

BLYTH TOWN COUNCIL

INVITATION FOR QUOTATION

OGLE DRIVE PLAY AREA

JANUARY 2020

**1.** **Introduction**

1.1 Blyth Town Council proposes to refurbish their Play Area at Ogle Drive Blyth.

1.2 The details of works and location of the land is included in the appendices (1-5). In summary this includes:

* The removal of existing equipment, any removal/creation of soft and hard landscapes.
* The purchase and installation of new play equipment.
* Any variation required to the existing fencing.
* Making good of surrounding areas if affected by the refurbishment work being carried out.

1.3 The Council requires the Contractor to provide a quotation for all of the

Work required. The Council has a maximum budget of £50,000 for this project.

1.4 All of the works agreed shall be started on the 1 June 2020 and finished no later than the 17 July 2020.

1.5 This document is designed to allow a potential supplier to apply a degree of flexibility with regard to layout and the proposed equipment which should be to current British Standards. This is on the basis that it provides the necessary learning and play requirements for an age group of 3 to 12 years and the equipment proposed must include a unit/s designed for disabled use. Potential Contractors should ensure that they have sufficient information to submit a quotation. The information provided should be used as the basis of the submitted price, but if there are any queries whatsoever please contact the Town Council.

1.6 The purpose of this brief is to obtain competitive quotations and to form the basis of the relevant appointment. However, the Council reserves the right to add to, omit from, or amend the brief in any way prior to the appointment of the supplier and execution of the works. Changes that materially affect the provision of services described herein shall cause a change in the price of providing such altered services as agreed between the Council and the appointed Company.

1.7 Any solicitation and/or relationship to Town Councillors will preclude a quotation being submitted.

1.8 Any contract awarded will be in accordance with JCT Standards.

1.9 The Play Area refurbishment work, e.g. the additional land being utilised, requires Planning Permission and this is being sought.

**2.** **Assumptions** **and** **Constraints**

2.1 Local Authority contracting, tendering and seeking quotations is strictly governed by the standing orders of the Town council. It is fully transparent and is based on fair and genuine competition.

2.2 The contractor will provide a quotation for a completion price, detailing costs as requested in Section 14 of the quotation form.

2.3 The contractor shall hold, and provide, copies of the required insurance and public liability cover to a minimum of £5million.

2.4 The Town Council is committed to equal opportunities in all respects of its operation and encourages contractors to implement similar policies.

2.5 The contractor will comply with the latest Health and Safety at Work Act and shall hold the relevant Health and Safety certificates, including those specific to the job.

2.6 The contractor will hold in place a relevant written Health and Safety Policy and shall complete a risk assessment for the tasks to be undertaken.

2.7 The contractor shall comply with the Control of Waste regulations.

**3.** **General** **Requirements**

3.1 The contractor shall be legally authorised to perform all aspects of the work quoted for.

3.2 The contractor should own or have legal access to the appropriate equipment to undertake the work quoted for.

3.3 The contractor must ensure that the relevant waste is disposed of in accordance with legal requirements.

3.4 The contractor must provide copies to the Town Council, of appropriate personal and public liability insurance cover, appropriate licenses and risk assessments within the tender submission. All such documents shall be current.

**4.** **Change** **Management**

4.1 Any alteration to the specifications agreed in the works order may be subject to the following change management procedures. A change management schedule will be signed by both parties in every instance.

4.2 Any changes to the specifications, where the quotation price is reduced, will be with the express consent of the Town Clerk, and as agreed with the contractor.

4.3 Any changes to the specifications, where the agreed price is increased by under £500 will be with the express consent of the Town Clerk, and as agreed by the contractor. Any changes to the specifications, where the agreed price is increased by over £500 will be with the express consent of the Town Council, and as agreed by the contractor.

4.4 The contractor shall not instigate any changes to the schedule outwith the change management procedures. Should the contractor do so then all costs will be borne by them and not from any contingency sum included in the submission or contract. They may also be required to rectify any changes that have been undertaken.

4.5 Any invoices issued for work that has not been authorised through the above procedure will be rejected.

**5.** **Instructions** **to** **Contractors**

5.1 It is the responsibility of the Contractor to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

5.2 All tenderers are required to satisfy themselves that they are in possession of sufficient information to prepare a detailed and fixed price offer. If any errors are made due to failure to obtain such information, the responsibility therein lies with the tenderer.

5.3 All information provided by Blyth Town Council in connection with this tender shall be treated as confidential by the Contractors, except where such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the price.

5.4 All information submitted to the Town Council may need to be disclosed and/or published under the Freedom of Information Act. If the tenderer considers that any information included in the tender submission is commercially sensitive it will need to be identified and an explanation in broad terms of what harm might result from disclosure provided. However, this information may still be disclosed should the Town Council be required to do so under the current legislation, even if this information is marked “confidential” or the equivalent.

5.5 Any questions relating to this invitation to quote must be raised no later than the date shown on the schedule. Any questions raised within the scheduled timescales provided, together with the answers provided by the Council, will be circulated to all parties who have notified us that they may be submitting a quotation.

5.6 Any organisation wishing to quote for this work must present their quotation submission in full by the required closing date and time. Any quotation received after this date and time will not be considered.

5.7 Should the Contractor wish to arrange an accompanied site visit, please contact the Town Clerk by email at [info@blythtowncouncil.org.uk](mailto:info@blythtowncouncil.org.uk) or telephone 01670 361668.

5.8 The contractor should indicate in Section 14 their anticipated start date.

5.9 The Town Council has provided the Terms and Conditions of the proposed contract and these are expected to be met.

5.10If any questions relating to the Terms and Conditions of the work needs to be raised, that must be done according the schedule. Any questions relating to the Terms and Conditions, or any other item within this quotation, which are sent to the Town Council after the required date will be considered at the sole discretion of the Town Council.

**6.** **Quotation** **Process**

6.1 All quotations must be submitted to David Clough either by email or in an envelope sealed and clearly labelled **“Quotation** **Document** **(Ogle Drive Play Area).**

6.2 All envelopes submitted will be opened at the appointed time i.e. the closing date and time in the presence of the Town Clerk.

6.3 The quotations will be assessed on two principle criteria. These criteria are:

a. Relevant experience/technical ability/references should be demonstrated.

b. Price based evaluation to achieve the best value for the Council.

6.4 The Clerk will follow up reference information provided by all shortlisted contractors.

6.5 The Council may need to clarify issues with the shortlisted contractors and relevant information subsequently obtained.

**7.** **Timescales**

|  |  |
| --- | --- |
| **Action** | **Date** |
| Issue of brief for proposed play area | Tuesday 21 January 2020 |
| Closing date for questions relating to proposals | Friday 31 January 2020 |
| Responses to questions provided back to all interested parties | Tuesday 4 February 2020 |
| Closing date for return of prices | Friday 7 February 2020 **12** **noon** |
| References requested | Monday 10 February 2018 |
| Closing date for reference returns | Monday 17 February 2018 |
| Review of shortlist and recommended Contractor by | Tuesday 18 February 2018 |
| Contractors notified of decision | Thursday 20 February 2018 |

**Please note that should any of the above dates changed you will be notified**

**8.** **Contractor** **Form** (Ogle Drive Play Area Blyth)

The Town Council requires to know details of any individual organisation or partnership with whom it may enter into a contract. This will enable it to demonstrate safeguarding of public funds and that there will be no conflict of interest in awarding this contract.

***Any*** ***false*** ***information*** ***knowingly*** ***provided*** ***will*** ***immediately*** ***deem*** ***the*** ***tender*** ***submission*** ***invalid.***

**Company** **Details**

|  |  |  |
| --- | --- | --- |
| Name of Company in whose name business is to be transacted |  | |
| Registered Address |  | |
| Principal Contact |  | |
| Telephone – mobile number preferred |  | |
| Email address |  | |
| Please indicate membership of any professional or trade bodies |  | |
| Please indicate how many years this company has traded |  | |
| Company number (if relevant) |  | |
| Staffing levels | Permanent | Casual |

**9.** **Legal** **Information** **and** **Professional** **Conduct**

|  |  |
| --- | --- |
| What is the legal status of your organisation (e.g. sole trader, private limited company, partnership etc) |  |
| VAT Registration Number |  |
| If this is a partnership please supply the full names of all partners on a separate sheet if necessary |  |
| Has your organisation been convicted (or has any outstanding actions) of a criminal nature relating to the conduct of its business or profession?  If yes please provide details on a separate sheet | Yes/No |
| Has your organisation failed to fulfil its obligations relating to the payment of contributions or taxes under the law of any part of the United Kingdom.  If yes please provide details on a separate sheet | Yes/No |
| Has your organisation had a contract cancelled, or not renewed, for failure to perform to the terms of that contract?  If yes please provide details on a separate sheet | Yes/No |
| By Law (RIDDOR), you must report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive. Has your organisation had to make any such reports under RIDDOR in the past five years?  If yes please provide details on a separate sheet | Yes/No |
| In the past five years have you or your organisation, or any of your employees, been served with a prohibition or improvement notice, or been convicted of any offence in law, enforced by the Health and Safety Executive, Local Authority, Police or the Department of Transport?  If yes please provide details on a separate sheet | Yes/No |

**10.** **Financial** **Details**

Please indicate the annual turnover of your organisation over the last three years

|  |  |
| --- | --- |
| £ | Year: |
| £ | Year: |
| £ | Year: |

The Town Council may carry out a financial assessment on all applicants. Sets of accounts are not required at this stage but may be requested prior to awarding the contract.

|  |  |
| --- | --- |
| Please provide details of your bankers. They may be, should you be shortlisted, required to provide you with a reference |  |

Please note that all payments will be made by bank transfer.

**11.** **Health** **and** **Safety**

All applicants undertaking works under this tender must satisfy the Town Council of their competency regarding Health and Safety.

Please enclose details of your current Health and Safety Policy and any relevant certificates pertinent to this tender, together with the name of the person responsible for the management of health and safety in your organisation.

**12.** **Insurances**

Please provide details of your organisations insurance protection in relation to employer’s liability and public liability.

|  |  |  |
| --- | --- | --- |
| **Policy** | **Insurer** | **Value** **£** |
| Employer’s Liability |  |  |
| Public Liability |  |  |

Please enclose a copy of the insurance certificates, which must be current.

**13.** **References**

Please provide two references for work carried out in the past three years; one of the references must be either a current contract or one that has completed within the last twelve months (no earlier than January 2019). The referees should not be related to any member of your company. To speed up the assessment process it would be advantageous to be able to contact referees via email – **please** **provide** **a** **relevant** **email** **address** **for** **each** **reference**. Please inform your referees that we may contact them in order to allow a speedier response.

The reference request that the Council shall use is provided in the Appendices.

**Reference** **1**

|  |  |
| --- | --- |
| Contact name |  |
| Contact phone & email |  |
| Full postal Address |  |
| Brief description of works, their value and the date the work was carried out |  |
| Please confirm this referee is aware and that you authorise the Council to contact the referee at the Council’s discretion |  |

**Reference** **2**

|  |  |
| --- | --- |
| Contact name |  |
| Contact phone & email |  |
| Full postal Address |  |
| Brief description of works, their value and the date the work was carried out |  |
| Please confirm this referee is aware and that you authorise the Council to contact the referee at the Council’s discretion |  |

**14.** **Tender** **and** **Price** **Contract**

I believe that the company, as detailed in Section 8 of the Tender Form, meets the entire requirements outlined in this brief and that I and my company are qualified to undertake the works described. I will comply with the requirements for a contractor performing the work stated as set out in invitation to quote and JCT Minor Works Building Contract 2016.

I agree to the terms and conditions as set out in these documents.

To carry out the works detailed in the schedule of works, the company, as detailed in Section 8 of the Quotation Form, will charge

**£** **……………..**

I anticipate commencing the necessary works on ……………………. in order to achieve a completion date by 17 July 2020. I anticipate being on site for ……..weeks.

I agree that this sum will/may be paid over interim payments on the production of suitable evidence as agreed by the Town Clerk.

Any contract variation, whether affecting the contract sum or not, shall be agreed prior to the specific addition/deletion carried out.

**Signature** **……………………………………………….** **Date**

**Name** **………………………………………………..**