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|  | Cinderford Town CouncilSt. Annal’s House, The Belle Vue Centre, Belle Vue Road, Cinderford, GL14 2AB[www.cinderfordtowncouncil.gov.uk](http://www.cinderfordtowncouncil.gov.uk)Email: clerk@cinderfordtowncouncil.gov.ukTel: 01594 822599 |

Invitation to tender for the lighting for the Miners Welfare Skatepark

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Deadline for tender submissions: Tuesday 7th March 2022 at 3pm.

1. Project Overview

This document has been prepared by Cinderford Town Council for the purpose of inviting proposals from a suitably qualified company to provide new skatepark lighting at Miners Welfare Playarea, Barley Corn Square, Cinderford, GL14 2JH.

The following documents are available on request from the Clerk.

* 3D visuals
* Dimensions
* Site Plan
* Google Map image
* Survey Info
* 2D CAD block plan of skatepark

Budget

All pricing should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

1. Timetable for Project

Applicants will need to adhere to the timescales set out below.

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| --- | --- | --- |
| Action |  | Date |
| Issue invitation to tender | The Council will publish on:• Gov.uk Contract Finder | 21st February 2022 |
| Deadline for questions | All questions should be submitted via email to the Clerk | 7th March 2022 at 3pm |
| Deadline to receive tenders | Tenders should be submitted in line with guidance below | 7th March 2022 at 3pm |
| Approval of contractor | Due to the Council meeting diary the successful contractor will be notified no later than Friday 11th March 2022 | 11th March 2022. |
| Final agreement | Council agreement of design and costing | 11th March 2022 |
| Work to take place | Mavericks (skatepark providers) are subject to the previous project finishing on time hoping to complete the Cinderford project c.10 June. | June 2022 start date (date tbc) |

1. Tender Instructions and Guidance

Named Contact for Project

All contact should be with the Clerk at Clerk@cinderfordtowncouncil.gov.uk

Suppliers are forbidden to approach any person/s outside of the named contacts within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification from the tender process.

Questions

Questions should be addressed to the Clerk using the designated e-mail only.

Please note that the responses to any questions raised during the tendering period may be circulated to all tenderers.

Site Meeting

Contractors are welcome to visit the site at their own convenience. This is not mandatory.

If attending a site visit, we request that only one person from each supplier is present.

Appointments are not necessary.

Decision and Award of Contract

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

Supplier Submissions

The tender submissions received by the Council will not be shared with other suppliers.

Non-Consideration of a Tender Response

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

Anything other than “appropriate” communication made with the Council’s named contacts, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement process.

1. Contract Conditions

Works and Standards

The work is for the supply and installation of floodlighting columns. Fold down columns are preferable for maintenance and also include timers and motion sensors and any necessary planning requirements. All contractors should be members of the Institute of Lighting Professionals and comply with the latest guidelines.

Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of fencing where appropriate. The contractor is also responsible for securing their equipment on site. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

Insurance

The successful contractor must have the following cover in place:

* Public Liability Insurance of no less than: £10 Million
* Product Liability Insurance of no less than: £5 Million
* Employers Liability Insurance of no less than: £5 Million
* Professional Indemnity Insurance of no less than: £1 Million

Evidence of this cover must be provided at the initial quotation stage.

Additional Documentation

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to work commencing.

1. Specification of Works

Miners Welfare Playing Fields is a well-used playground located. The Location link is <https://goo.gl/maps/3xAh5L7vkxSUUHhY6>

The following documents are available on request from the Clerk.

* 3D visuals
* Dimensions
* Site Plan
* Google Map image
* Survey Info
* 2D CAD block plan of skatepark

Environmental Considerations

The Parish Council are environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can include timers and motion sensors and LED lighting will be looked on favourably.

List of required specification

|  |
| --- |
| Item |
| Hinged raised and lower floodlight columns (number and height to be decided by contractor) |
| Time clock and motion sensor |
| Warning light prior to timed switch off |
| Mechanical raise and lower unit |

1. Scoring Criteria

|  |  |  |
| --- | --- | --- |
| Description | Evidence | Scoring |
| Tender received on time | Confirmation of receipt of tender | Pass/Fail |
| Ability to deliver project within the specified timeframe | Confirmation of expected timescales | Pass/Fail |
| Insurance at the specified level  | in-date Certificates | Pass/Fail |
| Certificate of Non Collusion | Signed Certificate | Pass/Fail |
| Two Business References | Result of enquiries to references | Pass/Fail |
| Health and Safety Policy | Copy of policy | Pass/Fail |
| Quality of Design | Compliance with specification. Well-designed layout. | 40% |
| Materials | Quality of materials used, Expected life-span for equipment and Spares availability. | 15% |
| Environmental credentials | Evidence of sustainable approach and policies Timers and motion sensors and LED lighting etc | 5% |
| Price/Value for money | Quote for project Cost of future replacements  | 40% |

1. Submission checklist

Please ensure the following are included with your submission:

 • Application form (page 6 and 7)

 • Design and quotation

 • Product details

 • Warranty details

 • Copies of Insurance Certificates

 • Maintenance requirements

 • Costing and lead time for availability of spare parts

 • References in application form

 • Requested policies

 • Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent by the tenderer submission deadline to clerk@cinderfordtowncouncil.gov.uk by Monday 7th March 2022.

Hard copies should be sent to The Clerk, Cinderford Town Council, St Annal’s House, Belle Vue Centre, Belle Vue Road, Cinderford, GL14 2AB.

Skatepark Lighting Application Form

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|  | Cinderford Town CouncilSt. Annal’s House, The Belle Vue Centre, Belle Vue Road, Cinderford, GL14 2AB[www.cinderfordtowncouncil.gov.uk](http://www.cinderfordtowncouncil.gov.uk)Email: clerk@cinderfordtowncouncil.gov.ukTel: 01594 822599 |

|  |  |
| --- | --- |
| Your Company/Organisation Name: |  |
| Point of Contact Name: |  |
| Point of Contact Job Title: |  |
| Address: |  |
| Telephone Number: |  |
| Email: |  |
|  |  |

**Certification, Health & Safety and Insurance**

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| Are you members of the Institute of Lighting Professionals? Please list any registration numbers |  |
| Certification - Please list any other Trade, or Professional Association that you/the organisation belongs to, with names and registration numbers |  |
| What percentage of your workforce holds a current Health & Safety Awareness Certificate? |  |
| Are you able to provide details of competence, training and/or qualifications held by any of your employees, if required to do so? |  |
| Who is your appointed Health & Safety Officer? |  |
| Contact Number of Health & Safety Officer |  |
| Risk Assessments & Method StatementI will carry out any necessary risk assessments and if appropriate a work safety method statement. |  |
| Has your organisation been subject to any formal notices issued by the Health & Safety Executive? |  |
| Do you currently hold the following?If successful, you will be asked to provide the above insurance and copies of the policy) Public Liability Insurance Employers Liability Insurance |  |
| Are there any reasons why the organisation might be, or might become, ineligible under Regulations 23 of the Public Contracts Regulations 2015? | If Yes please provide details.  |
| We would be grateful if contractors who have their own environmental policy could upload a copy. Depending on the nature of the work we are contracting out, we may need to ask for more information from applicants about how they try to reduce the environmental impact of their work. |  |
| Reference 1 Contact Details: |  |
| Reference 2 Contact Details: |  |
| Signed: |  |
| Date: |  |