

ROADE PARISH COUNCIL

INVITATION TO TENDER

A Tender Opportunity for the Extension of Roade Village Library, to include preparing and providing possible designs for Roade Parish Council approval.

Located at: High Street, Roade, NN7 2NW

On behalf of Roade Parish Council, C/O Alison Reynolds, Clerk to Roade Parish Council,
PO Box 847, Northampton, Northamptonshire, NN7 9AB

www.roadeparishcouncil.gov.uk

Issue Date	14 th FEBRUARY 2023
Return Date	4 TH APRIL 2023
Address	Mrs Alison Reynolds Clerk to Roade Parish Council (Library Tender) PO Box 847 Northampton Northamptonshire NN7 9AB
Tel	01604 861 976
Email	clerk@roadeparishcouncil.gov.uk

GENERAL REQUIREMENTS

The Extension of the Roade Village Library, including plans for fully costed options.

Written tenders are to be received by 12 noon on the 4th April 2023 and be sent to: Roade Parish Council, at the above address.

Prospective companies and businesses are prohibited from contacting councillors or staff to encourage or support their tender.

Tenders are to be submitted in writing in a **sealed, tender marked envelope**, addressed to Mrs Alison Reynolds, Parish Clerk, at the aforementioned address.

For further details please email: clerk@roadeparishcouncil.gov.uk

Tenders received via email will not be considered.

Please take care in reading this document in particular the Specification; in the event of any questions or queries in relation to this Tender please contact the Parish Clerk.

The Parish Council reserves the right to carry out due diligence checks on the awarded provider.

The Parish Council also reserves the right to:

- abandon the procurement process at any stage without any liability to the Parish Council; and or

- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

BACKGROUND

Roads Parish Council purchased the Roads Village Library in 2021 from West Northamptonshire Council. The Library is operated by a charity – Roads Junction Community Group – and is in central location in the village of Roads and run for the benefit of the local community. As part of the purchase, and due to recent housing developments in the village, the Parish Council have access to S106 and other funding for the express purpose of expanding the library and providing additional space for the Roads Junction Community Group.

Roads Parish Council does not have the expertise to develop plans and, so this tender includes two elements. Options for expanding the library taking into account the existing buildings, car parking spaces and any legal requirements and limitations that apply.

PROCUREMENT TIMETABLE

Invitation to Tender Issued	14 th February 2023
Deadline for Tender submission	12 noon 4 th April 2023

CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Name	Mrs Alison Reynolds CILCA
Job Title	Parish Clerk
Telephone	01604 861976
Email	clerk@roadeparishcouncil.gov.uk

Should you wish to take part in the selection process please complete this Tender Opportunity and return in a sealed Tender marked envelope to:

Name	Mrs Alison Reynolds CILCA
Job Title	Parish Clerk
Telephone	01604 861976
Email	clerk@roadeparishcouncil.gov.uk
Respond by Date	4 th April 2023
Respond by Time	12:00 noon

Tenders received via email will not be considered

SPECIFICATION

Applications are invited to tender for **The Extension of the Roade Village Library, including plans for fully costed options.**

The library is located on the High Street in Roade, near London Road.
Monies for this project are available from S106 and WNC allocated FUNDS and total circa £80,000 ex VAT.

Design Brief

- Options for the expansion of the Library on the existing site within budget and adhering to all legal requirements. The expansion is to provide Roade Parish Council and Roade Junction Community Group with additional space for events, meetings, and activity groups.
- Options will be reviewed by Roade Parish Council and go-ahead provided to the preferred option.
- The selected option will allow for an increase in the use of the library by the local community, and be finished in a suitable finish ensuring it is in keeping with the current library building and the village.
- The successful contractor will provide a complete 'Turnkey' solution to be provided for all options including building work, design, and project management.
- The Tender should include timescales and costs for each option.
- Ensure car parking is suitable for each option.

CONTRACTORS RESPONSIBILITY

The Contractor will:

- Provide a suitable number of options for expanding the library
- Provide plans, project timescales, and costs for each option
- Complete option selected within agreed timescales and within budget
- Provide a safe and practicable working environment
- Provide a suitable means of waste removal from the site; and ensure all waste is correctly disposed of including excess materials, spoil, and surfacing
- Ensure site is left clean and in suitable state for use

ACCESS

The Roade Village Library has a small car park, which would be available during building work for the contractor.

BUILDING WORK

- Contractor will hold appropriate insurance for any plans, and for building work on the option selected.
- A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise
- Contractor to provide information on what access will be required, and any planned disruption to the users of the Library.
- The Contractor shall ensure that any construction noise does not cause nuisance to any users of the Library (taking into account the point above) or neighbouring residential properties
- The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. The includes notification of any RIDDOR incidents during construction
- The Contractor is responsible for ensuring any main services (electricity, gas, water etc) are connected or extended to account for the expansion options.
- The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons
- The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract
- The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

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LIMITATION OF WORKING HOURS

Site working hours to be agreed with the Parish Council.

PRICING AND PAYMENT

The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract whether described in detail or not, without any extra payment in respect thereof.

Payment will be upon satisfactory completion of the works.

If the Contractor requires different payment (for example on milestone basis), this should be clear in the tender response.

ADDITIONAL INFORMATION

Prior to any formal instruction the preferred or shortlisted selection of consultants may be required to attend a meeting to discuss and or clarify any or all of the offers received.

All proposals will be considered based on both quality and price of submission.

SUPPORTING INFORMATION

Note to Potential Proprietors – You may adjust the size of the following text boxes to suit your response.

Organisation and Contact Details

Name	
Registered office (if applicable)	
Trading address (if different from registered office)	
Organisation Registration Number (if applicable)	
Is your organisation a: <ul style="list-style-type: none">• Sole Trader• Partnership• Public Limited Company• Private Ltd Company• Voluntary & Community Sector• Charity• SME (Small and Medium Enterprise)• Other	
If you selected other, please specify	
What, if any, local connections do you have with Roade Parish Council and/or within West Northamptonshire area?	
If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	

Name of person to whom any queries relating to this quote should be addressed	
Telephone	
Email	
Address (if different to the Address above)	

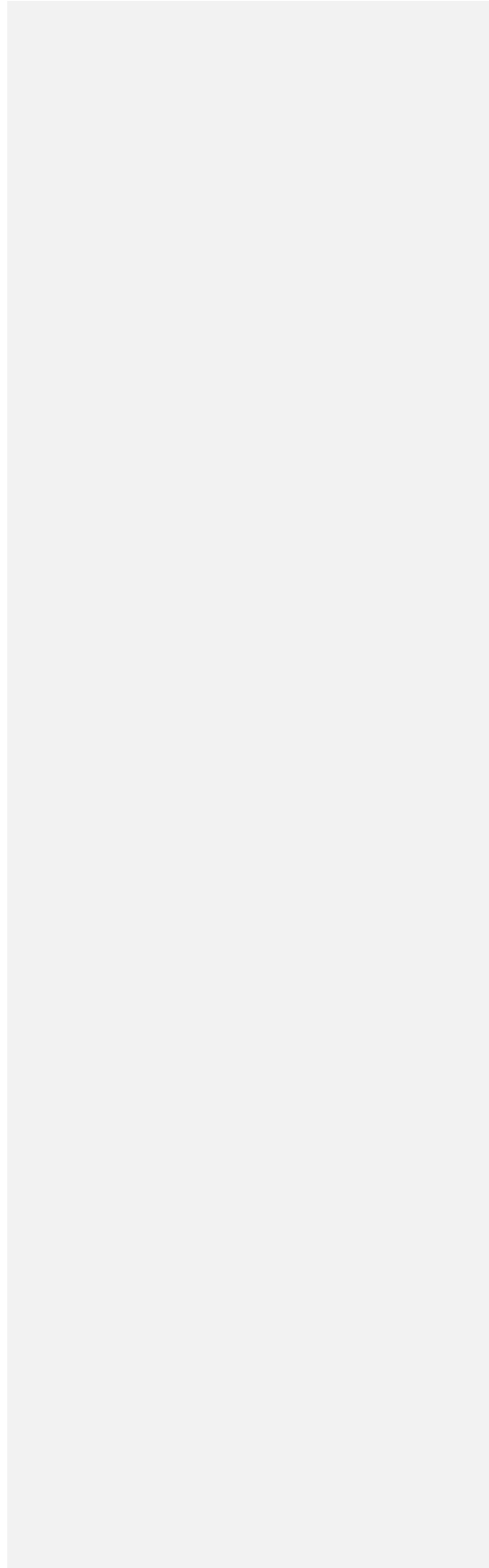
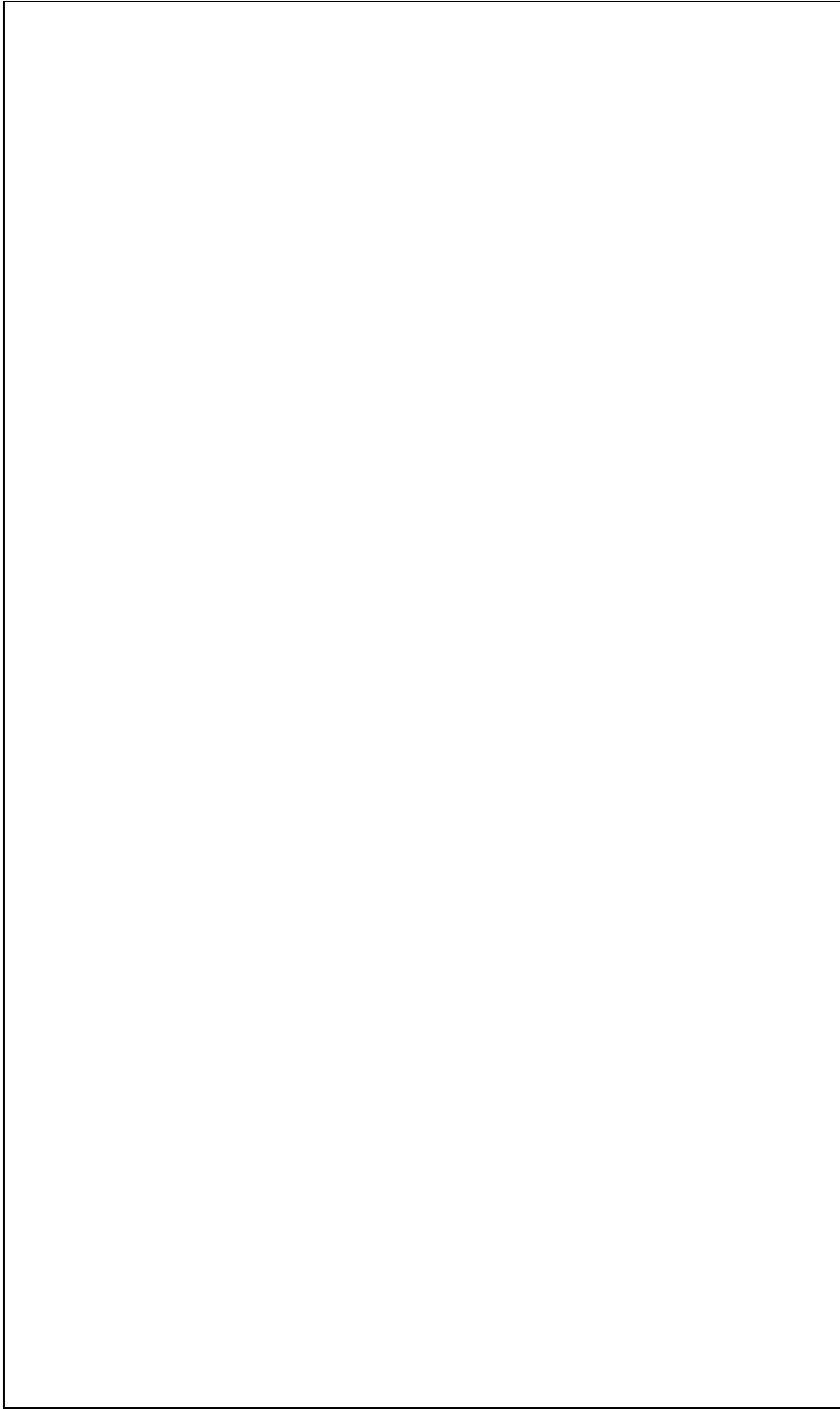
QUESTIONS

Please complete answers to the following questions:

1. Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of the contract.

2. Please detail the methods of work and safety procedures you will employ on site. The resources you will employ for this contract including sub-contractors details and intended work scopes together with proposed programme of works.

3. Please provide 3 examples of similar projects undertaken within the last 3 years – identify timescale of project, value and client details?



4. The level of insurance required is For the duration of the Contract, the Supplier shall maintain in force, with a reputable insurance company, such policies of insurance as are necessary to cover any liability of the Supplier in respect of loss of or damage to property and personal injury to, or death of, any person arising out of or in the course of or caused by the Supplier's carrying out or failing to carry out its obligations under the Contract or for which it may become liable to the Customer under clause 10, all statutory required insurance(s) including:

(a) employers liability insurance shall be in the minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited;
(b) public liability insurance cover shall be in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited;
(c) directors and officers liability, trustee's liability, professional indemnity or similar as appropriate to the Suppliers circumstances shall be in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited which should also be in place for a 6 year period following the termination of the Contract;

Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?

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6. The Contractor confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years.

The Contractor confirms their organisation complies with UK Health and Safety legislation. If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy.

If the Contractor confirms that if they have been prosecuted for Health and Safety offences in the last 3 years, they must confirm you have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence.

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7. The Parish Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015

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PRICING SHEET

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and it's cost.

The pricing and cost proposal should include all relevant components to deliver this project to completion and handover to the Parish Council.

Activity / Option	Activity/ Option Description	Comment	Costs (£)
		Total Cost £	

FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 ("The Act") and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council's website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this Tender that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable



SIGNATURE AND DATE

Request for tender for **The Extension of the Roade Village Library, including plans for fully costed options.**

I, the hereby, declare by marking an X in the box:	
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- That the information provided is complete and accurate;
- To be subjected to the terms and conditions set out in a conditions of contract to be agreed
- That no works/goods/supplies/services will be delivered or undertaken until both parties have executed a formal contract documentation and an instruction to proceed has been given by the Parish Council in writing.

Name	
Position Held	
Date	