**Aldermaston Parish Council**

**Invitation to Tender for a Concrete Mini Skate Ramp**

**Closing date and time for submission of tenders: 31st March 2022 17:00 hrs**

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Tender return date no later than 31st March 2022

Tenders must be emailed to Christine McGarvie , Parish Clerk Tel: 0118 970 1576 parishclerk@aldermaston.co.uk

**PART A**

**SECTION 1 INTRODUCTION AND BACKGROUND INFORMATION**

Aldermaston is a small parish of approximately 1000 residents situated in the Kennet Valley in West Berkshire. The centre of Aldermaston Village itself is a designated Conservation Area and the Recreation Ground is adjacent to this area. The Recreation Ground is owned and maintained by the Parish Council. There is a children’s playground, agility trail, Listed Village Jail and goalposts already located on the Recreation Ground.

In 2021 the Parish Council took the difficult decision to remove a wooden framed mini skate ramp which had been installed in 2007 and had become uneconomic to repair due to the wooden frame showing signs of rot.

A group of residents that were disappointed with the removal of the wooden ramp subsequently came forward to request that the Parish Council install a replacement. These residents are aware of the financial limitations of the Parish Council and offered their support and experience in securing 100% funding for the project. The Parish Council therefore carried out a resident survey the results of which satisfied the council that there was significant support for a replacement concrete mini-ramp at the recreation ground. To progress the project residents have formed a working group which will work with the Parish Council to secure funding and, once the ramp is built, to establish a Volunteer Community Committee to take on day-to-day care and simple maintenance of the ramp.

It is important that the skate ramp does not impact adversely on the street view in the Conservation Area and therefore the Parish Council favour a design which embeds the ramp in the ground with bunds to help it blend in with the surroundings. There is a well-used playground and agility trail near the proposed site of the new ramp. See Appendix A for site map.

The selected partner will have a good knowledge and experience of successfully securing funds from local grants and other national funds available. The Parish Council expect to fund the majority of the project via grant funding so any help that the contractor can provide with this will be key. The tenderer will ensure that any equipment installed is well designed, limits the opportunity for vandalism and has low maintenance aspects.

**SECTION 2**

**PROCUREMENT TIMETABLE**

|  |  |
| --- | --- |
| Tender release date | 15th February 2022 |
| Submission of Tender Document | 31st March 2022 |

**SECTION 3**

**EVALUATION OF OFFERS**

Evaluation of offers will be carried out by at least two parish councillors (and where appropriate other individuals selected by Aldermaston Parish Council) to ensure an appropriate breadth of experience and understanding of the issues covered by the tender submission.

3.1 SELECTION CRITERIA

A number of selection criteria will be applied to the responses given by tenderers to the Business Questionnaire at Section 8.

These selection criteria are the minimum criteria that Aldermaston Parish Council will require, and are as follows;

* Compliance with tendering procedure
* Minimum levels of insurance which are as follows-
* £5m Public Liability Insurance
* £5m Employer’s Liability Insurance
* £1m Professional Indemnity Insurance
* Or be willing to increase their current insurance levels to the above
* Health and Safety Policy in place and have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years.
* Successful/ acceptable track record of delivering skateparks and ramps in the last 2 years. References will be taken up from nominated referees to confirm the track record.

3.2 AWARD CRITERIA

Award Criteria will be based upon the aspects listed below and will be assessed by evaluation of a tenderer’s response to the Method Statements and supporting information set out in Section 9.

|  |
| --- |
|  **Aspects to be considered** |
| 1 Design  |
| 2 Flow & Features |
| 3 Range of use |
| 4 Safety of Design |
| 5 Suitability  |
| **Construction and Safety** |
| 6 Construction detail |
| 7 Warranty |
| 8 Health & Safety |
| **Other Factors**  |
| 9 Quality of Tender Submission |
| 10 Knowledge of fundraising and grant applications |

* 1. Awarding the contract

Following the initial evaluation of offers, tenderers may be invited to meet with councillors to clarify their bid in more detail. This may include an invitation to make a presentation in support of the bid.

Once the preferred tenderer is identified, Aldermaston Parish Council will undertake an assessment of the preferred tenderer’s financial stability as part of final due diligence checks. In the event of serious concerns over the preferred tenderer’s financial stability which cannot be reconciled/ satisfied Aldermaston Parish Council reserves the right to not proceed with the contract.

Once bid evaluation is complete, tenderers will be notified as soon as possible of any decision made by Aldermaston Parish Council over short listing or contract award. Following notification of the award decision, the successful tenderer will be required to execute a written Agreement.

Any resultant Contract will be subject to Planning consent and funding being in place.

**SECTION 4**

**INSTRUCTIONS TO TENDERERS**

4.1 We require you to submit your tender via email. The closing date for the submission of your tender is 17:00hrs on 31st March 2022.

4.2 Please complete the sections 6 to 9 and Appendix B in this document which request such completion

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

**SECTION 5 SPECIFICATION**

Aldermaston Recreation Ground is owned and managed by Aldermaston Parish Council. The location for the skate park has been identified and is shown on the attached location plan at Appendix A

The new skate ramp should be approximately 1500mm high, up to 6 metres wide and 10 metres length. These measurements are approximate and alternative designs will be considered but the area covered should not exceed that shown in the appendix.

The main stages of the project are summarised as follows:-

Stage 1 – Tender Stage/ Initial design / Fundraising

Stage 2 – Consultation

Stage 3 – Minor design changes and final design

Stage 4 – Contracts signed

Stage 5 – Construction

DESIGN REQUIREMENTS

1. The submitted design must be within the specified footprint on the attached location plan. The area shown is the maximum footprint. However, if the tenderer wishes to submit a design which has a smaller footprint then this is acceptable.

2. The design must cater for scooter and skateboard users.

TIMESCALES AND CONSTRAINTS

It is desired to have the skate park completed by the end of July 2023.

PAYMENT PROFILE

Arrangements for payments will be agreed with Aldermaston Parish Council and be in accordance with the provisions of the JCB Minor Works Contract with Contractors Design 2011

The payment arrangements for the project shall be as follows: -

• Subject to prior agreement at the time of signature of the construction contract, stage or periodic payments may be made throughout the contract.

• Final Payment to be made on the successful construction of the skate ramp within the agreed timescale and after a joint inspection has been carried out to determine any remedial works that need to be carried out. Aldermaston Parish Council reserves the right to apply a retention of 10% of total contract value pending completion of any remedial works.

Aldermaston Parish Council reserves the right to impose Liquidated and Ascertained Damages if construction is not completed within the agreed timescale.

COST IN USE

Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract and will not be scored

DEFECTS CORRECTION PERIOD

All equipment, structures and associated groundwork will have a minimum defects correction period of 12 months. During this period the Contractor will maintain any part of the works which has failed or is defective at their own expense.

**PART C – TENDER DOCUMENT**

Tenderers are asked to make their response to Aldermaston Parish Council’s requirements by completing the following Sections 6 to 9

Tenderers should cross reference any other documents submitted with the Tender to the applicable section in this Tender Document so that it is easy for the evaluation team to identify the Tenderer’s full response to each requirement

**SECTION 6**

6.1 FORM OF TENDER AND PRICING SCHEDULE UNCONDITIONAL AND IRREVOCABLE OFFER TO Aldermaston Parish Council

Re: Invitation to Tender for Skate Ramp in Aldermaston

To: Aldermaston Parish Clerk

 Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to carry out the Works specified and to complete the contract in accordance with the Contract Documents and our Tender for the sum of:- £………….. (enter amount in words also……………………………………………...)

2. We confirm that if our Tender is accepted we will, upon demand:

• Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.

• Sign formal contract documentation

• (if required) Produce good and sufficient sureties or obtain the guarantee of a Bank or Insurance Company (to be approved by you in either case) to be jointly and severally bound with us in a sum equal to be agreed with Aldermaston Parish Council.

3. We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

4 We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 (update reference to 2006 ACT) and enclose a Parent Company Guarantee undertaking in the form set out in Section 7 duly completed by our ultimate holding company [TENDERER TO DELETE IF NOT APPLICABLE]

5. We understand that Aldermaston Parish Council is not bound to accept any tender it receives.

Company\* (1) Signature ..................................................

Name .................................................. (Director)

(2) Signature ................................................ Name ................................................. (Director/Company Secretary)\*

For and on behalf of: ..................................................................... 1 Delete if not applicable. (print Company’s full name and registered number) Registered

Address: ...................................................................... ..................................................................................................................

DATE: ...................................................................... Sole Principal/Partnership\*

(1) Signature .................................................. Name .................................................. Job Title/Designation ..................................................

\*(2) Signature ................................................. Name ................................................. Job Title/Designation .................................................. For and on behalf of: ...................................................................... (print business’ full name) Business Address ...................................................................... . .................................................................................................................

DATE: ...................................................................... \*delete as applicable Limited Liability Partnership (1) Signature .................................................. Name .................................................. (Member) (2) Signature ................................................. Name ................................................. (Member) For and on behalf of: ...................................................................... (print business’ full name) Registered Address ...................................................................... .................................................................................................................. DATE: ......................................................................

6.2 Project Costings

Applicants must note the total maximum Project budget of £60,000 pounds excluding Value Added Tax or which the Contractor must provide the Project in its entirety.

Applicants are required to give a breakdown of the costs below that would be allocated to each Project task required as against the total Project budget, including as a guide;

• consultation and design

• surveys, utilities searches & engineering drawings for construction

• project management (to include H&S and CDM compliance)

• provision of JCT Minor Works 2016 with Contractors Design documentation

• preliminaries

• groundworks & drainage

• steelworks

• concrete

• ancillary items (seating, bins, sign)

• post Installation inspection

• any other items (please detail)

The Applicant may include additional lines within the Activity Schedule as required. The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please note that this information will not be scored as part of the procurement process.

6.3 Activity Schedule

|  |  |  |
| --- | --- | --- |
| Item Number | Description | Price (£) |
| 1 | Consultation and design post tender |  |
| 2 | Provision of JCT contracts and services of Principal Designer |  |
| 3 | Engineers site visit, topo survey, CAT scan, trial hole and set stations, utilities searches |  |
| 4 | Drawings/Design Access Statement & Application for Planning |  |
| 5 | Suite of Engineering drawings for construction |  |
| 6 | Support with Planning Application documentation |  |
| 7 | Project Management/H&S/RAMS & CDM Compliance |  |
| 8 | Prelims – insurances, access, safety signage, heras, plant hire, welfare & store |  |
| 9 | Transport, fuel & skips |  |
| 10 | Site Clearance, Groundworks & Drainage |  |
| 11 | Steelworks – installation of galvanised framework, copings & rails |  |
| 12 | Concrete – platforms, transitions and floors |  |
| 13 | Ancillary items (seating/bins/safety sign |  |
| 14 | Landscaping – perimeter bunding & seeding |  |
| 15 | Clear site, reinstate and handover |  |
| 16 | RoSPA Post Installation Inspection |  |
|  | Total of the prices (excluding VAT) |  |

**SECTION 7**

**TENDERING CERTIFICATE**

To: Aldermaston Parish Council

I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Tender (or the rate and prices quoted) by agreement with any person.

2. Communicated to anyone other than Aldermaston Parish Council the amount or approximate amount or terms of my/our proposed tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the tender).

3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.

4. Canvassed or solicited any member, officer or other employee of Aldermaston Parish Council in connection with the award of this or any other Council contract or tender.

5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

SIGNED\* (1) ....................................................................

Status ....................................................................

SIGNED\* (2) ....................................................................

Status ....................................................................

for and on behalf of ....................................................................

Date: .................................................................... \*Note: to be signed by the same signatories as the Form of Tender

**SECTION 8**

BUSINESS QUESTIONNAIRE

Your completed Business Questionnaire (and accompanying documentation) will be shared with only those Parish Councillors involved in the procurement exercise.

TO BE COMPLETED BY APPLICANT

|  |  |
| --- | --- |
| 1 | APPLICANTS DETAILS |
| 1.1 | Trading Name of the Organisation **submitting this Business Questionnaire**  |
| 1.2 | Contact Name for enquiries about this bid  |
| 1.3 | Contact Position (Job Title):  |
| 1.4 | Address |
| 1.5 | Telephone Number |
| 1.6  | Email address |
| 1.7 | Website address |
| 1.8  | Registered Name of Organisation **submitting this Business Questionnaire**  |
| 1.9  | Registered address |
| 1.10 | Company registration number |
| 1.11 | Charity/Housing Association/Other Registration No: (if applicable)  |
| 1.12 | Date of Formation and/or Registration  |
| 1.13 | VAT Registration Number:  |

|  |
| --- |
| 2 STATUS OF APPLICANT |
| 2.1 | Is the applicant (Please tick as appropriate): |
|  | (i) | A public limited company |  |
|  | (ii) | A limited company |  |
|  | (iii) | A company limited by guarantee |  |
|  | (iv) | A partnership |  |
|  | (v) | A sole trader |  |
|  | (vi)  | A charity |  |
|  | (vii) | A franchise |  |
|  | (viii) | A small/medium sized enterprise or SME |  |
|  | (ix) | Other (e.g.: a Special Purpose Vehicle, Joint Venture Company etc. *Please specify*  |  |
| 2.2 | Are you applying as the lead organisation in a consortium of organisations?  | Yes/No |
|  | If YES to 2.2, please set out here who the member organisations of the consortium are, what their respective roles will be and state when the consortium was formed:  |  |

The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million. 347CT Tender

|  |  |
| --- | --- |
| 3 | OWNERSHIP |
| 3.1 | Is the Applicant a subsidiary of another company?  | YES/NO |
|  | If YES to 3.1, give the following details in respect of the Holding/Parent company  |
|  | Registered Name |
|  | Registered Office Address |
|  | Registration Number |
|  | **Note:** The Holding/Parent Company may be required to enter into a Deed of Guarantee, where a contract is proposed with a subsidiary to indemnity against all losses, damages, costs which may be incurred by reason of any default on the part of the applicant  |
| 3.2 | Please give details of any changes of ownership in the last 3 years  |
| 3.3 | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of ALDERMASTON PARISH COUNCIL ?  | YES/NO |
|  | If YES to 3.3 please give details here:  |
| 3.4 | Total number of employees |

|  |  |
| --- | --- |
| 4 | **FINANCIAL AND INSURANCE MATTERS**  |
| 4.1 | If asked, would you be able to provide at least **ONE** of the following:  |
|  | A copy of your most recently audited accounts (for the last three years, if this applies)?  | YES/NO |
|  | A statement of your turnover, profit & loss account and cashflow for the most recently year of trading?  | YES/NO |
|  | A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position?  | YES/NO |
| 4.2 | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?  | YES/NO |
|  | If NO, what were the reasons and what has been done to put things right?  |
| 4.3 | Has your organisation met all its obligations to pay its creditors and staff during the past year?  | YES / NO  |
|  | If NO please explain why not  |
| 4.4 | Please provide details of all insurance cover currently in force:  |
|  | **PUBLIC LIABILITY INSURANCE (Aldermaston Parish Council ’s requirement is £5,000,000)**  |
|  | Level of Cover Held  | £ |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
|  | **EMPLOYERS LIABILITY INSURANCE (Aldermaston Parish Council ’s requirement is £5,000,000)**  |
|  | Level of Cover Held  |  |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
|  | **PROFESSIONAL INDEMNITY INSURANCE (Aldermaston Parish Council ’s requirement is £1,000,000)** |
|  | Level of Cover Held  |  |
|  | Name of Insurance Company  |  |
|  | Policy No.  |  |
|  | Expiry Date  |  |
|  | Copy attached as evidence of the cover stated  |  |
| 4.5 | If your organisation’s tender is successful, adequate insurance cover will be required. The levels are indicated in 4.4. If your current insurance is insufficient to meet the minimum requirements set out, please confirm that if awarded a contract, increased cover will be available at no extra cost to the authority.  | YES/NO |
| 4.6 | Please state whether there are any outstanding insurance claims against your organisation(s) (other than for routine matters)  | YES/NO |
|  | If YES to 4.6, please provide brief details:  |

|  |  |
| --- | --- |
| 5 | **BUSINESS ACTIVITIES** |
| 5.1 | Please describe briefly your organisation’s principle fields of activity. What proportion of total activity relates to products and/or services similar to those called for in this contract?  |
|  |  |
| 5.2 | * Please detail here any sub-contractors you intend to use to deliver this contract
 |

|  |  |
| --- | --- |
| 6 | **EXPERIENCE & REFERENCES** |
| 6.1 | Please describe your experience in the last **two** years of providing contracted products and/or services, services or works similar to those being sought under this contract. This list does not have to be complete but merely sufficient to give ALDERMASTON PARISH COUNCIL a broad understanding of your contract portfolio  |
|  | **Name of client**  | **Brief description of contract**  | **Start / end dates**  | **Annual contract value (£)**  |
|  |  |
| 6.2 | **Aldermaston Parish Council’s policy on taking References** Tenderers must provide a minimum of two written references with their tender. These must be no more than a year old and relate to equivalent/ similar services sought under this tender. Aldermaston Parish Council reserves the right to approach the referees to validate/ seek further information on the tenderer’s performance  |
| 6.3 | Has your organisation within the last 5 years  |  |  |
|  | A) | Incurred contract penalties default notices or payment of liquidated damages?  | YES/NO |
|  | B) | Withdrawn from a contract after the contract has been awarded (either before or after commencement of the contract)  | YES/NO |
|  | C) | Had a contract terminated by the client earlier than the originally intended date?  | YES/NO |
|  | If YES, please give details:  |

|  |  |
| --- | --- |
| 7 | **HEALTH & SAFETY** |
| 7.1  | Do you currently hold any external health and safety accreditations, such as CHAS, Constructionline, or equivalent*?*  | YES/NO |
|  | If YES, please provide the following details:  |
|  | Name of Accrediting Organisations  |  |
|  | Your Accreditation Reference No:  |  |
|  | Date Accreditation Valid Until:  |  |
|  | Have you applied for membership if you are not already a member?  | YES/NO |
|  | ***Please provide a copy of your accreditation certificate with your Application Form***  |
|  | **If you have answered YES to 8.1, and provided details and the copy of your certificate as requested, there is no need to complete the rest of this section** **If you have answered NO to 8.1, you must answer 8.2 to 8.5 below**  |
| 7.2  | Does your organisation have a written Health and Safety at Work policy?  | YES / NO  |
|  | If YES, please provide an up-to-date copy (which should not be more than two years old) of your Health & Safety General Policy Statement, signed and dated by your Chairman, Chief Executive, Managing Director or Company Secretary ***Note: Please DO NOT SUBMIT your full Health & Safety Policy or Manual***   |  |
|  | If NO, please explain why not  |  |
| 7.3  | Does your organisation have a Health & Safety at Work system?  | YES/NO |
|  | If NO, please explain why not  |  |
| 7.4  | Have you had any Health & Safety Executive/Local Authority enforcing Action (e.g. Prosecution or issue of Improvement or Prohibition Notices) taken against your organisation in the past 3 years?  | YES / NO  |
|  | If YES, what action has been taken within the organisation to remedy enforcing Action(s) and prevent similar occurrences in the future?  |
| 7.5  | Who is your “Competent Person” for provision of health and safety advice, as required by the Management of Health and Safety at Work Regulations 1992? If external consultants, please provide the name and address of the organisation and the name of the consultant:  |
|  | NAME |  |
|  | POSITION |  |
|  | TELEPHONE NUMBER |  |
|  | EMAIL ADDRESS |  |
|  | To whom does the “Competent Person report to in your organisation?  |
|  |  |
|  |

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health & Safety Policy Statement. This is a short statement outlining the organisation’s commitment to Health & Safety, signed and dated by a senior organisation official.

**SECTION 9**

**METHOD STATEMENTS**

Please provide a response to the method statement questions below, to explain how you propose to deliver the services called for in the Specification. Supporting information (not in the form of a question) may also be required in some areas.

|  |  |
| --- | --- |
| ***Question Number***  | ***Method Statement Question***  |
| **Design**  |  |
| Q1 Design Integrity, identity making and location  | Please describe how your design was conceived, making reference to your design drawings.  |
| Q2 Flow & Features  | Please describe your design’s flow and features. |
| Q3 Range of use  | Please show how your design caters for a “range” of wheeled sports users?  |
| Q4 Safety of Design  | Please describe steps taken to ensure the park complies with safety guidelines.  |
| Q5 Suitability  | Please provide a summary of your approach including how you will target and reach the right audience.  |
| Q6 Construction detail  | Please provide construction drawings of a skate ramp design from a previous similar skate ramp and explain your method of construction and quality control?  |
| Q7 Warranty  | Please complete the warranty form in Appendix B.  |
| Q8 Health & Safety  | The skate ramp is located in a busy recreational green open space, please describe how you would manage health and safety on site during construction with a focus on pedestrian management and minimising the impact on the green space?  |
| Q9 Quality of Tender Submission  | Marks will be awarded for clarity of presentation material, ease of reference and conformance to required formats. |
| Q10 Cost in use  | Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract  |
| Q11 Fundraising/grants | Please explain what experience you have in supporting fundraising and grant applications. |

**APPENDIX A**

**Location Plans**

**Aldermaston Skate Ramp**

**Design & Build**



**APPENDIX B**

**Warranty Form**

Please complete the following form as indicated in method statement question 8:-

|  |  |  |
| --- | --- | --- |
| **WARRANTY DESCRIPTION** | **LENGTH** **(Days, months or years)**  | **OTHER COMMENTS**  |
| Metal Frames  |  |  |
| Length of Defects Correction Period - Skate ramp structure  |  |  |
| Length of Defects Correction Period - Soft Landscaping  |  |  |
| Length of Defects Correction Period - Auxiliary Items, e.g. seats, bins, access paths, lighting  |  |  |
| Repair Response time  |  |  |
| Others (please specify); |  |  |
|  |  |  |
|  |  |  |
|  |  |  |