

## **Invitation to Tender**

***Trewoon Recreation Community Garden -  
Queen Elizabeth II Memorial Garden***

**Ref: CLUP062**

## **1. About St Mewan Parish Council**

St Mewan (Sen Mewan) is a civil parish and village in South Cornwall.

The village is approximately one mile (1.6km) west of St Austell. It is a small settlement comprising of the parish church, a school and nearby farm. St Mewan parish includes the villages of Sticker with Hewas Water, most of Polgooth with Trelowth, and Trewoon.

St Mewan Parish Council is responsible for an electorate of approximately 3000 people, with 13 Councillors who serve as the local authority that makes decisions on behalf of the people in the parish.

It is the first tier of local government closest to the community and the people. For this reason they are a vital part of any community.

## **2. Background and Context**

The project is the creation of the Community Garden in Trewoon Recreational Land (<https://www.google.com/maps/dir///@50.3417517,-4.8243282,331m/data=!3m1!1e3!4m2!4m1!3e0!5m1!1e1>). The Parish Council's proposal for the creation of the Community Garden fulfils the Council's obligation under S106 of the Town and Country Planning Act 1990 for the housing development on St Mewan Lane. The planning application PA19/06196 can be viewed through Cornwall Council Planning Portal.

The project is to create a Memorial Garden for the Parish of St Mewan

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

## **3. Tender requirements**

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

### **3.1 Ground preparation**

- 3.2 To install figure of 8 path 2 metre wide made from a hardwearing pebble-effect Epoxy non-porous resin. The figure of 8 will be approximately 20metres across and approximately 38metres in length measured at the extreme outside per Enclosure 1. The resin path is to be edged with a powder coated aluminium on the inner and outer edges.

- 3.3 A further resin (same specification as above) path from the figure of 8 is to be provided to the bench area. The path is to be 2m wide and 3m long and the resin for the bench/seating area is 25m x 5m as per Enclosure 1.
- 3.4 To install 47metre long 900mm high composite fence to the boundary of the Community Garden as per Enclosure 1 to be finished in natural brown oak.
- 3.5 To install 3 benches, to be supplied by the Parish Council, as per Enclosure 1
- 3.6 To supply and plant wildflower seed areas in the area coloured with green spots in Enclosure 1.
- 3.7 To supply, design and plant a minimum of 900 mixed sensory plants as per Enclosure 2, (including appropriate compost and fertiliser which are to be child friendly). These are mainly to be planted in front of the seats with some spread within the garden area, to create a sensory garden as per Enclosure 1.
- 3.8 To supply and plant 4 apple trees (each to be approximately 5feet tall) in the location as per Enclosure 1.
- 3.9 To plant an Oak Tree (will be supplied) as feature tree as per Enclosure 1
- 3.10 To supply and install a 115metre Rylock horse fencing HT11/127/8 | 50" (or an agreed alternative) to the upper boundary along with a wooden vehicle access gate as per Enclosure 1.
- 3.11 In keeping with the Parish Council's Carbon reduction ambitions (Enclosure 3), we prefer supplies to be procured in support of this contract to be sourced using local suppliers. A local supply is one with a Cornwall postcode.

#### **4. Budget**

The budget available for this commission is £57,000.00 (exc VAT) but inclusive of all expenses.

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

#### **5. Tender and commission timetable**

The timescale of the programme is from the date of signing the contract until the 31 August 2023. The timetable for submission of the Tender, completion of the programme are set out below.

<b>Milestone</b>	<b>Date</b>
Date ITT available on Contracts Finder	28 April 2023
Site Visit by appointment. Appointments are be made with the Deputy Clerk via email.	5 May 2023
Last date for raising queries	9 May 2023
Last date for clarifications to queries	11 May 2023
Deadline to return ITT	1700: 24 May 2023
Evaluation of ITT	25 May 2023
Award of Contract	30 June 2023
Work completed	18 August 2023

## **6. Tender submission requirements**

Please include the following information in your Tender submission.

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

- a. A single point of contact for all contact between the tenderer and St Mewan Parish Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than five million (£5,000,000),
  - ii. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
  - iii. Public Liability Insurance with a limit of indemnity of not less than ten million (£10,000,000).

d. Conflict of interest statement

- 6.2 Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example).
- 6.3 Provide experience of the project manager and the senior landscaper which demonstrates their landscaping and building experience. (maximum 1 page of A4 per example).
- 6.4 Social value. Please complete the following table:

Reference	Sourced using a local supplier
3.2	Yes/No
3.3	Yes/No
3.4	Yes/No
3.6	Yes/No
3.7	Yes/No
3.8	Yes/No
3.10	Yes/No

6.5 Budget

## 7. Sub-contracting

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

## 8. Conflicts of Interest

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

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

## 9. Tender clarifications

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

[deputyclerk@stmewanparishcouncil.gov.uk](mailto:deputyclerk@stmewanparishcouncil.gov.uk)

in accordance with the Tender and Commission Timetable in section 5.

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

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

## 10. Tender evaluation methodology

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

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

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Ref 6.2 Previous project examples	25
Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example).	
Ref 6.3 Experience	25
Provide experience of the project manager and the senior landscaper which demonstrates their landscaping and building experience. (maximum 1 page of A4 per example).	
Ref 6.4 Social Value	10
Completed table	
Ref 6.5 Budget	40

A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid	

## 11. Assessment of the Tender

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

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, St Mewan Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in

its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

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

## **12 Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached St Mewan Parish Council standard terms and conditions (see Enclosure 4).

## **13. Tender returns**

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

[deputyclerk@stmewanparishcouncil.gov.uk](mailto:deputyclerk@stmewanparishcouncil.gov.uk)

with the following message clearly noted in the Subject box; "Trewoon Recreation Community Garden - Queen Elizabeth II Memorial Garden Ref: CLUP062"

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

## **14. Disclaimer**

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

Tenderers must obtain for themselves, at their own responsibility and



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

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

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

## **15. Enclosures**

1. Overview and detail plan of the site
2. Plant list for the sensory garden
3. Climate Change Living Document
4. Terms and Conditions