

# GILLINGHAM TOWN COUNCIL



## COMMUNITY SPACE REGENERATION PROJECT

The Town Meadow  
Gillingham  
Dorset  
SP8 4AA



## INVITATION TO TENDER

**UK Shared Prosperity Fund:** Project Ref: UKSPF / E12 / GTC

Gillingham Town Council  
School Road, Gillingham, Dorset, SP8 4QR  
Tel: 01747 823588 Email: [gtc@gillinghamdorset-tc.gov.uk](mailto:gtc@gillinghamdorset-tc.gov.uk)

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## SECTION 1: TENDER PROCESS INSTRUCTIONS

### 1.1 Gillingham Town Council

Gillingham Town Council is the local authority for the parish of Gillingham, the most northerly town in Dorset. The population of Gillingham is approximately 12,000. Further information about the Council can be found at <https://gillinghamdorset-tc.gov.uk/>

Gillingham Town Council wishes to procure a contractor for the installation of new paths, and surfaces including grass grids at The Town Meadow, Gillingham, Dorset, SP8 4AA.

This document sets out the requirements, timetable and process, and provides details of the information required to be submitted in order to be considered for the contract.

To arrange a site visit, please contact Gillingham Town Council on 01747 823588 and ask for Simon Dobie, Works Manager.

### 1.2 Timescales

This project is being funded by the UK Shared Prosperity Fund and as a condition of the grant, the project must be completed and signed off by 31 December 2024.

### 1.3 Contract Award

Once the council has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

### 1.4 Tender Timetable

Completed tenders must be returned, along with all supporting documents to The Town Clerk, Gillingham Town Council, Town Hall, School Road, Gillingham, Dorset SP8 4QR to be received **no later than 12.30pm on Friday 16 August 2024**.

Tender documents must be **sealed in a plain envelope** with '*Town Meadow Tender Response*' written clearly on the front. Tenderers should note that this timetable may be subject to change - any changes will be communicated to all known tenderers as soon as possible.

Activity	Date
Issue of Invitation to Tender	Wednesday 10 July 2024
Receipt of any queries from prospective tenderers	No later than Friday 9 August 2024
Submissions of tenders	By 12.30 pm on Friday 16 August 2024
Decision on award of contract by Full Council	Tuesday 27 August 2024
Commencement of work	Monday 7 October 2024
Completion of work	Friday 29 November 2024

## **1.5 Clarifications**

Any queries or requests for clarification relating to this tender must be made by email to [GTC@gillinghamdorset-tc.gov.uk](mailto:GTC@gillinghamdorset-tc.gov.uk) no later than 9 August 2024. Gillingham Town Council will endeavour, so far as is practical, to respond to all clarifications as soon as possible.

## **1.6 Tender Evaluation**

Tenders will be evaluated in accordance with the details specified in this document. Gillingham Town Council does not bind itself to accept the lowest, or indeed any, of the tenders submitted.

## **1.7 Contract Terms**

By submitting a tender, tenderers are agreeing to be bound by the terms of this tender document without further negotiation or amendment.

## **1.8 Gillingham Town Council reserves the right to:**

- Seek clarification or additional documents in respect of any tender submission.
- Disqualify any tender which has been deemed not to meet the Town Council's requirements.
- Discount evasive, unclear tenders.
- Withdraw this tender at any time or to re-invite tenders on the same or any alternative basis.
- Choose not to award any contract as a result of the procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process depending on approvals, processes, or any other reason.

## **1.9 Warranties and Disclaimers**

While the information contained within this tender document is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.

The council will not accept any liability for its accuracy or completeness, nor with any express or implied warranty given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this tender including its Appendices and in respect of any other written or verbal communication transmitted or made available to any tenderer.

## **1.10 Costs**

Gillingham Town Council will not be liable for any bid costs, expenditure, work, or effort incurred by a tenderer or any third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the council.

## **1.11 Confidentiality of Data**

Gillingham Town Council will ensure that the information and data provided by the tenderers is kept strictly confidential and only utilised for the assessment of this tender.

## **SECTION 2: REQUIREMENTS**

### **2.1 Introduction**

This section sets out the requirements of Gillingham Town Council in terms of the delivery of the contract.

### **2.2 Safety, Health and Welfare**

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations, in particular, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002

The successful contractor will be required to satisfy Gillingham Town Council as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Machinery should be operated by suitably qualified and experienced workers. Contractor staff should wear the required personal protective equipment (PPE) when required.

The contractor should inform Gillingham Town Council of any unsafe feature or any matter of concern.

The contractor is to be responsible for the Health and Safety of their employees/sub-contractors and the public liability towards the general public. Evidence of licences and compliant health and safety training must be made available to Gillingham Town Council.

The contractor is to keep a record of all risk assessments and to supply a copy to the Town Council upon request.

The contractor is to ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.

### **2.3 Insurance**

The contractor is to put in place and maintain its own public and product liability insurance.

### **2.4 Accident Reporting**

In the event of an accident, incident, potentially dangerous or dangerous occurrence, the contractor will inform the council within 48 hours of the occurrence.

## **2.5 Precautions to Prevent Nuisance**

The contractor shall take all reasonable precautions to prevent nuisance from noise and disturbance during the work.

The contractor shall take all reasonable precautions during the work to prevent damage to property and shall be held responsible for any damage resulting from the work and shall make good such damage at its own expense.

## **2.6 Tools and Plant**

The contractor shall provide all equipment and machinery necessary for the required work and will clear away on completion. Equipment and chemicals should always be used in the correct manner and for the correct purpose. Any equipment shall be satisfactorily maintained, and records of maintenance shall be made available for inspection on request.

## **2.7 Pricing**

Pricing set out in the tender response shall be final.

## **SECTION 3: THEFT/BREAKAGES AND DAMAGES**

The contractor will be solely responsible for damage, breakages or theft by its employees/sub-contractors or agents.

## **SECTION 4 – QUALIFYING INFORMATION**

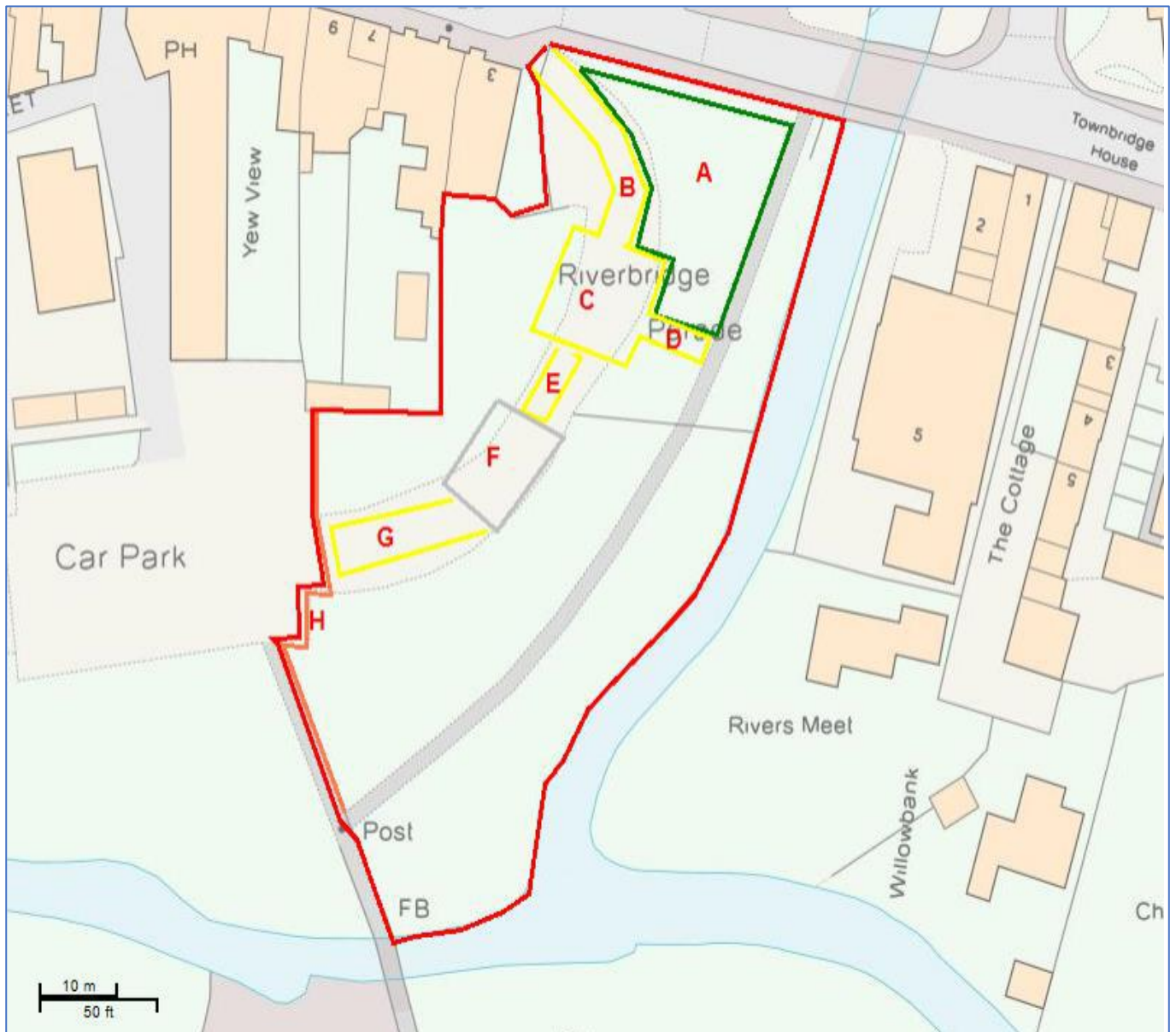
Tenderers are required to complete the application and provide the following documentation:

- Certificate of Public & Product Liability Insurance of £10m indemnity
- Method Statement for each aspect of the work
- Copy of Health and Safety Policy
- Completed Risk Assessment Forms
- Certificates of competency/training for equipment operators (if applicable)
- Copies of site safety training certificates eg CITB card etc (if applicable)
- MOT test certificates and insurance policies for vehicles being used
- The completed contractor declaration (copy supplied)
- Copy of Waste Carriers Licence
- Any other information relevant to the safe completion of the work
- References

## SECTION 5 – SCHEDULE OF WORKS

Item No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection. Include for all works necessary to comply with current legislation requirements.	1	
2	Item	Provide all necessary plant, equipment and materials to form new areas of hard standing, paths, grass grids, grassed areas and fencing as shown on the plan at Section 6 of this Tender Document.	1	£
3	Item	Site preparations and installation of new electric ducting, as instructed by the town council.	1	£
4	Item	Installation of 300m <sup>2</sup> of Grass Grids suitable for heavy vehicles at Area A. Design load requirements should be discussed with the town council's Works Manager.	1	£
5	Item	Installation of new self-binding Cotswold hard surface accessibility path at Areas B, D, E and G, edged with sleepers and finished.	1	£
6	Item	Installation of new self-binding Cotswold hard standing performance area / focal point at Area C edged with timber sleepers and finished.	1	£
7	Item	Installation of 45m of treated wooden post and railed fencing, including 2 x large double access gates at area H. To be constructed in the same design as the footbridge shown at photograph no. 2 on page 10 of this tender document.	1	£
8	Item	All works and materials are to be covered by a manufacturer's guarantee for the materials and an insurance backed guarantee for the workmanship.	1	£
9	Item	On completion of the works ensure that all plant, waste, and general debris caused by the works are cleared from site in a timely manner.	1	£
10	Note	Include all details of the proposed materials within the quote.		
			Total	£

## SECTION 6 - SKETCH OF PROPOSED WORK



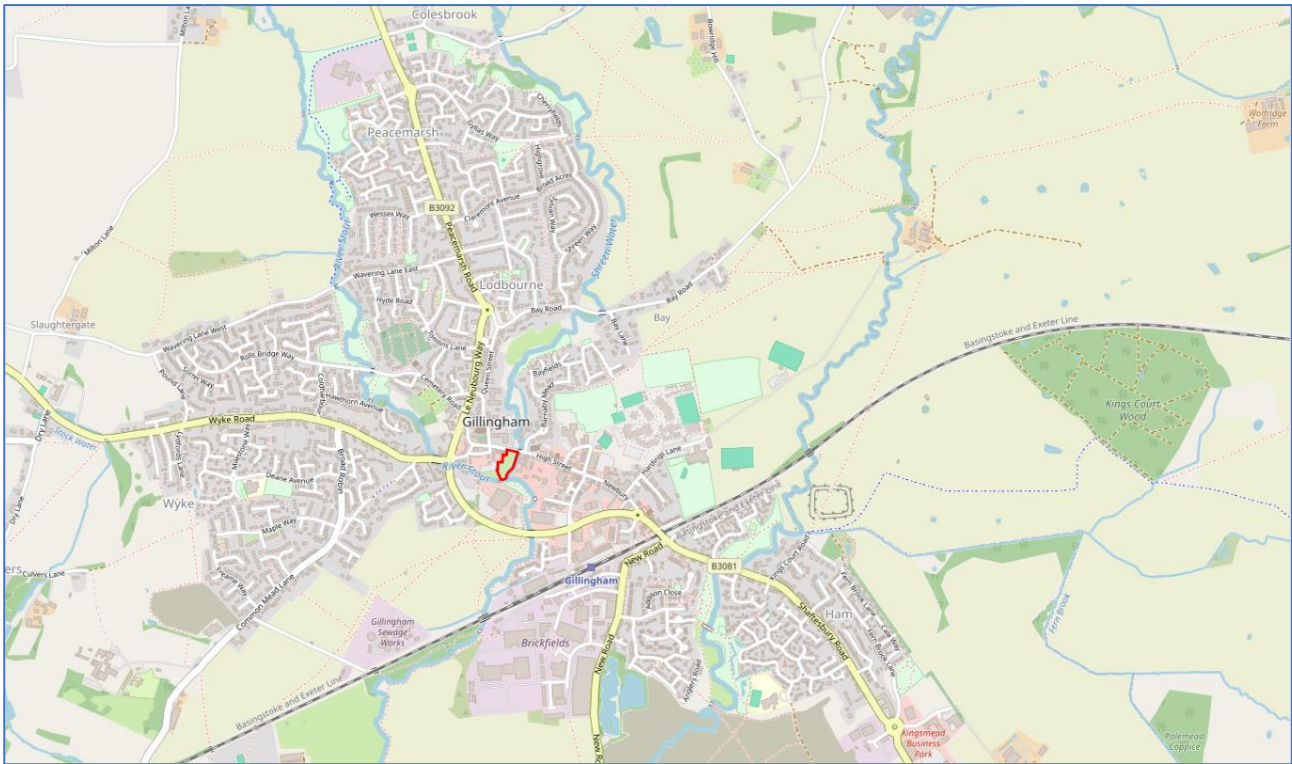
*Plan not to scale.*

### Key:

- A** - 300m<sup>2</sup> of Environmental Friendly Grass Grids
- B** - Cotswold hard surface accessibility path
- C** - Hard standing performance area / focal point
- D** - Cotswold hard surface accessibility path
- E** - Cotswold hard surface accessibility path
- F** - Existing Pétanque Court (to remain)
- G** - Cotswold hard surface accessibility path
- H** - New safety fencing and gates

SECTION 7 – LOCATION, SITE PLAN

7.1 Location



7.2 Site Plan



## SECTION 8 – PHOTOGRAPHS

### Photographs

**Photograph 1** - The Town Meadow May 2024



**Photograph 2** – Footbridge between Chantry Fields and Town Meadow.  
Proposed fencing to match bridge



**Photographs of community events on The Town Meadow:**



## 9. APPLICATION FOR TENDER

Name of business	
Contact name	
Address	
Telephone number	
Email address	
Website address (if applicable)	
Company registration number (if applicable)	
Address of registered company (if different from above)	
VAT Registration number (if applicable)	
Total Price Quoted for work, as detailed in the specification	

### Health and Safety/Insurance

**The following documents must be supplied:**

Item no.	Document	Enclosed ✓
1	Certificate of Public & Product Liability Insurance of £10m indemnity	
2	Method Statement for each aspect of the work	
3	Copy of your written Health and Safety Policy	
4	Completed Risk Assessment Forms	
5	Certificates of competency/training/accreditation	
6	Copies of site safety training certificates eg CITB card etc	
7	Details of hazardous substances being brought onto site	
8	The completed Declaration (copy supplied)	
9	Copy of Waste Carriers Licence	
10	References	
11	Any other information relevant to the safe completion of this project	

**Please complete and return this form to:**

Gillingham Town Council, Town Hall, School Road, Gillingham, Dorset SP8 4QR.

## 10. DECLARATION STATEMENT

- We undertake to carry out the work as specified in this tender document.
- We accept the provisions of the Invitation to Tender and offer to install new areas of hard standing, paths, grassed areas and fencing as detailed in this tender document, including fixtures and fittings in accordance with the prices, terms and conditions stated herein.
- We confirm that Right to Work checks have been undertaken for all employees and contractors in accordance with the government guidelines [here](#)
- We have checked our Tender before submission as amendments to, or withdrawals of, the Tender submitted if received by the Council after the time specified for receipt of tender, may not be considered.
- We undertake, and it shall be a condition of any Contract that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any other person.
- We understand that no variations in, or acceptance of, any Invitation to Tender or Tender shall be binding unless agreed in writing.
- The Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.
- Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall not constitute a binding agreement between us.
- We undertake that any of our employees/sub-contractors or agents providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.
- We understand, and it is agreed, that the Council shall retain the right to reject any/all Tenders in whole or in part and it is furthermore agreed that the Council shall be under no obligation to select the lowest or any other Tender.
- We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.
- We have taken all the necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

<b>Name:</b>	
<b>Job Title:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Signed:</b>	
<b>Dated:</b>	