

South Woodham Ferrers Town Council
Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ

20th September 2021

Dear Contractor

Re: TENDER DOCUMENTS

You are invited to tender for the uplift and disposal of the current bowls green and replace with an artificial bowls surface as approved by Bowls England.

Please call the Town Clerk Karen Hawkes on 01245 321817 to arrange a visit to the green. You are asked to submit your tender by 12 noon on Friday 12th November 2021, tenders must be marked for the attention of the Town Clerk Karen Hawkes.

Tenders must be submitted by this date and time and must not bear any mark that identifies the sender.

It is intended to let the contract after consideration of the tenders at the Policy and Resources Committee meeting on 8th December 2021 when the successful contractor will be advised in writing by the Town Clerk.

Any requests for further information and site visits should initially be via the Town Council on the telephone number below.

Yours sincerely

Karen Hawkes

Town Clerk
South Woodham Ferrers Town Council
Direct dial - 01245 321817
Email [-karen@southwoodhamferrerstc.gov.uk](mailto:karen@southwoodhamferrerstc.gov.uk)

TENDER FOR REPLACEMENT BOWLS GREEN AT CHAMPIONS MANOR HALL

**Tender closing date:
Noon on Friday 12th November 2021**

South Woodham Ferrers Town Council
Champions Manor Hall Community Centre
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ

Tel 01245 321817
Email: karen@southwoodhamferrerstc.gov.uk

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Section 1

South Woodham Ferrers Town Council intends to replace the synthetic bowls green 37m x 37m at Champions Manor Hall, Hullbridge Road, South Woodham Ferrers CM3 5LJ.

The existing bowls green at Champions Manor Hall has been identified as in a poor condition and in need of replacement. A technical report was carried out on the current green to detail the condition, the report is attached to assist tenders but it is recommended that you carry out your own survey.

Specification:

The Contractor will need to demonstrate they have capability and track record to replace the synthetic bowls green to meet the standards of Bowls England. Contractor will be required to:

- Uplift and disposal of existing carpet
- Carry out any checks of subsurface prior to new surface being laid (Check base, sweep clean, check drainage)
- Supply and fix Synthetic Outdoor Bowls surface approved by Bowls England
- Divide green into 6 rinks

Maintenance Recommended

- Contractor to advise of regular maintenance of the surface to be carried out by the bowls club and costs involved with appropriate equipment
- Contractor to advise of additional maintenance and costs that would need to be carried out by a specialised bowls maintenance contractor.

Warranty

Contractor to detail warranty that is being offered with the synthetic turf green and whether this is for the carpet of the complete system. Details to be provided of any exclusions.

Consultation / Liaison

- Regular liaison with the appointed project manager
- Attend a project start up meeting on a date to be confirmed, scheduled progress meetings with the Town Clerk

Supplementary Conditions

General

The Tenderer shall be expected to have visited the site and familiarise themselves with the areas to which this contract applies. In doing so they shall be deemed to have made an assessment of any problems likely to be encountered in accessing the areas and all other site conditions likely to affect the accuracy and completeness of the tender and allowed for in this tender offer.

1. All works are covered by CMD regulations 2015 and are to be complied with at all times
2. The contractor, his employees or representatives will only accept instruction from South Woodham Ferrers Town Council officers
3. The contractor is to ensure that all employees or subcontractors remain within the working area or permitted routes
4. The contractor is responsible for security within the area their works are taking place and any other areas they have keys for or that are opened at their request
5. The contractor may be handed keys for their use. The contractor will not copy or allow others to copy any keys. All keys to be returned back to South Woodham Ferrers Town Council on completion of works.
6. The contractor and or his sub contractor must have the appropriate insurance to cover all accepted risks and indemnify South Woodham Ferrers Town Council against claims for loss of property, personal injury and damage to: the works, buildings, structures, plant and other items caused by the action or non-action of the contractor, his staff, sub-contractors or supplies. A copy of the insurance certificate is to be supplied to the South Woodham Ferrers Town Council before work start. You will require a minimum public liability insurance to cover 10million.

Site working

1. Works are to be carried out in a residential area. The contractor is to proceed with the minimum of inconvenience and nuisance to occupants and users. Any noisy operations are to be carried out between 8.30-17.30 Monday – Friday.
2. Works are to start on the agreed date and are to be carried out as a continual process until completion by the agreed date. The staff levels are to be maintained at all times to achieve this and to include full supervision of all site operatives
3. All waste and rubbish is to be cleared on a regular basis and not allowed to build up. The whole site is to be kept clean and tidy at all times
4. When waste is removed from site a waste transfer note must be completed.
5. All working areas are to be protected by Heras fencing or similar installed before works commence and maintained during the whole contract.
6. An area will be provided for the contractor to allow for welfare accommodation
7. Smoking and vaping is not permitted within the grounds
8. Foul or abusive language will not be tolerated
9. CRB Checking: It is not intended during this contract to have any interaction with children or vulnerable adults'. However there are children's activities on site and the contractor and his staff need to be fully aware that if any interaction with children or vulnerable adults takes place the South Woodham Ferrers Town Council will instruct the contractor to remove their member of staff from site.

Evaluation

The Town Council will evaluate tenders by considering the following principal factors:

- Compliance with tender documentation
- Tender submission prices
- Quality of service offered
- References

The Town Council does not bind itself to accept any tender but every effort will be made to reach a decision on the award of the contract by 8th December 2021. Tenders should therefore remain open for acceptance until that date.

Canvassing

Any Tenderer who canvasses any Member or Officer of the Town Council, whether directly or indirectly, relating to the award of this contract will be disqualified.

If the Tenderer:

- Fixes or adjusts the amount of the tender by arrangement with any other person; or
- Communicates to any person other than the Council the amount of the tender (unless the disclosure is made for insurance purposes, for example); or
- Agrees with any other person that they will agree not to tender or as to the amount of any other tender to be submitted; or
- Offers or pays any sum of money to any person to induce such a person to accept the tender then the Tenderer shall be disqualified from tendering and may be subject to civil and criminal liability.

How to complete the Tender

- The tender must be calculated with careful reference to the contents of the Contract.
- Tenderers must also submit with their tender:-
- Documentary evidence to indicate that the Tenderer carries the insurance required under the contract conditions.
- Details to two trade referees. The Town Council will contact all referees as part of the tender evaluation process.
- Rates and Prices
All rates and prices should be quoted exclusive of VAT.
- Prices quoted should be on a per annum basis for the first year as per the following schedule.
- All travelling time and expenses should be included in the tender rates and prices.
- No additional payment will be made in respect of any changes in the cost to the contractor of labour, materials and plant employed in carrying out the work.

Compliance with the Tender Documents

10. Tenders must be in accordance with all the contract documentation and no changes should be made to tender documents. Similarly tenders must not be accompanied by statements making the tender qualified in any way.

General

11. Any enquiries relating to the contract documents and requests for site visits, should they be required, should be addressed to Karen Hawkes, Town Clerk, South Woodham Ferrers Town Council. Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ. Tel. 01245 321817
email: karen@southwoodhamferrerstc.gov.uk

How and Where to Return the Tender

12. Tenderers must complete and sign the form of tender; where a Tenderer is an individual the tender must be signed by that individual, where the Tenderer is a partnership the tender must be signed by two authorised partners and where a Tenderer is a company two Directors or a Director and the Secretary should sign. Where the Tenderer is a local authority the responsible officer/s should sign. All signatories must be authorised to sign on the Tenderer's behalf.

13. Tenders must be returned in an envelope to Karen Hawkes, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ on or before mid-day on Friday 12th November 2021 .

14. The tender envelope and its franking must not bear any indication of the Tenderer's identity and the envelope must only be marked

'TENDER FOR REPLACEMENT BOWLS GREEN'

Section 4

THE TENDER

- You should only complete the tender after you have read and fully understood all the Contract documents
- Once a tender has been awarded no allowance can be made for any errors, omissions or mis-judgements in tendering
- If you have any doubt at all on how to complete the tender, please contact Karen Hawkes at the Town Council office on 01245 321817

Total Cost for the project	Exc. Vat
On-going scheduled maintenance costs	
Guarantee	

Company name	
Address	
Post Code	
Contact Name	
Contact Telephone No.	
Contact Email address	
Company Registration No.	
VAT Registration No.	

Signed _____ / _____

Name(s) if different to above

_____ / _____

Date: _____

Section 5

Form of Tender

Replacement of Bowls Green Champions Manor Hall

1. I/We having read the Terms and Conditions and specification hereby attach my price for carrying out the work as itemised and in accordance with those documents. Prices are exclusive of VAT.

2. I understand that Tenderers are assumed to have acquainted themselves with the site and conditions thereof.

3. I understand that the Town Council does not guarantee to award all or any of the work, nor that the lowest price will necessarily be accepted.

4. I confirm that my submission of this tender confirms my acceptance of all or part of the works if offered by the Town Council.

5. I confirm that I have not offered any gifts, inducements or rewards in connection with this contract in anyway.

6. I confirm that I have not colluded with any other parties in the drawings up and submission of this tender, nor communicated any of the amounts therein to any other body and will not until after the contract is let.

Signed

Name (printed)

For and on behalf of
Name of company

Address, also registered office of company if different

.....

.....

Date

HAVE YOU INCLUDED THE FOLLOWING?

	YES	NO
Section 2 The Tender, completed and signed		
A copy of Insurance documents		
Two trade references		

Return date: By Noon Friday 12th November 2021



Centre for Sports Technology Ltd

4 Greenholm Road
Eltham
LONDON SE9 1UH
ENGLAND

Telephone: 0115 934 6040
e-mail: info@cst-global.com

REPORT AR-0602

**Condition Report of
Artificial Grass Bowls Green
at
South Woodham Ferrers Bowls Club
Chelmsford**

6th July 2021

**Prepared by:
Centre For Sports Technology Ltd
4 Greenholm Road
LONDON SE9 1UH
www.cst-global.com
Tel : 0115 934 6040**

**CONDITION SURVEY
ARTIFICIAL GRASS BOWLS GREEN
South Woodham Ferrers Bowls Green
Chelmsford**

Summary:

This report relates to the condition of the artificial grass bowls green within the grounds of South Woodham Ferrers Bowls Club.

The report provides an estimate of the remaining life of the carpet.

Reported by:

M. Dervish

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Mehmet Dervish
Principal Consultant

6th July 2021

1. INTRODUCTION

- 1.1 The Centre for Sports Technology Ltd have been commissioned by South Woodham Ferrers Town Council to assess the condition of the existing artificial grass bowls green within the grounds of South Woodham Ferrers Bowls Club. Our assessment is to consider the remaining service life of the bowls green. The inspection was conducted by Mr. M. Dervish and Mr. H. Baca of CST Ltd on 5th July 2021. The weather was dry and sunny with a max temperature of 19°C.

2. THE SITE

- 2.1 The green is situated within the grounds of South Woodham Ferrers Bowls Club. The bowls green is of dimensions 37m x 37m. The bowls green is split into six rinks.



GENERAL VIEW

- 2.2 The bowls green construction comprises a sand filled artificial grass carpet above a porous macadam base.



SURFACE CLOSE UP

- 2.3 The green is surrounded by 30cm x 30cm ditch which is filled with rubber shavings. The banks are in good condition although dirty and stained.



Ditch and Bank

- 2.4 The carpet was lifted from one corner and the base was found to be a porous open textured macadam base with no shockpad.



MACADAM BASE

- 2.5 A Level survey were undertaken to determine if the green was level. The gradient of the green was found to be level longitudinally and horizontally.
- 2.6 Seam failures and small holes have been observed throughout the green which will influence the trajectory of the bowls. Some seam repairs have been carried out, but these are of poor quality.



SEAM FAILURES



SEAM FAILURES



SEAM REPAIRS

2.7 Some of the rink markings are missing/broken or rusty.



RINK MARKINGS

- 2.8 In order to check for any localized movement or subsidence of the pitch, we assessed the surface regularity of the surface by towing a 3m straight edge along and across the pitch over its entirety. Any gap beneath the straight edge or high spot was measured using a calibrated wedge gauge. Our survey revealed 34 surface irregularities within the play area which exceeded the maximum specified 3mm beneath the straight edge for a bowls facility. The maximum recorded was a low spot of -9mm.
- 2.9 The sand filled carpet itself was hard and heavily compacted with dirt although not worn through to the backing.
- 2.10 Porosity measurements were conducted at three locations on the green and the results were 822mm/hr (position 1), 796mm/hr (position 2) and 887mm/hr (position 3) respectively. The World Bowls specified minimum limit is 100mm/hr.

3 CONCLUSIONS AND RECOMMENDATIONS

- 3.1 The carpet is in poor condition as it is now heavily compacted with dirt and several seam failures have occurred. The carpet has come to the end of its life expectancy, and we suggest it is replaced.
- 3.2 The surface regularity of the green is poor with 34 irregularities found above the World Bowls maximum limit of 3mm.
- 3.3 The porosity of the carpet is low but meets the World Bowls specified minimum.
- 3.4 We recommend the bowls green is resurfaced as it has come to the end of its life expectancy. The amount of surface irregularities, seam failures and damage that has occurred on the surface now has a negative effect on the surface performance.

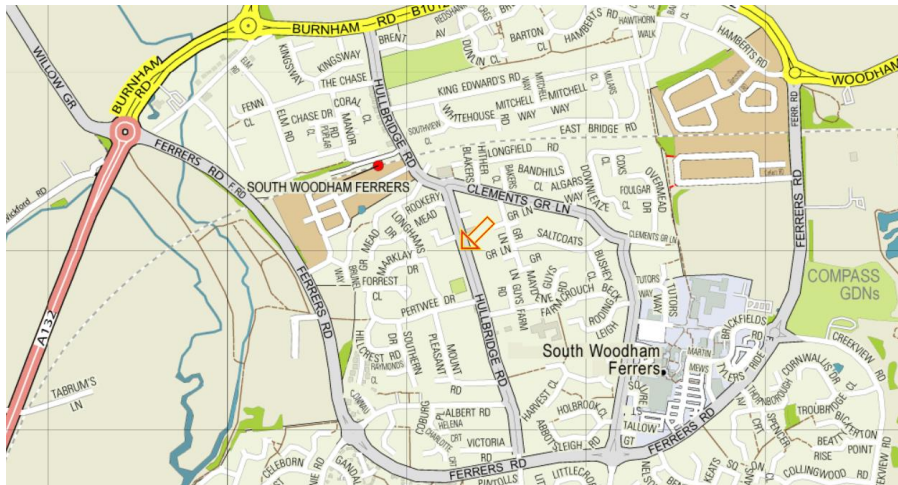
- 3.5 If the existing carpet can be peeled back, it may only be necessary to locally repair the existing macadam base and install the new carpet and shockpad/underlay directly onto it.

4 SPECIALIST CONTRACTORS

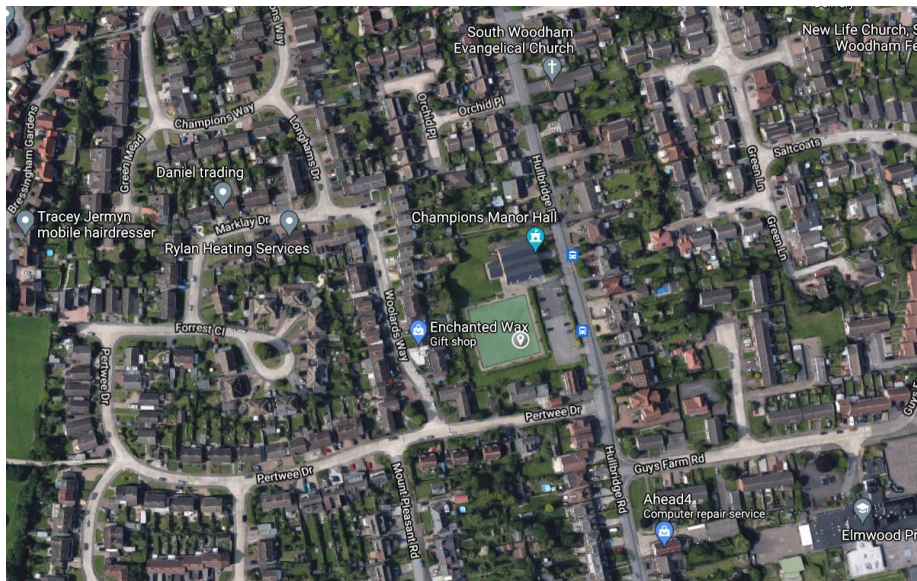
- 4.1 The installation of synthetic surfaces is a very specialised form of construction. Although much of the preliminary works are basic civil engineering, in many cases, the tolerances required, e.g., for surface regularity, are far beyond those normally required.
- 4.2 For this reason, we recommend that the contract is awarded to an experienced specialist contractor who, in most cases, will sub-contract certain aspects of the construction to other specialist companies with whom he has previously worked successfully. In this way, there is no division of responsibility between baseworks and surfacing works and the obligations under the Warranty are clear and unambiguous.
- 4.3 A tender lists can be drawn up from the principal bowls green contractors of The Sport and Play Contractors Association (SAPCA).

END OF REPORT

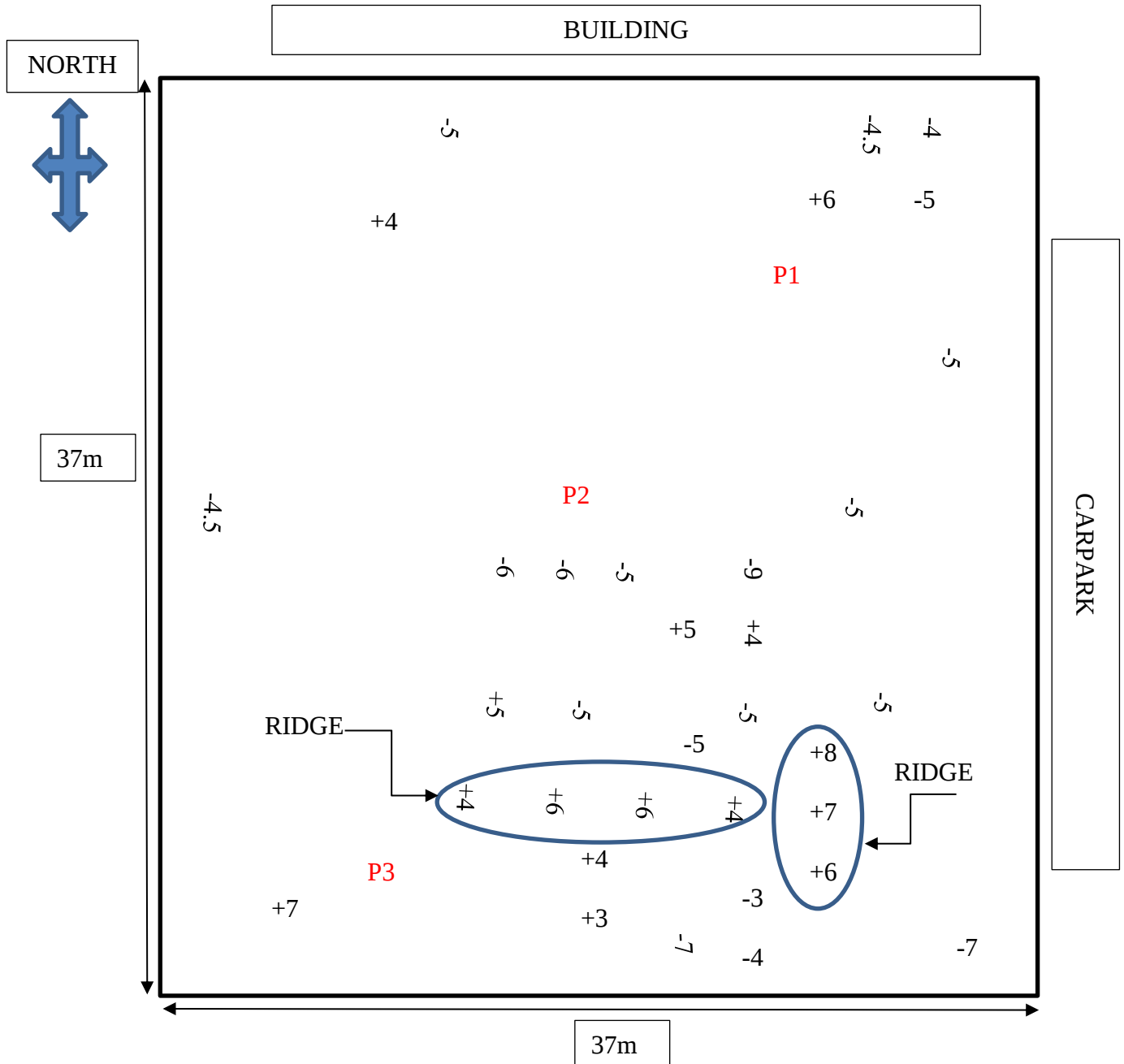
Appendix 1 – Site Location



Google Earth Image of Site



Appendix 2a – Dimensions, test positions and regularity



Appendix 2b – Levels and Gradients

