

**THETFORD TOWN COUNCIL**

**OCTOBER 2020**

**TTC/20/009**

**Thetford Town Council is seeking tenders for the maintenance to their play parks listed below: -**

1. Bergamont Close - IP24 2XE
2. Canons Walk - IP24 3PT
3. Castle Park – IP24 2DL
4. Croxton Rd Skate Park -
5. Edinburgh Way – IP24 1DS
6. Elm Rd - IP24 3HW
7. Fairfields – IP24 1JN
8. Harriet Martineau Close IP24 1TR
9. Pine Close IP24 3LA
10. Maine Street IP24 3PG
11. Richard Easten Way IP24 1ED

The Town Council is putting out an annual contract for maintenance and improvements to the play parks within the town. The details of the repairs and maintenance are related to our ROSPA reports which are attached for your information. For more information please contact Tina Cunnell, Town Clerk, (01842) 754247.

**Tender requirements:**

* Written itemised quotation for the works
* Completed application form
* Copy of public liability insurance up to 5 million.
* Copy of company Health and Safety Policy (If company has more that 5 employees) example method statement and example Risk Assessment
* Details of 2 references
* Environmental policy
* Could you please include a daily rate for emergency call out repairs.

**Failure to supply any of the above will result in the Tender being rejected.**

**Tenders to be received by 12.00pm, Wednesday the 28th of October 2020. Sealed inner envelopes to be clearly marked ‘Tender – Play park maintenance, For the Attention of the Town Clerk, Thetford Town Council**

Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS. Tel: 01842 754247. Details of the winning contract will be published IAW Local Government Transparency Code 2014. Should you require further information over and above the quote requirements then please do not hesitate to call.

Yours sincerely

Tina Cunnell

**Enclosures:**

**Details of maintenance and repair works.**

**ROSPA reports**

|  |  |
| --- | --- |
| Thetford Play Parks Specification for Repairs and Maintenance.  For all sites wash down equipment and clean signage | |
| 1. Bergamot Close | * Remove trip hazard where old unit was removed repair with wet pour and tarmac * Reglue and fill joints on rubber tiles * Replace cover under seesaw * Repair surface around slide |
| 1. Cannons Walk | * Repair rope ladder on multiplay toddler unit * Replace caps on play panels * Repair surfacing |
| 1. Castle Park | * Reset gate post * Replace timber edges * Repair nest swing * Relay grass matting |
| 1. Croxton Rd Skate Park | * Repair the cracking in the concrete and concrete edging * Reinstate grass matting and top up with soil |
| 1. Edinburgh Way | * Re-lay tiles and fill gaps * Replace bushes and toddler swings * Remove trip points around carousel turnstile |
| 1. Elm Rd | * Repair cracks on basketball surface |
| 1. Fairfields | * Repair and fill gaps in and around wet pour. * Wear in bushes on both sets of swings * Replace postcap on multiplay |
| 1. Harriet Martineau Close | * Repair ring on climber rocket * Wear in bushes on swing replace * Grass matting needs repair |
| 1. Pine Close | * Fit buffer to gates * Refit rubber tiles and fill gaps * Base cover on rockercar repair or replace |
| 1. Maine Street | * Replace climbing rope |
| 1. Richard Easten Way | * Fill gaps in wet pour around bowland rocket bike * Replace caps on multiplay * Repair slide * Fix 3 seat rocker which is loose in the ground |
| 1. Additional items | When pricing the works please note if there is anything that the Town Council has missed on the ROSPA reports |

**Tender Questionnaire**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation Details** | | | | | | |
| **Question** | **Your Answer** | | | | | |
| Full name of organisation tendering |  | | | | | |
| Registered office address |  | | | | | |
| Main contact for this contract:    Name    Address (if different from registered office)    Email    Phone    Mobile |  | | | | | |
| Company or charity registration number. |  | | | | | |
| VAT Registration number. |  | | | | | |
| Type of organisation | i) a public limited company | | | | |  |
| ii) a limited company | | | | |  |
| iii) a limited liability partnership | | | | |  |
| iv) other partnership | | | | |  |
| v) sole trader | | | | |  |
| vi) other (please specify) | | | | |  |
| Length of time your business has been operating. |  | | | | | |
| **Health and Safety** | | | | | | |
| Does your organisation have a written Health and Safety Policy?  **Please provide a copy** | **Yes** | | | **No** | | |
|  | | |  | | |
| **Note**: if your organisation has less than 5 employees, the Thetford Town Council still requires you to have a written Health and Safety Policy. | | | | | | |
| Please provide examples of the risk assessment process you have applied in previous contracts of a similar nature to this requirement.  Please provide examples of the method statements you have applied in previous contracts of a similar nature to this tender | | | | | | |
| **INSURANCES**  **You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.** | | | | | | |
| **Insurance Policy** | **Indemnity Value (£)** | | **Yes** | | **No** | **Will secure if successful** |
| Employers Liability  (This is a legal requirement.  There are a small number of exceptions.  Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969) | Min £5m per claim | |  | |  |  |
| Public Liability | Min £10m per claim | |  | |  |  |
| **Environmental Sustainability**  Please provide a copy of your environmental strategy/policy | | | | | | |
| **References** | | | | | | | | |
| Please provide details of up to two contracts from either the public or private sector,that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the TTC and that we may contact your referees without telling you again. | | | | | | | | |
| Reference 1 Organisation name: | | |  | | | | | |
| Customer contact,  name, phone number and email | | |  | | | | | |
| Contract Start date, contract completion date and contract value | | |  | | | | | |
| Brief description of contract | | |  | | | | | |
| Reference 2 Organisation name: | | |  | | | | | |
| Customer contact, name, phone number and email | | |  | | | | | |
| Contract Start date, contract completion date and contract value | | |  | | | | | |
| Brief description of contract | | |  | | | | | |

**Declaration**

**Please state within the box at the end of this declaration if there are any specific areas with which you cannot comply.  Please note that this may invalidate your tender submission.**

By signing this Declaration, you, the bidding organisation certify that:

1. The bidding organisation has not been convicted of a criminal offence relating to the conduct of its business or profession.
2. The bidding organisation has not committed an act of grave misconduct in the course of its business or profession.
3. The bidding organisation has fulfilled its obligations relating to payment of taxes under the law of any part of the United Kingdom.
4. The bidding organisation is not guilty of serious misrepresentations in providing any information required under Regulation 23 of the Public Contracts Regulations 2006.
5. None of the senior personnel of the bidding organisation have been involved (in a similar position) in any company which has gone into insolvent liquidation, voluntary arrangement, receivership or administration or been declared bankrupt.
6. The bidding organisation comply with the requirements of the Health and Safety at Work Act 1974, as amended (for organisations employing five or more people).
7. The bidding organisation confirm their acceptance of the mandatory requirements for publication of tender documents and contracts as set out in the Government Transparency Agenda.

I declare that to the best of my knowledge the information submitted in this tender is correct.  I understand that the Thetford Town Council may reject this ITT if there is a failure to answer all relevant questions, or provide any requested information fully or if I provide false or misleading information; or if I make any false declaration which is discovered after Contract Award; I acknowledge that this may lead to said contract being terminated.

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| --- | --- |
| Signature |  |
| Name Printed |  |
| Date |  |
| Capacity / Title |  |
| For and on behalf of |  |