**Invitation to Tender**

**Ref: CLUP CAP7 016**

**Resurfacing of ‘Ord Statter Car park’**

# 1. About King George V Playing Field Mylor

The King George V Playing Field is a registered charity which manages the recreation space within the Parish of Mylor including children’s play area, football and rugby facilities, tennis court, self-launch slipway and basketball/netball court. Also on the site is the Scouts Hut and Ord Stattor Pavillion providing community centre activities.

# 2. Background and Context

The project involves the re-surfacing of the King George V Playing Field community car park in Mylor Bridge, known locally as Ord Stattor Car Park. The Car Park also services the the Ord Statter Pavilion a community centre located adjacent to the car park alongside the Scout Hut and recreation spaces. Ther eis also a right of way across the Car Park for the boatyard and associated traffic as indicated.

The car park of 1,141m2 has considerably deteriorated, and there are now concerns surrounding the safety of users - both pedestrians and vehicles.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities to the car park of approx. 1,141m2:

3.1 Establish and maintain suitable traffic management measures.

3.2 To supply and erect temporary information safety boards.

3.3 Excavation and disposal of unacceptable material Class U1A approx. 29m3

3.4 Supply and lay Stone Mastic Asphalt with 14mm aggregate surface course, 50mm thick

3.5 Supply and lay Tack Coat K-140 0.4l/m2

3.6 Mark out standard parking spaces including for 3 disabled use

3.7 Provide and install a 5 cycle rack; position to be agreed with the applicant

3.8 Leave site clean and tidy

4**. Budget**

The total maximum budget available for this commission is £35,000 (exc VAT) but inclusive of all expenses.

Please note that as this is subject to grant funding **PAYMENT TERMS WILL BE 30 DAYS FROM COMPLETION AND ACCEPTANCE OF THE WORK.**

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance by the client . The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 25 July 2024 |
| Last date for raising queries | 1700: 5 August 2024 |
| Last date for clarifications to queries | 1700: 6 August 2024 |
| Deadline to return ITT | 1700: 15 August 2024 |
| Evaluation of ITT | 16 August 2024 |
| Preferred supplier informed | 19 August 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets.

6.2 Conflict of Interest Statement as per section 8

6.3 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with King George V Playing Field Mylor.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and King George V Playing Field Mylor or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit King George V Playing Field Mylor to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[councillormwillmore@mylorparishcouncil.gov.uk](mailto:councillormwillmore@mylorparishcouncil.gov.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by King George V Playing Field Mylor to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind King George V Playing Field Mylor unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. The award of the contract will be to the LOWEST COMPLIANT BID.

11**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer’s response.

# 12. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[councillormwillmore@mylorparishcouncil.gov.uk](mailto:councillormwillmore@mylorparishcouncil.gov.uk)

with the following message clearly noted in the Subject box;

‘CLUP CAP7 016 Resurfacing of ‘Ord Statter Car park’’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

**13.** **Disclaimer**

The issue of this documentation does not commit King George V Playing Field Mylor to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between King George V Playing Field Mylor or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between King George V Playing Field Mylor and any other party (save for a formal award of contract made in writing by King George V Playing Field Mylor or on behalf of King George V Playing Field Mylor).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by King George V Playing Field Mylor or any information contained in King George V Playing Field Mylor’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by King George V Playing Field Mylor for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

King George V Playing Field Mylor reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render King George V Playing Field Mylor liable for any costs or expenses incurred by tenderers during the procurement process.