

# **St Joseph's Catholic Primary School**

## **Main Tender Document**

### *Provision to design and build a new Multi Use Games Area.*

To be submitted no later than **15<sup>th</sup> May 2020**.

Late submissions (Hard Copies and/or Electronic) will be disregarded.

#### **General Enquiries**

Sports and Play Consulting Limited

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## RESPONSIBLE PARTIES

### **The Employer**

St Joseph's Catholic Primary School  
Lawnton Avenue  
Carterton OX18 3JY

### **Contracts Administrator/s**

Michael Carter (Sports and Play Consulting Limited)

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## INFORMATION AND INSTRUCTIONS

### 1. General Requirements

#### 1.1 Overview and Objective of Project

St Joseph's Catholic Primary School (The Employer) is seeking a suitably qualified company (The Contractor) to design and install a new Multi Use Games Area (MUGA).



The aim is to create a sports facility that can be used all year round located on the field shown above in the white outline. The site has good access (25 metres from car park over turf), is level with good drainage, however there is a pathway not shown on the google map that runs near the proposed area. This will act as an informal boundary and not impact on the proposed works, although there may be a requirement to extend the surfacing to the path, ensuring good access and minimising any maintenance issues. (Costings for this can be excluded until a site visit is possible).

Please note that a Planning Application will be submitted following the tender process, and the winning contractor should allow for the cost of a

Block Plan and Elevation Drawings. It is anticipated that planning should be approved based on the location, minimal impact on the existing fields and proximity to residential housing.

## 1.2 Budget and Costings

- The school has set aside a budget of up to **£55,000 (Ex VAT)** however pricing will be part of the scoring criteria.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

## 1.3 Non-Consideration of a Tender Response

The school has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission is the responsibility of the suppliers that have been decided to participate.

The school may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the school to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, sub-base, edging, sports surfacing, sports fencing and associated works which should comply to any relevant regulations and guidance by appropriate sporting organisations.

If there is evidence that the work does not confirm to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with St Joseph's Catholic Primary School. In addition, a binding contract (Appendix 2) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£5 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**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and their roles

# 3. Scope of Works

## 3.1 Requirements

The works will be for a new Multi Use Games Area with suitable sub-base, sports surfacing and fencing. The summary of the requirements include:

- 25 x 13m Playing Surface
- 2 x Goal Recesses each with Basketball Hoop and Backboard
- Removal of spoil from site
- New base, tarmac layer, edging and artificial grass
- 3.0 High Fencing around perimeter
- 2 x Chicane Entrances, 1 on each long side of the MUGA

### 3.2 Specifications

Product	Specifications
MUGA Fencing	3.00m high galvanised & green 868 twin bar super rebound fence on 80 x 40 uprights set securely in concrete at 2.5m centres. Mesh panels formed from twin 8mm horizontal bars sandwiching a single 6mm vertical bar to an aperture of 67 x 50mm for the lower 1.20m rebound with 200 x 50mm for remaining height. Playing Area: 25 x 13m
Goals	Goal Recess- approx. 1.0 metres deep (White) with Basketball Hoop and Backboards at either end
Sub-Base	150mm MOT Type 1 or 3
Sports Panels	1 x Cricket Panel, 1 x Target Practice affixed to fencing.
Edging	PCC curb edging around perimeter, haunched and fully bedded.
Tarmac Layer	Open textured macadam with an average of 50mm
Sports Surface	Sand Filled Artificial Turf suitable for multi-use sports
Line Markings	5 a Side Football permanent infill- white, Basketball- yellow
Seating	None Required
Bin	None Required
Sign	None Required
Gates	2 x Chicane Entrance, 1 on each long side of MUGA
Drainage	None Required
Reinstatement	Repair any damage to surrounding turf (topsoil and seeds) and site cleared and tidy.
Services	No known services near site
Additional	Sub-Base and surfacing required outside of MUGA to allow for area between MUGA and existing pathways – details provided once a site visit is possible

### 3.3 Removals, Relocation and Disposals

Removal of any spoil and packaging off site and disposed in an appropriate waste depot.

#### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	15th April 2020
Site meeting for interested contractors:	Not Applicable - due to current restrictions
Notification your intention to provide a response and any questions about the tender:	1 <sup>st</sup> May 2020
<b>Tender Submissions Due:</b>	<b><u>15<sup>th</sup> May 2020</u></b>
Decision on Preferred Supplier:	Early June 2020

**Note:** A Planning Permission application is likely to be required and will be submitted during the tender process on receipt of the submissions. **The WINNING contractor should allow for a Block Plan and Elevation Drawings (and any cost associated) to be included as part of the agreement which will be submitted for a planning application**

#### 5. Scoring Criteria

##### 5.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
Cost:	Scoring will be made according to the overall cost of the design, assuming the specifications and requirements to meet the brief are met. Scoring on cost will be based on increments that are proportionate and fair to the submissions provided from highest to lowest cost.	40%
Meeting the Brief:	Scoring will be based on meeting or exceeding the required specifications outlined in the tender document.	20%
Presentation and Information:	Suppliers are encouraged to provide a a CAD or scaled Google Map of the design. Any supporting information specifically to answer requirements set	20%

	out in the tender, or that is relevant to the scoring.	
Design Rationale & Project Management Approach	<p>Please include a design rationale of up to 500 words to summarise your approach to this project. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> <li>• Quality and specification of materials proposed that are suitable for the desired outcome and longevity of all aspects of the facility</li> <li>• Company experience of similar projects and how you monitor and improve on any lessons learnt</li> <li>• How you manage supply chains such as manufacturers, installers and any third-party contractors in terms of quality assurance and project management</li> <li>• Roles and Responsibilities and the company structure relevant to delivering the project</li> </ul>	20%

## 5.2 Scoring Matrix

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.

5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent and proportionate based on the type of project, and to select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

### 6.2 Site Surveys

**As a result of the current government advice and travel restrictions relating to COVID-19, quotations can be subject to a site visit to discuss the details and formalise the submission at an appropriate date. However, the school may decide on a preferred supplier based on the information received, with a site visit agreed between both parties.**

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions can be via telephone or email to the consultant.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4.

Should you not notify intent to provide a submission, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

### 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include conducting:

- Supplier Presentations
- Credit and Reference Checks
- Site visits to similar projects by the supplier

Short Listing may only be used if there is a high quantity of tender submissions, or the scoring used in the initial stage is deemed close enough for two or more suppliers to warrant further analysis.

#### 6.6 Revisions and Negotiation

If required, the school will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

#### 6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement (Appendix 2) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

#### 6.8 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

### **Sports and Play Consulting Limited**

Contact: Michael Carter

Mobile: 07421 463099

Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Submission and Checklist (Mandatory)

The tender response should include:

1. Completed copy of Appendix 1
2. 1 x CAD or Google Plan as a PDF to be provided in A3 size or as close to this as possible
3. Itemised Quotation including the cost of the equipment, surfacing, groundworks and any associated works for each item
4. Supplemental Information, such as the Design Rationale, that is only relevant to the information required which may provide supporting evidence or amplify a response
5. An email or electronic transfer must be sent to the consultant, Sports and Play Consulting, <b>in addition to</b> hard copies to the Employer by the due date and time

**Note:** If printing and sending hard copies is problematic during the current government restrictions, such as using office based or external printing, then electronic copies only will be accepted.

### **Hard copies to be delivered to:**

St Joseph's Catholic Primary School  
Lawnton Avenue  
Carterton OX18 3JY  
Attention: Rachel Henderson