

Invitation to Tender

PIGSHILL AND CLARRICK WOODS CIC

Reviving our Traditional Woodland

Upgrading of Forest Tracks

1. About Pigshill and Clarrick Woods CIC

Pigshill and Clarrick Woods CIC was formed in 2013 to manage 66-acres of woodland under a long lease.

It is run by six directors drawn from the local community and another three advisers. The work is accomplished with the help of enthusiastic volunteers and stakeholders.

Our key objectives are:

1. Protect and enhance the woods' ecosystem
2. Create employment and training opportunities for local people
3. Improvements in well-being for locals and visitors
4. Encourage education about the area's natural environment

There are a range of habitats and a mix of historical silvicultural systems across the woodlands; including areas of scrub, coppice, single-species stands and mixed-broadleaved woodland.

The far east end of the wood contains mixed-broadleaved woodlands, listed as ancient semi-natural woodlands with oak, ash and other canopy species. Within the woods we have planted areas with locally dominant beech, sweet chestnut and Scots pine. At the far west end, following the clear-fell of larch, there is hazel coppice and open areas of scrub where we are now seeing natural regeneration amongst the new planting.

In this area we are witnessing a richness of wildlife including insects, birds and amphibians with the shrub and flora providing vital food and shelter. It is also where you can find our two ponds and an old cistern/well.

2. Background and Context

Pigshill and Clarrick Woods has been awarded funding by the UK Shared Prosperity Fund CIOs Good Growth Community Levelling Up for infrastructure, equipment and vehicle upgrading.

Pigshill and Clarrick Woods CIC is seeking tenders from qualified contractors to upgrade the tracks in our woodland located on the Rame Peninsula SE Cornwall near the villages of Millbrook and Cawsand. This project aims to improve the woodland for the benefit of the local community.

Our group needs to upgrade 1300m of forest tracks.

3. Tender requirements

Tenderers must:

- Have demonstrable experience in woodland management and improvement projects.
- Possess relevant qualifications and certifications for the proposed works (e.g., forestry qualifications, health and safety certifications etc).
- Provide a detailed project plan outlining methodology, drawings timeline, and resources.
- Submit a competitive quote for the project, including a breakdown of costs.
- Demonstrate a commitment to working with the local community throughout the project.

3.1 Scope of work

To scrape and prepare forestry tracks to a distance of 1300 meters long x 2.25-2.6 meters wide.

All unwanted excavated material to be placed and spread on designated areas on the sides of the track.

To create a grip at the side of the bank.

To excavate and install culvert pipes and back fill approx 16 linear meters where necessary and/or implement necessary drainage solutions to mitigate erosion and waterlogging.

To supply and deliver crushed run hard core to two access areas near the entrance of both sites. Material to be re – loaded on to narrow access low ground pressure dumpers and hauled to an excavator for spreading.

All hard core to be spread at a depth of 100mm to 200mm in softer areas and compacted.

The contractor will provide all the relevant site signage, health and safety and site rams.

The contractor will communicate with all the relevant authorities and will seek and obtain all the necessary permits and licences to deliver the work.

3.2 Budget

Budgets must include a final cost including VAT.

4. Tender and commission timetable

The timetable for submission of the Tender, completion of the programme are set out below:

Milestone	Date
Date ITT available on Contracts Finder	13 May 2024
Last date for raising queries	1700: 31 May 2024
Last date for clarifications to queries	7 May 2024
Deadline to return ITT	1700:10 June 2024
Evaluation of ITT	12 June 2024
Award of Contract	14 May 2024

5. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Pigshill and Clarrick Woods CIC.

6. Conflicts of Interest

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

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

7. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

daniel@pigshillandclarrickwoods.org.uk

in accordance with the Tender and Commission Timetable in section 4.

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

7. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated based on the following criteria:

Experience and Qualifications

Project Plan

Cost

8. Tender Award

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer's response.

9. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 4

Latest date to be returned: As per Section 4

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

daniel@pigshillandclarrickwoods.org.uk

with the following message clearly noted in the Subject box;

'Tracks upgrading'

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

10. Disclaimer

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

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

Pigshill and Clarrick Woods CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Pigshill and Clarrick Woods CIC liable for any costs or expenses incurred by tenderers during the procurement process.