



Arborfield & Newland Parish Council

Invitation to Tender

Bus Shelter Replacement Scheme

Tender Reference Number: A&NPC/APP/12/2019

Deadline for receipt of tender proposals: Friday 31st January 2020

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1. Background

- 1.1 Arborfield & Newland Parish Council (A&NPC) owns and maintains several bus shelters within its parish.
- 1.2 Two of the existing shelters were installed in the 1960s/70s and are made of wood with felt roofing. The roofing has broken and the wood is rotting.
- 1.3 Replacement with a low maintenance option would last for a considerable amount of time.
- 1.4 The shelters are on the A327 on bus route 3 and 3b between Reading and Wokingham and is a well-used route. The bus stops are also used by school buses.

Existing bus shelter on Reading Road, South bound, opposite Walden Avenue



Existing bus shelter on Reading Road, South bound, adjacent to Church Lane



2. Scope of the Work

The scope of the work includes:

- Removal of existing wooden bus shelters
- Clear foliage around the existing shelters
- Install new metal bus shelters

- Arrange required street works licences and works agreements with Wokingham Borough Council
- All associated groundworks
- Removal of all waste

3. Summary of Requirement

3.1 This work will seek to replace dilapidated bus shelters with new low maintenance shelters.

4. Design Criteria

- 4.1 The shelters must be of a durable nature (metal), be low on ongoing maintenance costs and provide protection from vandalism.
- 4.2 The shelters to be galvanised and powder coated in a dark green colour.
- 4.3 The shelters must not contain glass panels.
- 4.4 The shelters to be 2500mm L x 1300mm W x 2300mm H.
- 4.5 The shelters to include integrated perch seating.
- 4.6 The shelters to have underground fixings.
- 4.7 Surfacing to be tarmac.
- 4.8 The design and construction must confirm to the necessary standards.
- 4.9 Example of design required:



5. Procurement and Project Timetable

5.1 Below is the proposed project timetable. This is a guide and whilst the Council will endeavour to keep to the timetable, it reserves the right to alter timescales at any stage.

Event	Date/Time
Tender Notice Posted	17 th December 2019

Site meeting	To be arranged
Tender response deadline	Friday 31 st January 2020
Anticipated contract award	Parish Council meeting on Tuesday 18 th February 2020
Commencement of work	July 2020
Completion of work	September 2020

6. Location and Access

- 6.1 The shelters are sited on the southbound carriageway side of the A327 Reading Road adjacent to Church Lane and opposite Walden Avenue.
- 6.2 A street work licence and a minor street agreement will be required from Wokingham Borough Council in order to carry out the works on the highway.

7. Contract Value

- 7.1 The value for this contract is unknown due to licencing costs and any survey of underground services not being confirmed.
- 7.2 Tenders should be submitted in pounds sterling and be exclusive of Value Added Tax (VAT)

8. Payment Structure and billing requirements

- 8.1 Payment will be made against invoice to be presented by the contractor on successful completion of the work in accordance with the specification and agreed timetable.
- 8.2 Payment terms will be thirty days from receipt of an undisputed invoice.
- 8.3 Payment will be for a maximum of the amount of the contract.

9. Tenderer's responsibility

- 9.1 It is the responsibility of the Tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works and that will be held to have, by their own independent site visits and inspections, fully informed and satisfied themselves as to the deliverability of the works in accordance with the contract.
- 9.2 Tenderers should be aware that the Council envisages that the Contractor to mobilise to provide the services required under the contract within three months from the date of award of contract. The contractor shall be prepared to commence the service when advised.

- 9.3 The tenderer must satisfy themselves that the execution of the Contract is within their capabilities and powers and demonstrate this to the Council through submission of suitable references.

10. Selective Tendering

- 10.1 The Council may wish to conduct interviews, make enquiries of your existing customers, sample services, carry out site visits and/or requires further information of you at any stage during the selection process.
- 10.2 The Council reserves the right to clarify any element of the submitted Tender.
- 10.3 The Council may reject non-compliant Tender responses.

11. Instructions to Tenderers

- 11.1 All Tender documents must be completed in their entirety. The Tenderer who is awarded the Contract may be required to sign further documentation.
- 11.2 By submitting a Tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.
- 11.3 Tenders must not:
- Be conditional
 - Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of other tenders.
- 11.4 If the Council suspects that there is a technical or arithmetical error in the submission, the Council reserves the right to seek such clarification as it considers necessary from that Tenderer only.
- 11.5 All documentation supplied by the Council shall remain its property and confidential to it. Tenderers may not without the Council's written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which the Council may make available to Tenderers all of which shall remain confidential to the Council.
- 11.6 The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the Tenderer concerned will be so notified.

11.7 The Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any Tenderer in the production of the tender or as a result of its decision not to award the Contract to any tenderer.

11.8 The Council reserves the right to accept the whole or any specified part of the tender unless the Tenderer expressly stipulates otherwise.

12. Evaluation criteria

12.1 The Tender shall be awarded on the basis of providing the most suitable equipment, value offered. To following factors will be used to assess this:

- Suitability of design and equipment
- Quality and environmental impact of construction and materials
- Length and scope of warranty
- The overall cost including maintenance and repair
- References from former customers
- Feedback from the Council

12.2 Please provide answers to the following questions in as much detail as possible:

Criteria	
Question 1	Outline your previous relevant experience of providing bus shelters including the following information in respect of each example relied on: Organisation Name: Value of Contract: Reference contact details: Please provide references who we may contact to verify the information provided.
Question 2	Outline your approach to delivery and detail how you will meet all our requirements. As part of your response you must specifically address the following: <ul style="list-style-type: none"> • You will submit a design proposal via email. The design should show the new equipment alongside the existing remaining equipment. • Clarification as to whether you propose to use any third parties to deliver any aspects of the services and detailed information on their experience and role. You should also explain how you will work with these organisations to ensure the services are delivered in accordance with the contract which you will ultimately be responsible for.
Question 3	Project management and delivery

	<p>Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous relevant experience.</p> <p>Your response must include:</p> <ul style="list-style-type: none"> • A detailed project plan demonstrating your ability to meet our timescales • Machinery, access, potential hazards to the sites • Protecting the environment • Health & Safety including traffic management • Security
Question 4	In the event of a major problem, who will be responsible for managing the problem to a successful conclusion?
Question 5	<p>The tender must list the cost of the following:</p> <ul style="list-style-type: none"> • Bus shelter cost individually • installation materials • labour • traffic management/street works licences etc. • removal of old equipment and all debris • any other costs.
Question 6	Provide warranty details for all equipment and labour
Question 7	The tenderer must provide, as a minimum, a copy of their current Public Liability Insurance and ISO9001 (if they have one)

13. Return of Tender

- 13.1 You must complete and submit your tender response/proposal via post to The Parish Clerk, Arborfield & Newland Parish Council, The Parish Office, Arborfield Village Hall, Eversley Road, Arborfield, Berkshire, RG2 9PQ in a sealed envelope clearly marked **TENDER PROPOSAL**. Any tender received after the closing date and time for any reason will be discounted.
- 13.2 A&NPC is not responsible if all or part of a tender is not received.

14. Rights of Arborfield & Newland Parish Council

- 14.1 A&NPC reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practical.
- 14.2 A&NPC is not responsible, and will not pay for any expense or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.