

Invitation to Tender (ItT) dated 9th November 2017

for design, supply and construction of a Multi-Use Games Area (MUGA)

Tender deadline: 1700 hours Wednesday 29th November

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1. Introduction:

1.1 Name of Contracting Authority:

Great Gransden Parish Council as Trustees of the Great Gransden Public Recreation Ground

1.2 Summary of requirements

The design, supply and construction of a MUGA on the site of the old village tennis court in Great Gransden public Recreation Ground. All elements must as a minimum meet national standards and be covered by warranty.

2. Instructions to Tenderers:

2.1 Whilst we have tried to provide comprehensive and accurate information, Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this ItT and are deemed to have visited the site and understand the access limitations;

2.2 The contracting authority will not necessarily accept the lowest priced tender;

2.3 No rights will exist until a formal contract has been signed with the selected Tenderer;

2.4 Tenders may be submitted in paper or electronic format and must be received by the deadline of 5pm on 29th November 2017. No tender will be accepted after this deadline;

2.5 Any costs incurred in preparing a tender e.g. site visits, demonstrations etc will be the responsibility of the Tenderer;

2.6 Tenderers must provide contact details for recent local installations to allow us to see examples of their work;

2.7 Prices must be all inclusive and show clearly where VAT is/is not included. Prices must remain valid until completion of the project unless delay is at the request of the Contracting Authority – when any increase must be limited to genuine uncontrollable increases e.g. in the cost of components.

2.8 **Site visits** may be arranged by contacting:

Mrs Stephanie Beaumont

01767 677723

sebeaumont@btinternet.com

2.9 Tenderers must indicate the total time they would take to provide the facility and a date when they would be available to start work.

2.10 The successful Tenderer must

2.10.1 hold the following insurances

Employer liability

Public liability

Professional indemnity

Product liability

and state the minimum indemnity in the Tender;

2.10.2 produce valid certificates / proof of payment of current premiums on request;

2.10.3 notify immediately any changes to the declared insurances during the period of the contract;

2.10.4 provide a written declaration that they have the necessary technical and professional ability to undertake the project;

2.10.5 declare that all staff employed on the project – including any sub-contractors – have a right to work in this country;

2.10.6 ensure that, as the location is a public place in which unaccompanied children may be present at any time, all personnel – including any sub-contractors – must be either CRB checked or under the close supervision of an appropriate person;

2.11 Specify relevant standards for all elements;

2.12 Provide a complete risk assessment before starting work.

Appendix 1: Requirements and specifications

Tenderers must:

1. Provide a named liaison person with their contact details;
2. Provide a diagram with the overall dimensions and the proposed location of each feature, which clearly shows the proposed design and layout;
3. Provide an image of each item with product details and dimensions;
4. Describe how they will meet all of the elements for each of the requirements in this section:
 - 4.1 remove all unusable current materials and all waste from the installation process from site and dispose of them by an approved and environmentally friendly method;
 - 4.2 provide a MUGA on the site of the present tennis court (approximate dimensions 35 metres by 16.8 metres) as per the attached description with wheelchair access.

Appendix 2: Pricing Schedule

This must be itemised and include both item costs and total installation cost. Warranties must be provided for each item together with anticipated reasonable lifetime and replacement costs

Appendix 3 Tenderer's Statement:

This must be on company headed notepaper, signed (against printed name) by the company's authorised signatory confirming:

- 3.1 we fully understand the nature and extent of the goods to be provided and confirm that we have the necessary technical ability to deliver a viable product if we are awarded the contract;
- 3.2 we agree to supply the contracting authority with the goods as described in the ItT and our Tender;
- 3.3 we agree that we will have all the required insurances in place for the duration of the contract;
- 3.4 we agree that during the contract period we will comply with all current employment, environmental and social legislation;

3.5 we confirm that the price quoted in our tender will be valid for 90 days from the date of contract unless the Contracting Authority delays the start of work, when any increase in price will be limited to the proven cost of materials and labour plus any externally imposed costs (for example an increase in taxation);

3.6 we will secure the site throughout construction, complying with current Health and Safety legislation and provide a site lay-out indicating fencing and access to and from the site during the construction period.

This invitation is accompanied by a Specification.