



Serving the communities of Giltbrook, Greasley, Moorgreen, Newthorpe & Watnall.

INVITATION TO TENDER

1. General Requirements

The Parish Council is seeking a suitably qualified company to design, supply and install new fencing to the frontage of the Council's property on Dovecote Road and around the adjacent children's play area including all access gates as required. The proposed works will also include an asphalt surfaced "picnic area" complete with surfaced paths leading from the pedestrian entrances.

The facility will be closed to allow for these works to be completed and we request that this is achieved outside of school holidays.

The location of the site is Greasley Sports and Community Centre and Beauvale Jubilee Park, Dovecote Road, Newthorpe, Nottingham NG16 3QN.

2. Prices

All pricing should be exclusive of VAT and valid for a period of at least 3 months from the due date for the response.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The Parish Council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and responses are the responsibility of the suppliers that have been invited to participate.

The Parish Council may refuse a tender response if there has been any attempt to vary or alter the details within the document, or if the response fails to provide all the information required by the Parish Council to make a full evaluation.

Any offence or inappropriate actions by the tenderer, including an offence under the Prevention of Corruption Act or the tenderer directly canvassing any member of the Parish Council concerning the tender other than "appropriate" contact made to the Clerk of the Council for the purposes of clarifying the requirements or raising any questions pertaining to the tender.

4. Contract Conditions

The successful tenderer will enter into a contract by way of a purchase order with Greasley Parish Council.

The contract will require a Defects Liability Period of twelve months that will run from the date of the official hand-over of the completed works. This will be supported by a Retention Fund amounting to 2.5% of the final contract sum.



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The scope of the proposed works is as set out in Section 5 below

All work should be constructed and erected in accordance with the appropriate part of BS1722. Fences in or around playgrounds should also comply with EN 1176.

The successful tenderer must provide evidence of both Public Liability Insurance and Employer's Liability Insurance cover of no less than £5 million, to the Parish Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc. a final programme of works and risk assessment/method statements will need to be finalised and provided to the Parish Council before work begins on site, most likely at the "pre-start" meeting.

The facility will be closed to the public to allow for these works to be completed but during installation the contractor will need to keep access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project any areas that have been damaged during the installation such as the turf must be returned to the original condition at the contractor's expense. Reinstatement of any damaged turf either as part of the construction works or the removal of the equipment and surfacing must be reinstated. This will require additional topsoil where appropriate to maintain a level surface, cultivation and seeding.

5. Overview of Project

The Parish Council has set aside a budget of £36,000 to carry out refurbishment works which is made up of both Parish Council funds and a grant. **Your submitted price must not exceed this figure.**

Requirements:

- 5.1. Removal and disposal of existing black fencing, gates and any associated rubbish.
- 5.2. Supply and install throughout 1.4 metre high bow top fencing in polyester powder coated green RAL6005.
- 5.3 Supply and install two self-closing pedestrian gates, one maintenance gate and double vehicle/entrance gates for the main access to the Centre. All gates must be in RAL6005 and be able to be locked.
- 5.4. For the play area, supply and install asphalt surfaced paths to run from both pedestrian entrances to a central picnic/social area. This will involve creating an asphalt surface that runs beneath the tables and fills a central area. Concrete chamfered edging kerbs are required throughout.



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Removals

The existing fence, gates, soil and any associated rubbish as detailed in section 5.1 - 5.4 above will require dismantling and disposal/removal.

Post Installation Inspection

Please allow for an independent written inspection report following completion of the works and any noted defects/risks will need to be attended to and resolved before the scheduled open date noted in the table below.

6. Project Time Table

Below is the time table set out for the project and tenderers will need to confirm within the tender response that they can meet a project start and completion date outside of school holidays.

<u>Action:</u>	<u>Date:</u>
Tender site meetings – date and time to be confirmed with the Clerk to the Parish Council (see 10 below for contact details)	14 th September 2020 to 2 nd October 2020
Tender closing date	5 TH October 2020
Contract award date	w/c 19 th October
Project start date	2 nd November onwards to be agreed with the Clerk to the Parish Council

Please note the table above and the contract awarding date may be affected by the current COVID-19 virus if the Council is unable to meet due to government restrictions.



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7. Scoring of Tenders

Weighting

<u>Item</u>	<u>Detail</u>	<u>Score</u>
Price/Quantity of work included in the budget	The quantity of supplies and work to be included in the budget of £36,000 as set above.	60%
Quality of materials	Maintenance, expected longevity of fencing, gates and surfacing	20%
Warranties	What is covered in the warranty, length of warranty for each type of material	10%
Presentation	Overall presentation of submission and visuals	10%

Scoring System

<u>Points</u>	<u>Level</u>	<u>Criteria</u>
5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, and quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer and presentation for that criterion. Some errors, risks, weaknesses or omissions which are possible without too much difficulty to correct/overcome and make acceptable.
2	Below expectations	Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses or omissions which are possible but difficult to correct/overcome and make acceptable.
1	Poor/deficient	Limited response provided or a response that is inadequate, substantially irrelevant, inaccurate or misleading.
0	Unacceptable	Totally deficient and non-compliant for that criterion.



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8. Reference Sites

Please provide **two** suitable references that are ideally of similar value and requirements as this project that Councillors could visit if required (as close as possible to Greasley). Please use the format below for each reference:

Name of Council/Client	
Contact name	
Contact telephone	
Contact email	
Location of installation	
Value of project	
Description of project	
Date of installation	

9. Format for Response

Please provide a coloured hard copy of any visuals/designs (minimum size A3) and 1 x A4 hard copy of any supporting materials such as the quotation to the Clerk of the Parish Council at the address shown below.

The items should be sent in a sealed envelope clearly marked in the top left corner "Tender response – to be opened only by the tender panel".

To maintain the sealed tender process electronic documents should not be submitted to the Parish Council.

If the Tender process requires us to do so, we will request an interview with respective tenderers for clarification or comparison purposes.



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10. Contact Details

Any questions relating to the tender or to arrange a site visit should be directed to:

Vikki Arkell – Temporary Clerk & RFO
Greasley Parish Council
Parish Office
Greasley Sports & Community Centre
Dovecote Road
Newthorpe
Nottingham
NG16 3QN

Telephone: 01773 688848

Email: clerk@greasley.org