



RYDE TOWN COUNCIL

TENDERING DOCUMENTATION FOR BEACH SAFETY AND FIRST AID SERVICE

Issue date 18th February 2022

Return date 13th April 2022

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Background

Since 2010 Ryde Town Council (RTC) has delivered beach safety (Lifeguards) and first aid service in the town. The service is provided from a fixed key seafront location and is provided annually during the summer half term and then again from the 1st July through to the beginning of September.

Tenders are being invited from suitably qualified and experienced contractors to undertake the provision of a lifeguard service and first aid service, to include regular patrols along Ryde Seafront, to Appley beach and to Ryde Marina, for a period of 2 years commencing in May 2022, with the potential to extend the contract by up to a further 12 months at the discretion of RTC. The continuation of the contract during this period will be subject to the contractor's satisfactory performance.

Facilities, building and areas

The Lifeguard station building is leased by Ryde Town Council and will remain the responsibility of RTC to maintain and ensure it is fit for purpose. The Beach area covered from Ryde Marina to Appley beach is to be patrolled hourly by the Lifeguards. The Beach area directly to the left and right of the station is to be observed constantly within the flagged areas.

General requirements

To provide fully qualified and licenced professional members of staff with a minimum of a national vocational beach lifeguard qualification (NVBLQ) and First Aid Trained to patrol Ryde Beach during the previously outlined dates and times.

Contract duration

The Town Council is inviting tenders from suitable qualified and experience contractors to undertake this contract for a period of 2 years. The contract may be extended by 12 months at the discretion of Ryde Town Council.

Invoicing and payment

This is a fixed price contract with no RPI increase. Invoices shall be submitted quarterly.

Contract start date

01/05/22

Contract end date

30/04/24

Instruction, information and service level agreement

Tenders are sought by Ryde Town Council for the Beach Safety and First Aid services.

The tenderer MUST tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The social value will cover aspects of the contractor's equality and diversity policies and equality act, tackling economic inequality, fighting climate change, equal opportunity, and wellbeing within their working environment which they will provide as additional paperwork.

The qualitative criteria will be based on the additional information to be provided by the contractor.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **13th April 2022**

Procurement timetable -

Activity	Deadline date & time
Publication of advert	18 th February 2022
Closing date for submission of tenders	13 th April 2022
Tender opening process	14 th April 2022
Report to Council	Via email 15 th April 2022
Notice of contract award	19 th April 2022
Contract award date	29 th April 2022
Contract start date	2 nd May 2022
Contract end date	30 th April 2024
Ratification of decision at committee meeting	8 th June 2022

SECTION 1 - SPECIFICATION

Service-The contractor will be expected to provide fully trained and qualified Beach Lifeguards to maintain a fixed presence at the Lifeguard station on North walk (This property is leased by Ryde Town Council from The Isle of Wight Council and remains the responsibility of RTC) attached to The Big Kahuna over 7 days a week between the hours of 11am and 6pm. The contractor must provide a minimum of 3 Lifeguards on duty between the operational hours specified previously, with the capacity to cover all staffing eventualities. They must also be able to fulfil the following;

Patrol- The contractor will need to provide a suitable operating plan 4 weeks before the commencement of the service each year and will liaise with the emergency and other local rescue services when preparing the plan. The plan will need to take account of the tidal nature of Ryde's beaches. The Lifeguards will maintain a lookout at the station, undertaking observations between flagged area. Lifeguards will also undertake regular hourly patrols along the beaches/footway as appropriate up to Appley Tower to the east, Ryde Marina to the west and to the Splash Park by Ryde Canoe Lake completing daily log sheets which must be provided to RTC weekly. When undertaking patrols lifeguards will undertake the preventative and emergency action as detailed above and will also act as information givers to provide water safety and other information to the public.

First aid- Lifeguards will provide first aid service from the lifeguard station and will take a first aid kit with them whilst on patrol to aid anyone in need of assistance where required.

Equipment- The contractor must be able to provide adequate equipment and additional staffing of Lifeguards (where necessary) to aid in effective and efficient patrols, accident/incident prevention and rescue when required. Ensuring all relevant insurances are in place.

Prevention and Rescue- The Lifeguards will be expected to take preventative action to avoid emergencies and all necessary action to respond to emergencies and to have clear operating reporting procedures if emergencies occur. The Tender will need to demonstrate how the Lifeguards will be able to respond to any emergencies in the sea.

Appearance- The contractor will ensure that Ryde Town Councils (RTC) logo is shown on all uniform and equipment. The Lifeguards should be aware at all times that they are very visibly representing both RTC and the contractor in the public realm.

Reporting- The contractor will ensure a weekly log of all patrols carried out, any incidents that have occurred and any preventive actions taken to reduce incidents

recurring where possible to RTC. An annual report after the service has finished in September will be produced for RTC.

Additional services- The Contractor will be required to have the capacity to take on additional duties to assist RTC in their Beachfront Operations on a daily basis. If these additional duties fall outside of the operational hours outlined previously the monetary value may be invoiced to RTC on a monthly basis once an amount is agreed by both parties. The contractor will also be available to undertake other duties in the event of inclement weather, such as school visits to promote water safety.

SECTION 2 - HEALTH & SAFETY

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided each year.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

SECTION 3 - INSURANCE AND COMPETENCY

Tenders must provide up to date and relevant insurances including £10 million public liability. Fully qualified and licenced professional information including national vocational beach lifeguard qualification (NVBLQ) and First Aid Trained.

SECTION 4 - OTHER GENERAL SPECIFICATIONS

Meetings

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange two meetings a year for pre and post operational dates to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

Signage

Tenderers will provide and put in place their own signage at all locations with their company, operational hours, and logo. These locations will be organised with a Ryde Town Council in the pre-contract meeting.

Point of contact

Contractors will report to the Beachfront Operations Manager throughout the duration of the contract.

Site visits

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them. (Appendix 1)

Information databases

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all patrols and reports. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each patrol, health and safety issues, and other relevant information.

The database will then get updated weekly by yourselves and sent to Jake.Babington@rydetowncouncil.gov.uk on the designated day to ensure both parties are aware of all relevant information.

SECTION 5 - FORM OF TENDER FOR THE BEACH SAFETY AND FIRST AID SERVICE CONTRACT

Town Hall Chambers,
10 Lind Street,
Ryde,
Isle of Wight,
PO33 2NQ

Wednesday, 16 February 2022

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the Beach Safety and First Aid service stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 3) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 4).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....