

Great Baddow Parish Council

**The Parish Hall, 19 Maldon Road, Great Baddow, CM2 7DW
Telephone 01245 472937, Fax 01245 477890
e.mail - info@greatbaddowparishcouncil.co.uk**

Provision of Services and Works

Introduction

1.1 The Parish of Great Baddow is located in the Chelmsford City Council District. The Parish Council operates a number of facilities including a Recreation Ground with sports pitches, allotments and a cemetery. It is the overall objective of the Parish Council to maintain the facilities under its control to the highest possible standard. It is to be recognised that the facilities are public spaces.

1.2 The Council has three All Weather Sports Courts and is seeking to enter into a contract for the re-surfacing of one of these courts as detailed in the outline of the works required.

1.3 Tenderers should be aware that, particularly in view of the financial pressures currently being faced by Central and Local Government, the Parish Council places considerable importance on the financial aspects of this project. There is an expectation within the Parish Council that significant savings will be achieved through the Public Realm competitive tendering programme.

1.4 This Invitation to Tender sets out how your organisation can tender for the re-surfacing of one All Weather Sports Court for the Parish Council.

1.5 The Parish Council will appoint an Authorised Officer (The Clerk of the Council) for the purpose of the management of this Contract. The Council reserves the right to change the Authorised Officer at any time. The Authorised Officer may delegate duties to the Deputy Clerk or the Grounds Supervisor.

1.6 For the avoidance of doubt, no individual member (Councillor) of the Parish Council is authorised to instruct the Contractor in relation to this contract.

1.7 All work detailed in the specification shall be deemed to be included in the fixed Contract Price for Programmed Work unless specific reference is made in the tender submitted

1.8 The Contract will be subject to the Construction (Design and Management) Regulations 2015, which requires that the Project must have

- Workers with the right skills, knowledge, training and experience
- A contractor providing appropriate supervision, instruction and information
- A written construction phase plan

The Works

2.1 The works required are outlined in the specification. The tenderer must provide details of how the work will be delivered and the level of quality standards that will be provided.

2.2 The tenderer must supply

1) Details of up to five clients within the last three years that can be asked for references, to include preferably at least two from the public sector, preferably local government. The public sector/local government references are desirable but not essential

2) Evidence of valid insurance cover, including Public Liability Insurance and Employers Liability Insurance, both with a suitable value of cover

3) A copy of a Health & Safety Policy and Procedures together with risk assessments to ensure workplace health and safety practices are identified and associated risks eliminated or controlled

4) A copy of an Equality and Diversity Policy and Procedures together with risk assessments to ensure workplace discrimination practices are identified and associated risks eliminated or controlled

5) A method statement to evidence the way in which the service will be provided

6) Details of the staff who will be carrying out the work, with a record of their relevant qualifications and a copy of a training plan to ensure that they are up to date with relevant legislation

7) Details of how the contract will be compliant with the Construction (Design and Management) Regulations 2015

2.3 The contract commencement date is to be agreed.

Performance Monitoring

3.1 The service will be provided in accordance with the specification for the contract, supplied separately and also in accordance with the terms and conditions, a copy of the Standard Terms of Contract for the Council are attached.

Tender Evaluation Process

4.1 All tenders will be subject to a tender evaluation process to objectively compare each bid against a scoring matrix consisting of criteria as set out below.

Item Number	Evaluation Criteria	Points	Score
1	Cost of Service. The highest number of points will be awarded to the bid which represents the best value for money.	50	
2	Compliance with requirement. The highest number of points will be	30	

	given to the bid which best supports the needs of the Council		
3	Adequate documentation submitted	10	
4	Proven track record in providing similar services	10	
TOTAL		100	

4.2 The tenderer must provide a quotation and the supporting documentation as outlined in 2.2.1 to 2.2.7 above

4.3 The tenderer/s with the highest scores will be invited to attend an interview with the Council during the week commencing 18th September 2017. The contract will be awarded based on both the evaluation criteria and the interview.

4.4 The Council reserves the right to undertake further discussions with any Contractor in order to clarify the details of the submissions.

Response Requirements

5.1 Any questions regarding the tender should be submitted via e-mail to the Clerk of the Council at info@greatbaddowparishcouncil.co.uk

5.2 All information sought by any tenderer will be circulated to all tenderers unless the question is specific to a particular contract.

5.3 Failure to provide all the information requested may result in your tender not being considered

5.4 Two hard copies of the tender are to be returned in a plain sealed envelope by hand, normal post or by recorded delivery post no later than 17.00hr on 8th September 2017 marked with "AWSC Contract Tender" and addressed to the Clerk of the Council at

The Parish Hall
19 Maldon Road
Great Baddow
Chelmsford
CM2 7DW

Electronic submissions will be accepted to info@greatbaddowparishcouncil.co.uk and one hard copy of the paperwork must also be returned to the office in the above manner. The closing date will be no later than 17.00hr on 8th September 2017.