVE MILLION POUNDS) in respect of any single claim (£10,000,000 TEN MILLION POUNDS in the event that there are any Airlifting Works).

- b. The Contractor shall be liable for and indemnify the Authority against and insure and procure any sub-contractor to insure against any expense, liability, loss, claim, action, or proceedings in respect of any damage whatsoever (whether directly or indirectly) to private property real or personal in so far as such damage arises out of or in the course of or by reason of carrying out the Contract and which is due to any negligence, omission or default of the Contractor or person for whom the sub-contractor is responsible.
- c. The Contractor shall, prior to the Works Commencement Date or Contract Date (whichever is the earlier) and also upon request supply copies of all insurance policies, cover notes, premium receipts and other documents necessary to comply with this Clause.
- d. In the event that the Contractor is in breach of this Clause the Authority may be at liberty to obtain such insurance as is required at the cost of the Contractor (payable on demand).

---

**15. Agency**

- a. The Contractor is not and shall not in any circumstance hold itself out as being the agent of the Authority.
- b. The Contractor is not and shall in no circumstance hold itself out as being authorised to enter into any Contract on behalf of the Authority or in any other way to bind the Authority to the performance, variation, release or discharge of any obligation.
- c. The Contractor will not itself or permit any employee or other person engaged by the Contractor to represent themselves as being, servants or agents of the Authority for any purposes whatsoever.

**16. Liability of the Contractor**

- a. The Contractor hereby indemnifies and shall keep indemnified the Authority from and against any liability to any person whatsoever arising directly or indirectly out of or connected with the performance, non-performance or breach of the Contract or any act neglect default or omission of any employee, agent, servant invitee or visitor of the Contractor or any sub-contractor including, without limitation:
  - i. any and all losses, costs, expenses, (including professional and legal fees) liabilities and damages;
  - ii. any and all proceedings, demands, penalties, statutory charges and fines;
  - iii. death, illness or injury to any third party or for any loss of or damage to any property belonging to any third party and against all losses, costs, expenses, liabilities, damages, claims, demands or causes of action resulting therefrom;
- b. in each case to the extent arising out the Contractor's or any of its sub-contractors' breach or failure in performance of the Contractor's obligations in the Contract or omission whether arising from breach of contract, negligence or default or otherwise, except and to the extent that such losses, costs, expenses, liabilities, damages, claims, demands were wholly and directly caused by the negligence or wilful misconduct of the Authority or its officers, agents or employees.
- c. Any damage or loss which may occur during the Contract Period in relation to the Works or Materials or Equipment on or before the Works Completion Date or to any materials implements or property whatsoever of the Authority which may at any time for the purpose of the Works be in the custody or use of the Contractor or sub-contractor which shall arise from negligence of the Contractor or theft, spoiling, decay, waste, wind, rain or fire or criminal damage shall immediately be made good by the Contractor at the Contractor's cost to the satisfaction of the Nominated Officer.
- d. The Contractor shall indemnify the Authority against all claims liability and actions for or in respect of any damage or injury to property or persons or claims for the infringement of patent rights or copyrights arising from or occasioned by the conduct of the Contractor or his sub-contractor or of any person employed by him or them or arising howsoever from or by the manner in which the Works shall be performed and executed and against all costs and proceedings in respect of any such claim.

---

## **17. Force Majeure**

- a. Neither party shall be liable for any failure to fulfil or delay in fulfilling its obligations under the Contract (other than an obligation to pay monies due) where such delay or failure is due to a Force Majeure Event Provided That:
  - i. the party so affected could not have avoided the effect of the Force Majeure Event by taking precautions which, having regard to all matters known to it before the occurrence of the Force Majeure Event and all relevant factors, it ought reasonably to have taken but it did not take; and
  - ii. the party so affected has taken all steps as are reasonably necessary to mitigate the effect of the Force Majeure Event and to carry out its obligations under the Contract in any other way that is reasonably practicable; and
  - iii. the party so affected shall immediately notify the other in writing of the existence of the Force Majeure Event and of its anticipated duration.
- b. If the Contractor is the party affected by the Force Majeure Event, the Authority shall be relieved of its liability to make any payments to the Contractor for the duration of the Force Majeure Event and shall be entitled to obtain services the same as or similar to the Works from any third party during such period that the Force Majeure Event continues and the Contractor shall give all assistance and information necessary to such third party to enable such third party to fulfil the obligations of the Contractor under the Contract.

## **18. Defects Liability Provisions**

- a. The Authority shall have the right at any time to inspect the progress of the Works and may make representations to the Contractor following any such inspection.
- b. The Contractor shall comply with the Nominated Officers directions following such inspections (insofar as they do not constitute Contract Variations).
- c. Upon the completion of the Works the Contractor shall notify the Nominated Officer and the Nominated Officer shall in its absolute discretion notify that the Works have been completed (“the Completion Certificate”).
- d. In the event that the Nominated Officer cannot so notify the Contractor shall at its own cost carry out such works as shall be required to enable the Nominated Officer to confirm that the Works have been completed to its entire satisfaction.
- e. The Contractor shall procure that all defects in the Works notified to it during the Defects Liability Period by the Nominated Officer shall be promptly and at its own cost made good to the Nominated Officer’s entire satisfaction.

## **19. Bribery and Corruption**

- a. The Contractor warrants and undertakes to the Authority that:
  - i. it will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 (“Anti-Bribery Law”);
  - ii. it has not and shall not give any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972;

- 
- iii. it will comply with the Authority's anti-bribery policy as may be amended from time to time, a copy of which will be provided to Contractor on written request;
  - iv. it will procure that any person who performs or has performed services for or on its behalf ("Associated Person") in connection with this Contract complies with this Clause;
  - v. it will not enter into any agreement with any Associated Person in connection with this Contract, unless such agreement contains undertakings on the same terms as contained in this Clause;
  - vi. it has and will maintain in place effective accounting procedures and internal controls necessary to record all expenditure in connection with the Contract;
  - vii. from time to time, at the reasonable request of the Authority, it will confirm in writing that it has complied with its undertakings under this Clause and will provide any information reasonably requested by the Authority in support of such compliance;
  - viii. it shall notify the Authority as soon as practicable of any breach of any of the undertakings contained within this clause of which it becomes aware.
- b. Breach of any undertakings in this clause shall be deemed to be a material breach of the Contract for the purposes of **Clause 20 (Termination)**.

## 20. Termination

- a. The Authority shall be entitled immediately upon the happening of any of the following events to terminate this Contract by the service of a notice (a "Termination Notice"), such events being:
  - i. The failure to materially perform the obligations under **Clause 2 (Performance)**;
  - ii. Any material breach by the Contractor of any other provision of the Contract;
  - iii. The Contractor having failed to perform a material part of the Contract for a period of 7 consecutive days;
  - iv. The Contractor suffering a legal claim against its possessions or if the Contractor consists of one or more individual, any such individual dying, entering into a composition or arrangement for the benefit of its creditors or having a receiving order in bankruptcy made against it or, if the Contractor consists of a body corporate, the Contractor having a Receiver or a Receiver and a Manager appointed or being the subject of a resolution or order for winding up (save for an amalgamation or reconstruction of a limited company);
  - v. Any governmental or other licence, consent or authority required by the Contractor to enable it to perform any of its obligations under the Contract ceases to be in full force and effect or at any time it becomes unlawful for the Contractor to perform any of its obligations thereunder;
  - vi. The continuation of a Force Majeure Event for a period of time which in the opinion of the Nominated Officer materially affects or prejudices compliance by the Contractor of its obligations to the Authority or is likely to do so, preventing the Contractor from fulfilling its obligations under the Contract for a period of 45 days or more or the occurrence of a Force Majeure Event

- 
- which in the opinion of the Nominated Officer is substantially unlikely to cease to be a Force Majeure Event for the remainder of the Contract Period
- vii. The withdrawal of the Authority's funding for a Project;
  - viii. The re-organisation (and/or abolition) of the Authority to the extent that the licence consent or authority required by it to enable to perform any of its obligations under the Contract ceases to be in full force and effect or at any time it becomes unlawful for the Authority to perform any of its obligations thereunder.
- b. A Termination Notice shall be in writing and may be given by the Nominated Officer on behalf of the Authority.
  - c. Upon receipt of a Termination Notice, in addition to such consequences as are set out in other provisions of the Contract:
    - i. The Contractor shall forthwith cease to perform of the Works;
    - ii. (Save where a Termination Notice is served pursuant to an event within the Authority's control) the Contractor shall fully and promptly indemnify the Authority in respect of:
      - a. all losses damages and costs (including professional costs) and expenses incurred or suffered by the Authority from such termination; and
      - b. the cost of causing to be performed such part of the Contract as would be performed by the Contractor during the remainder of the Contract Period. The Authority shall be at liberty to procure such performance by any persons (whether or not employees of the Authority) as the Authority shall in its entire discretion think fit and shall be under no obligation to employ the least expensive method of having such Works performed.
    - iii. The Authority shall be under no obligation to make any further Payments to the Contractor and shall be entitled to retain any Payments which may have fallen due to the Contractor before termination until the Contractor has paid in full to the Authority all sums due under this Contract or to deduct from it any sum due from the Contractor to the Authority under this Contract.
    - iv. The Authority shall not be liable for any claim demands costs expenses losses incurred or suffered by the Contractor (or any sub-contractor) resulting (either directly or indirectly) from the serving of a Termination Notice.
    - v. The Contractor shall immediately give up possession of the Site(s) in accordance with these Conditions.

## **21. Contract Suspension**

- a. In the event that a Termination Event occurs the Authority may at its option on written notice to the Contractor suspend this Contract for such reasonable period as the Authority shall notify the Contractor (the "Contract Suspension Period") and the Authority shall have the right to instruct another contractor to carry out the Works during the Contract Suspension Period and the cost of the Authority in relation to such suspension shall be deducted from the Price.
- b. The exercise of the rights in this Clause above shall be without prejudice to any antecedent claim by the Authority and shall not prohibit the Authority from serving a Termination Notice at any time.

---

## 22. Assignment

- a. The Authority shall be entitled to assign or transfer the benefit of the Contract or any part thereof and shall give written notice of any assignment or transfer to the Contractor.
- b. The Contractor shall not assign the Contract or any part thereof or any benefit or interest therein or there under without the written consent of the Authority.
- c. The Contractor shall not sub-let the whole or any part of the Works without the written consent of the Nominated Officer together with any conditions. If such consent is given it shall not relieve the Contractor from liability or obligation under the Contract and it shall be responsible for the acts defaults omissions and neglects of any sub-contractor, its agents, servants or workmen.

## 23. Gangmasters (Licensing) Act 2004 (“the Act”)

- a. If the Works are subject to the Act (and if in doubt the Contractor shall liaise with the Nominated Officer) or (at the direction of the Authority) the Contractor shall obtain and provide a full copy of its gangmasters licence pursuant to the Act (“the Licence”).
- b. Where the Contractor is required to obtain a Licence, it shall ensure that such licence is valid and maintained and shall notify the Authority immediately if such licence is revoked or modified.

## 24. Title

- a. All items of whatever nature and any other artefacts excavated or found during the execution of the Works shall remain the property of the Landowner, and the Contractor will have no right of ownership. The Nominated Officer must be immediately notified of the location of any artefacts found during the course of the Works and the Contractor shall comply with all instructions issued by the Nominated Officer.

## 25. Notices

- a. No notice to be served upon the Authority shall be valid or effective unless it is sent by prepaid post or delivered by hand to the Authority at the address specified below or to such other address as the Nominated Officer may notify the Contractor in writing.

**Head of Law  
Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE**

Any notice to be served upon the Contractor shall be valid and effective if it is sent by prepaid post or delivered by hand to the registered principal place of business or to the address shown in this Contract if different or is delivered by hand to a Director, Company Secretary, or other responsible representative of the Contractor.

## 26. Arbitration

- a. All disputes under this Contract shall be settled by arbitration under the Arbitration Act 1996 (or any statutory modification or re-enactment thereof for the time being

---

in force) by a single Arbitrator to be appointed in default of agreement between the parties by the President of the Institute of Arbitrators.

- b. Any award or decision of such Arbitrator shall be final and binding on the Parties.
- c. Unless the Contract shall have already been determined or abandoned the Contractor shall in every case continue to proceed with the Works with all due diligence and the Contractor and the Authority shall all give effect to every such decision of the Nominated Officer unless and until the same shall be revised by an arbitrator as hereinafter provided.

## **27. Observation of Statutory Requirements**

The Contractor shall at all times observe and comply with all the relevant Acts of Parliament, regulations and codes of practice (the Statutory Requirements) relating to the performance of the Works including (but not limited to) compliance with any obligations that may be imposed upon the Authority resulting from the Works (where the same are within the power and control of the Contractor) and the Contractor shall indemnify the Authority accordingly.

## **28. Stamp Duty and Professional Fees**

Each party shall bear its own legal and other fees in relation to the preparation and submission of the Tender Documentation and any formal Contract documents arising therefrom.

## **29. Waiver**

Failure by the Authority at any time to enforce the provisions of the Contract or to require performance by the Contractor of any of the provisions of the Contract shall not be construed as a waiver of any such provision and shall not affect the validity of the Contract or any part thereof or the right of the Authority to enforce any provision in accordance with these conditions.

## **30. Whole Contract**

The Contract (which includes the Tender Documentation) constitutes the whole agreement and understanding of the parties as to the subject matter hereof and there are no prior or contemporaneous agreements between the parties with respect thereto.

## **31. Warranty**

The Contractor and the Authority warrant their power to enter into this Contract and have obtained all necessary approvals to do so.

## **32. Rights and Duties Reserved**

For the avoidance of doubt nothing herein contained or implied shall prejudice or affect the Authority's rights or powers duties and obligations in the exercise of its functions as a local authority for the enforcement of or pursuance of any enactment by-law or regulation for the time being in force.

## **33. Confidentiality and Data Protection**

- a. Each Party will procure that all confidential information which may already have come into the ownership, possession or control it or of a subsidiary prior to the

---

execution of the Contract provided by the Contractor, or which may at any time hereafter until termination hereof come into the ownership, possession, or control of either of them relating to the other Party or its operation or management, or otherwise in connection with or in anticipation of the performance of the Contract (hereinafter referred to as “the Confidential Information”), shall strictly:-

- i. not be used for any purpose other than the performance of the Contract;
  - ii. not to be disclosed during the continuance of the Contract to any third party including for the avoidance of doubt any company, organisation or individual whatsoever employed by the Contractor now or at any time in the future; and
  - iii. not after termination be used for any purpose whatever or disclosed to any third party.
- b. The receiving Party shall inform the disclosing Party immediately if it comes to the notice of the receiving Party that any confidential information has been improperly disclosed or misused.
  - c. The above obligations shall cease to apply to any particular piece of Confidential Information once it becomes public knowledge other than through any act or default of the receiving Party or any person acting or employed by them or acting on their behalf.
  - d. Upon termination hereof, or at the request of the Authority the receiving Party shall procure that all documents and other written material (including material on disks and tape) containing Confidential Information shall be returned (together with all copies thereof) to the disclosing Party.
  - e. Data Protection.
    - i. The Contractor and Authority will comply with their respective obligations under the General Data Protection Regulations and the Data Protection Act 2018.
    - ii. To the extent that the contractor is a data processor under the contract, of data in respect of which the purchaser is the data controller, it is agreed that
      1. The Contractor may only use the data on the instruction of the purchaser. The data cannot be used for the contractor's own purposes;
      2. The Contractor shall, upon request, demonstrate to the reasonable satisfaction of the Authority the security and related organisational measures operated by the supplier and as applied to the Contract;
      3. The Contractor shall ensure the written agreement of any sub-contractor to observe the same obligations to the purchaser as outlined above.

### **34. Freedom of Information and Transparency**

- a. The Contractor acknowledges that the Authority is subject to the requirements of the Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”) and the Local Government Transparency Code 2014 (“the Code”). The Contractor shall assist and co-operate with the Authority as necessary to comply with these requirements and acknowledge that the Authority may be required to disclose information pursuant to the FOIA, the EIR or the Code. The Contractor shall provide all necessary assistance reasonably requested to enable the

---

Authority to respond to a request for information within the time for compliance and permit the Authority to inspect such records as requested from time to time.

- b. The Contractor acknowledges that all payments over £250 are published in the public domain in accordance with guidelines issued by the Department of Communities and Local Government.

### **35. Copyright**

- a. The copyright, design right, trademark or patent or other form of intellectual property in all data, reports, documents, drawings and designs (whether in paper or electronic format) created by the Contractor or the Authority in connection with the Works shall be vested in the Authority. The use or disclosure of any such report for any purpose at any time is strictly prohibited except with the explicit written consent of the Authority.

### **36. Contract Period**

- a. This Contract shall extend for the Contract Period and shall not be terminable by either party within that period save in accordance with these Conditions.
- b. Notwithstanding the Contractor's obligations to maintain a capability to carry out the Works under the Contract or the Contractor's obligations generally, the Authority does not guarantee any level or volume of work or Purchase Order forms in respect of the Works at any time during the Contract Period.

### **37. Sub-contracting**

- a. The Authority's prior written approval must be obtained before any part of the Works is sub-contracted. The Authority reserves the right to refuse such approval as its absolute discretion.
- b. An approved sub-contractor must give a direct warranty and undertaking to the Authority but the Tenderer will nonetheless remain primarily liable for carrying out and completing the Works.

### **38. Ancient Monuments and Archaeological Areas**

- a. Unauthorised works and wilful or reckless damage to Scheduled Monuments are offences under Sections 2 and 28 of the Ancient Monuments and Archaeological Areas (as amended) Act 1979 ("the 1979 Act").
- b. The Contractor (and any subcontractor) must have particular regard to the following statement provided by English Heritage:  
"Any person...operating or causing to be operated mechanised cutting equipment on a Scheduled Monument in England containing upstanding stone features would potentially place themselves at risk of prosecution under the above Act given the reckless nature of such action in the clear knowledge of the following facts:-
  - i. Scheduled Monuments are protected under the 1979 Act and exist at numerous locations across England.
  - ii. The locations of Scheduled Monuments can be readily established by correspondence with English Heritage.
  - iii. The practise of mechanised cutting of heather when conducted over a cairnfield or other upstanding stone features is likely to cause damage to such features which may comprise offences under Sections 2 and 28 of the 1979 Act

- 
- c. The Authority shall, wherever possible provide details of any Scheduled Monuments at any of the Sites however, this does not obviate the need for the Contractor to carry out its own searches and enquiries including (but not limited to);
    - i. Consultation of the National Heritage List for England at <https://historicengland.org.uk/listing/the-list/>; and
    - ii. Consultation of the Peak District National Park Authority archaeological department.
  - d. Any Contractor (and any subcontractors) shall provide a copy of all such searches, enquiries and associated consents to the Nominated Officer.
  - e. The Contractor (and any subcontractors) shall comply with all conditions requirements and consents required by English Heritage and Peak District National Park (whether supplied by the Authority or otherwise) relating to the Works at the Sites and shall notify the Authority of and fully indemnify the Authority against all losses costs claims and demands arising from any breach of such conditions consents or requirements or any breach of the 1979 Act.

### **39. Conditions**

- a. In the event of any contradiction between the Standard Conditions and the Detailed Conditions then the Detailed Conditions shall prevail.
- b. The Conditions and all other conditions contained in the Tender Documentation shall take precedence over all other terms and conditions provided by a Contractor (including any terms and conditions which a Contractor purports to imply under any confirmation of order, specification or other document).
- c. No terms and conditions endorsed on, delivered with or contained in a confirmation of order, specification or other document provided by the Contractor shall form part of the Contract.

### **40. Equality**

- a. The Authority is subject to the Public Sector Equality Duty which requires us, in our work and decision making, have due regard to the need to:
  - i. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
  - ii. Advance equality of opportunity between people who share a protected characteristic and those who do not;
  - iii. Foster good relations between people who share a protected characteristic and those who do not.
- b. The Authority's [Equalities Policy and Action Plan](#) is available on its website. The Supplier shall not unlawfully discriminate in any way which is in conflict with that policy, and shall take all reasonable steps to secure the observance of these provisions by all servants, employees or agents of the Supplier and all sub-contractors employed in the execution of the Contract.

### **41. MoorLIFE2020: Carbon audit**

- a. As part of the Moor Life 2020 project, Moors for the Future Partnership are required to collect information to calculate the carbon footprint of the project.
- b. Details about journeys made by all Contractor vehicles (staff travel, tractors, helicopters, deliveries etc.) will need to be recorded by the Contractor and provided to the Authority.

- 
- c. Details of this data collection and forms to fill in will be issued to the Contractor upon award of Contract.

#### 42. MoorLIFE2020: Socio Economic Impact

- a. As part of the MoorLIFE 2020 project, monitoring the socio-economic impacts of the project is a compulsory action. Contractors may be required to collect and provide information as part of their contract and project delivery.
- b. Direct socio-economic impacts of the project on (local) businesses.
  - The Authority will record data on the enterprises that are awarded contracts to establish the impact of the project on the (local) business community.
    - i. The following information may be requested from the Contractor:
    - ii. Type/status of business (e.g. sole trader, partnership, limited company, social enterprise, cooperative, charity)
    - iii. Business size (number of employees and types of contracts)
    - iv. Number of years trading
    - v. Registered address.
    - vi. Number of people employed by contractors and partners in the delivery of the project actions
    - vii. Number of years employed by the enterprise at start of contract
    - viii. The length and type of employment contracts of people working on the contract
    - ix. De-personalised information on their home addresses (first three digits of postcode).

#### 43. COVID-19

- a. The Contractor shall at all times comply with the current Covid-19 operating procedure guidance appropriate for the Works.
- b. The Contractor shall cease the Works upon instruction from the Authority in the event of imposition of restrictions relating to Covid-19 by HM Government that, in the opinion of the Authority, frustrates the Works. Recommencement of the Works shall be on the basis set out in this clause and any other reasonable requirements of the Authority.
- c. If the Contractor, or its subcontractors, fails to observe or becomes aware of any failure to observe Covid-19 site operating procedures, the Contractor shall immediately cease the Works and inform the Authority of the date, nature and duration of the breach. The Works shall not recommence until such time as the Authority is satisfied that the Contractor has instituted appropriate procedures to ensure that the breach is remedied and not repeated.
- d. A breach of this clause shall be treated as material breach of contract.
- e. Any costs of impact on the programme of works resulting from Covid-19 (save for any resulting from a breach of this provision) will be agreed between the Authority and the Contractor and shall be treated as a Contract Variation.

---

## **APPENDIX I: FORM OF TENDER (TO BE COMPLETED BY THE TENDERER)**

Relating to MFF I I I 2020-24 Trackway Supply Framework (“the Works”)

1. We confirm that we have not communicated and will not communicate with any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. Having examined the Tender Documentation we offer to complete the Works for the Total Price set out above and in the Itemised Costs (if any) attached.
3. We undertake to complete the Works within the timescale stated in the Invitation to Tender.
4. Unless and until the Form of Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate this Invitation to Tender and the Form of Tender) shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

The Tender should be submitted by post or by electronic means if instructed by the Authority by 5pm on 27<sup>th</sup> November 2020.

**Name of Tenderer:**.....

**Of:**..... (if a limited company, please state address of Registered Office).

**Signature**.....  
(for and on behalf of the Tenderer)

**Date**.....

---

## **SUB-CONTRACTORS**

The Tenderer must indicate the names and addresses of those sub-contractors to whom it proposes to sub-let any portion of the Works.

The Tenderer is to include copies of all relevant insurance certificates for those sub-contractors listed below.

No sub-contractors may be used without the written consent of the Authority and compliance with its requirements.

The Authority reserves the right to reject any proposed sub-contractor.

**IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW.**

**Sub-contractor**

**Section or nature of Works**

**Name and address**

**to be sub-let**

**APPENDIX 2 - NON-COLLUSIVE TENDERING CERTIFICATE**

**NON COLLUSIVE TENDERING CERTIFICATE**

To Peak District National Park Authority

Dear Sir / Madam

- I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).
- I/We also certify that I/We have not done, and undertake that I/We will not do, at any time during the Tender process or in the event of my/our Tender being successful while the resulting Contract is in force, any of the following acts:
  - 1) enter into any agreement or agreements with any other person that they shall refrain from tendering to Peak District National Park Authority or as to the amount of any offer submitted by them; or
  - 2) inform any person, other than Peak District National Park Authority as part of this tender process, of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
  - 3) cause or induce any person to enter into such an agreement as is mentioned in paragraph 1) and 2) above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
  - 4) commit any offence under the Public Bodies Corrupt Practices Act 1889, Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or
  - 5) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.
  - 6) I/we hereby certify that I/we have not canvassed any member, Director, employee, contractor or adviser of Peak District National Park Authority in connection with this Tender and the proposed award of the Contract, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.
- I/we further hereby undertake that I/we will not canvass any member, Director, employee, contractor or adviser of Peak District National Park Authority in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.
- In this Certificate the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed .....

Signed .....

For and on behalf of .....

For and on behalf of.....

---

## **APPENDIX 3 - TENDER QUESTIONNAIRE**

### **PEAK DISTRICT NATIONAL PARK AUTHORITY MFF III 2020-24 Trackway Supply Framework INVITATION TO TENDER (ITT) OPEN PROCEDURE**

#### Standard Selection Questionnaire Suitability assessment questions

##### **Potential Supplier Information: Part 1**

*When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the ITT. This section is not scored but is required information*

**Part 2 is not used**

##### **Supplier Selection Questions: Part 3**

*If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.*

##### **Consequences of misrepresentation**

*If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.*

##### **Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

*The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.*

## Part I: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part I self-declaration.

Section I is not scored but is required information.

Section I	Potential contractor information	
Question no.	Question	Response
I.1(a)	Full name of the potential contractor submitting the information	
I.1(b) – (i)	Registered office address (if applicable)	
I.1(b) – (ii)	Registered website address (if applicable)	
I.1(c)	Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status)	
I.1(d)	Trading name(s) that will be used if successful in this procurement	
I.1(e)	Relevant classifications (state whether you fall within one of these, and if so which one)  a) voluntary Community Social Enterprise (VCSE)  b) public service mutual	
I.1(f)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

## Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section I	Contact details and declaration	
Question number	Question	Response
I.2(a)	Contact name	
I.2(b)	Name of organisation	
I.2(c)	Role in organisation	
I.2(d)	Phone number	
I.2(e)	E-mail address	
I.2(f)	Postal address	
I.2(g)	Signature	
I.2(h)	Date	

## Part 2: Selection Questions

Section I	Economic and Financial Standing	
	Question	Response
1.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2	Have you the economic and financial resources to deliver the Contract requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2	Technical and Professional Ability		
2.1	<b>Relevant experience and contract examples</b>		
	<p>Please provide details of up to two contracts in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for such works should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 2.3</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	
	<b>Name of customer organisation</b>		
	<b>Point of contact in the organisation</b>		
	<b>Position in the organisation</b>		
	<b>E-mail address</b>		
	<b>Description of contract</b>		
	<b>Contract Start date</b>		
	<b>Contract completion date</b>		
	<b>Estimated contract value</b>		
2.2	<p>If you cannot provide at least one example for questions 2.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have performed such works in the past but not under a contract.</p>		

<b>Section 3</b>		<b>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</b>	
<b>3.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>3.2</b>	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### 4. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

<b>Section 4</b>		<b>Additional Questions</b>	
<b>4.1</b>		<b>Technical Capabilities</b>	
<b>a</b>	<p>Has the Tenderer suffered from any of the following:</p> <ul style="list-style-type: none"> <li>failed to complete a contract on time, there has been a successful</li> <li>claim for damages, damages have been deducted or recovered or</li> <li>where the contract has been terminated?</li> </ul> <p>(If yes, please provide details as a separate appendix including name, address, description, reason for the claim and remedies taken).</p> <p>You may be excluded if you are unable to explain the background and any measures you have taken to rectify the situation</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	

4.2		Compliance with Equalities Legislation	
<b>a.</b>	<p>In the <b>last three years</b>, has any finding of unlawful discrimination been made against your organisation by an;</p> <ul style="list-style-type: none"> <li>• Employment Tribunal,</li> <li>• An Employment Appeal Tribunal; or</li> <li>• Any other court (or in comparable proceedings in any jurisdiction other than the UK)?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>b.</b>	<p>In the <b>last three years</b>, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “<b>yes</b>” to one or both of the questions in this section 8.3, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>c.</b>	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3		Health and Safety	
<b>a.</b>	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>b.</b>	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the <b>last three years</b>?</p> <p>The Authority <b>will exclude</b> Bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>c.</b>	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No