



# Request For Quotation

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## Car Park Resurfacing Works with Contractors Design 2022

Design, Supply and Installation of Car Park  
Surface at Jubilee Field, Cam, GL11 5JQ

# Cam Parish Council Request for Quotation (RFQ)

## **INSTRUCTIONS TO CONTRACTORS**

- a) Contractors must complete all of the areas shaded in yellow to ensure their bid is presented in a compliant format.
- b) Contractors must answer “True” Sections where a True or False Question is available to be considered further.
- c) Please adhere to any maximum word count requirements in your response, failure to do so will mean all text submitted over the maximum will be disregarded in the evaluation process.
- d) Please ensure a hard copy of the fully completed and signed document is returned with the Form of Quotation, Certificate of Bone Fide Quotation, Freedom of Information Act exemption and any other documents referred to in this request for quotation form to the address specified in section 1.
- e) The Contractor should seek to clarify any points of doubt or difficulty before submitting a quotation, for this purpose contact can be made, in writing, to the named authorised officer only as detailed in section 1.6 below.
- f) Clarifications should be sought in accordance with the timescales detailed in 1.9 below, all clarification response statements will be made available to all Contractors.
- g) Cam Parish Council shall incur no obligation or liability whatsoever to anyone by issuing the request or action by any party relative hereto.
- h) Any costs incurred by the quotationer in responding to this request or in support of activities associated with the response to this request are to be borne by the Contractor and are not reimbursed by Cam Parish Council.

## **SECTION 1 – RFQ INFORMATION**

### **CONTACT DETAILS**

1.1	RFQ Title	Design, Supply and Installation of Car Park Surface at Jubilee Playing Field, Cam, GL11 5JQ
1.2	Organisation	Cam Parish Council
1.3	Originator telephone number	01453 548884
1.4	RFQ clarifications email address	<a href="mailto:clerk@camparishcouncil.gov.uk">clerk@camparishcouncil.gov.uk</a>
1.5	RFQ response address	Tender Response 4 Noel Lee Way

		Cam Gloucestershire GL11 5PS  FAO Jenny Walkley (Clerk/ RFO) (Confidential)
1.6	Cam Parish Council Authorised Officer	Jenny Walkley (Clerk/ RFO)
1.7	Estimated total value (£)	£34,000.00
<b>TIMESCALES &amp; PAYMENT TERMS</b>		
1.8	Date RFQ advertised	Date Issued – 09/12/2022
1.9	Date/time RFQ <b>clarifications/questions and site visit request</b> should be received by email to the Cam Parish Council Authorised Officer as identified in 1.6 above ( <a href="mailto:clerk@camparishcouncil.gov.uk">clerk@camparishcouncil.gov.uk</a> )	Time:12.00  Date: 20/01/2023
1.10	Date/time completed <b>RFQ response</b> to be received by <b>post</b> to the Cam Parish Council Authorised Officer as identified in 1.6 above	Time: 12.00  Date: 27/02/2023
1.11	RFQ Validity Period (calendar days)	90 days
1.12	Estimated Contract Award Date	02/03/2023
1.13	Contract Duration	4 weeks
1.14	Payment Terms	Payment on completion
1.15	Payment Days	30 days on submission of invoice

## SECTION 2 - SCOPE OF WORKS

### DESCRIPTION OF THE WORKS

The Jubilee Field Car Park is situated within an area of open space, adjacent to the Jubilee Playing Field and toddler play area of Jubilee Field. Location co-ordinates: 51.7072164994322, -2.37099851413309.



The Parish Council would like to refresh and extend the existing car park, to enhance the existing capacity of the area. An 8m extension has been approved for this area and will be extended towards the Jubilee Close/ housing area adjacent to the car park.

The Parish Council would ideally like to see the resurfacing of the car park with TYPE 1 MOT including the 8-metre extension, and an extension of the rope and post system currently in place. Existing surface material will need to be removed from site or incorporated into a bund/drainage option. Works will also need to include the re-marking of the existing apron parking section as follows: 2 x disabled parking bays, 3 x standard parking bays and a small cross hatching section between the height barrier and opposite fencing to allow for emergency vehicle access/unobstructed vehicle access into car park). The supply and installation of a swing arm height barrier with zinc coating, green powder coating and 2.1m in height, approx. 4.5m in width is also required.

The underlying ground conditions can be wet, and sufficient drainage consideration will need to be included in the design, with detail of implementation. The Contractor should

satisfy themselves that there are no underground services present. The access to the site is via Everside Lane, which is a narrow one-way Restricted Byway.

The Parish Council maintains the grounds at Jubilee Field and remains the landowner of the site.

Please note that Jubilee Playing Field is partially built on the site of a former landfill site. The public car park redevelopment area is a short distance away from the former landfill site, however, all responding contractors are encouraged to request a full report into the landfill area from Cam Parish Council.

Site visit requests should be made by Friday 20 January 2023 to the Cam Parish Council Authorised Officer by emailing [clerk@camparishcouncil.gov.uk](mailto:clerk@camparishcouncil.gov.uk)

Detailed schedule of work, including time scales should be included in your submission.

### CONTRACTOR RESPONSE (TRUE OR FALSE QUESTION)

Please answer "True" to state you **comply** with the information provided in Section 2 Scope of Works above to be considered further.

SECTION 3 – ORGANISATION DETAILS		
3.1	Full Name of Organisation	
3.2	Registered Address	
3.3	Postcode	
3.4	Company Registration Number	
3.5	Registered VAT Number	
Parent Company Details (if applicable)		
3.6	Name of Holding/Parent Company	
3.7	Address of Parent Company	
3.8	Postcode	
3.9	Parent Company Registration Number	
3.10	Date of Incorporation, Formation of Partnership or Commencement of Holding Company	
3.11	Legal Status (e.g. Partnership, Private Limited Company)	
Contact Details		
3.12	Name	

3.13	Position	
3.14	Address (if different from main address)	
3.15	Postcode	
3.16	Telephone Number	
3.17	E-mail Address	

## SECTION 4 – SUITABILITY ASSESSMENT QUESTIONS (True or False)

4.1	The Contractor confirms that none of their Directors or relatives has been or is presently a Member of the Authority or an employee of the Authority.	
4.2	The Contractor confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years	
4.3	The Contractor confirms that they are willing to have the following levels of insurance cover if awarded the Contract: Employer Insurance £5,000,000, Public Liability £10,000,000, Professional Indemnity £2,000,000. If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates.	
4.4	The Contractor confirms their Organisation complies with UK Health and Safety legislation. If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy	
4.5	If the Contractor confirms that if they have been prosecuted for Health and Safety offences in the last 3 years, they must confirm you have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence	
4.6	The Contractor confirms their Organisation and any of their subcontractors comply with the Equality Act 2010 and work within any requirements of Cam Parish Council's Equality duties	
4.7	The Contractor confirms that none of their Directors or Organisation been prosecuted under the Bribery Act 2010	
4.8	The Contractor confirms that if they are the preferred bidder following evaluation they may have to provide a copy of relevant references if requested by the Authority.	
4.9	The Contractor confirms that if using subcontractors they will abide by the Payment Terms of the Contract	

***If selected as the preferred Bidder, the Contractor must be able to provide all evidence relating to this criteria within 5 working days of being notified to this effect.***

## SECTION 5 – PREVIOUS EXPERIENCE

5.1	The Contractor confirms that their Organisation has not been convicted of the following offences;	
5.2	The Contractor confirms that they have not made a breach of obligations relating to payment of taxes or social security	
5.3	The Contractor confirms that they are not bankrupt or are the subject of insolvency or winding-up proceedings, where assets are being administered by a liquidator or by the court, where there is in an arrangement with creditors, where business activities are suspended or there is any analogous situation arising from a similar procedure under the laws and regulations of any State;	
5.4	The Contractor confirms that they have not violated any environmental, social or labour law	
5.5	The Contractor confirms that they have not been guilty of grave professional misconduct, which renders its integrity questionable	
5.6	The Contractor confirms that there is no conflict of interest arising in the conduct of this procurement procedure	
5.7	The Contractor confirms that it has not sought to unduly influence the Authority's decision or obtain information with a view to gaining a competitive advantage	

## SECTION 6 - QUALITY

This section includes any questions relating to the quality of the solution offered

6.1	<p>Please show that your design concept addresses the following:</p> <ul style="list-style-type: none"> <li>• The design should enable the maximum capacity for parking for the allocated budget.</li> <li>• The design should enable the site to be secured and prevent vehicle access to the playing field, within the existing budget.</li> <li>• The design should ensure appropriate drainage is considered and implemented, within the existing project budget.</li> <li>• Construction and finish should demonstrate a reduced risk of damage by vandals.</li> <li>• Maintenance and management considerations should be of key importance within the design.</li> <li>• The design should be compliant with all relevant British and European Standards.</li> <li>• Site access should be agreed with the Client.</li> <li>• Works must be carried out with minimal disturbance to local residents and users of the open space.</li> </ul> <p>Detailed schedule of work, including time scales should be included in your</p>
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	<p>submission. These should include the time scales of submission of all risk assessments and method statements, RAMS must be received by the Parish Council at least 2 weeks before agreed start date.</p> <p>Maximum word count – 1000 words plus attachments.</p>
<b>CONTRACTOR RESPONSE</b>	
6.2	<p>Please provide an outline project plan for the project, including stages where you will need specific interaction with the Parish Council.</p> <p>Maximum word count – 500 words plus project plan.</p>
<b>CONTRACTOR RESPONSE</b>	

## SECTION 7 - PRICE

The Contractor shall confirm the price to complete the works in the Pricing Schedule.

### CONTRACTOR RESPONSE (TRUE OR FALSE QUESTION)

Please confirm you have provided a pricing schedule

TRUE/FALSE

## SECTION 8 – LEGAL COMPLIANCE

*The following documents will form any subsequent binding agreement*

### TERMS AND CONDITIONS

8.1	<p><i>Contract terms and conditions JCT Minor Works Building Contract 2011 with the following amendments</i></p> <p><b>Agreement</b>  Request for Quotation (RFQ)  Pricing schedule  Preambles Section A – General Requirements  Terms &amp; Conditions – JCT Minor Works Building Contract with Contractor’s Design 2011  Additional Z Clauses for Works Contracts  Certificate of Bona Fide Tender  Freedom of Information Exemption Form  Clarification to the RFQ and responses</p> <p><b>Authority address</b>  Jenny Walkley (Clerk/ RFO)  4 Noel Lee Way  Cam  Gloucestershire  GL11 5PS</p> <p><b>Review Meetings:</b> Weekly during the construction period</p> <p><b>Possible Extension of Term:</b> Not applicable</p>
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	<b>Professional Indemnity £2,000,000</b>	
<b>CONTRACT PARTICULARS</b>		
Clause	Subject	
Fourth Recital and schedule 2	Base Date	Thursday 02 March 2023
Fourth Recital and clause 4.2	Construction Industry Scheme (CIS)	Is not a contractor
Fifth Recital	Construction Design and Management (CDM) Regulations	Is not a contractor
Article 7	Arbitration	Applies
1.1	CDM Planning Period	Ends on date for commencement
2.3	Date for Commencement of the Works	Monday 6 <sup>th</sup> March 2023 - TBC
2.3	Date for Completion	4 weeks after commencement
2.9	Liquidated Damages	Nil
2.11	Rectification Period	1 month
4.3	Interim payments – percentage of value	100%
4.4	Percentage of the Total Value of the Works Section	100%
4.8.1	Supply of documentation for computation of amount to be finally certified	3 months
5.3.2	Contractors Insurance Injury to persons or property	£10,000,000
5.4	Insurance of the Works. Insurance Options	Clause 5.4A applies
5.4	Percentage to cover professional fees	0%
7.2	Adjudication	The Royal Institution of Chartered Surveyors / Chartered Institute of Arbitrators
Schedule 1	Arbitration	The Royal Institution of Chartered Surveyors / Chartered Institute of Arbitrators
<b>DECLARATIONS</b>		
8.2	Form of quotation document	<i>Appendix 1</i>
8.3	Certificate of bona fide quotation	<i>Appendix 2</i>
8.4	Freedom of Information Act Exemption Form	<i>Appendix 3</i>

8.5	Z Clauses	Appendix 4
<b>CONTRACTOR RESPONSE (Pass/Fail Question)</b>		
Please indicate acceptance of binding documents and amendments within Section 8 Legal Compliance documents set out above		Yes/No

## SECTION 9 – EVALUATION MODEL

### 9.1 TRUE OR FALSE SELECTION CRITERIA

All True and False Questions must be answered “True” to be able to be considered for this quotation process.

The evaluation model below shall be used for this RFQ, which will be determined to two decimal places.

General	RFQ response in the correct format	TRUE/FALSE
Section 1	RFQ response received on time	
Section 1	The price shall be within the budget stated in Section One.	
Section 2	Compliance to Scope	
Section 4	No Legal proceedings as set out in 4.4	
Section 4	Acceptable financial profile	
Section 4	Insurance levels compliance	
Section 4	Health and Safety compliance	
Section 4	Equalities compliance	
Section 4	No, your organisation has not been prosecuted for bribery (section 1 and 6) within the Bribery Act 2010.	
Section 4	Relevant references can be provided	
Section 8	Adherence to all areas in Section 8 ‘Legal Compliance’	

### 9.2 SCORING AWARD CRITERIA (Out of 100%)

Cam Parish Council will evaluate tenders to determine the most advantageous bid using the following criteria and scoring system. This will be assessed entirely on your response submitted. The price to quality ratio is 10:90.

Section 2	Quality	80%
	Work programme (relating to outputs and results) and	

	innovation to show solutions to water logging and surface erosion. See section 9.2.1 for quality criteria weighting breakdown.	
	Detailed schedule of work, including time scales	10%
Section 7	Price	10%
<b>Total</b>		<b>100 %</b>

## Evaluation Criteria

The Council will evaluate the Tenders using a three-stage evaluation process.

Stage 1 – The Council will evaluate all essential requirements on a ‘pass’ or ‘fail’ basis. Tenders failing any of the essential criteria will be rejected at this stage of the evaluation.

Stage 2 – The Council will evaluate all scored quality requirements as specified in paragraph 1.4 (below)

Stage 3 – The Council will evaluate price as specified in paragraph 1.5 (below)

### 9.2.1 Quality Criteria (90%)

Quality will be assessed by reference to your responses in the Contractor’s Proposal and supporting paperwork provided by the Tenderer as detailed in the tables below, the Contractor’s Proposal and Specification.

The presentation score will be assessed by evaluation of the itemised quotations, plan scale drawings and design artwork submitted. The award panel will consider how well this supporting information portrays the project/s and how easy it is to understand and interpret. The weightings are shown in the tables below.

When answering the questions Tenderers must make sure that they answer what is being asked including added value if allowed for in the scoring scale below. Anything that is not directly relevant to the particular question should not be included.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples and/or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each Contractor’s Proposal will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross refer to responses or information provided elsewhere in your tender.

Each quality criterion will be awarded a score in accordance with the scoring scale

below (i.e. 0-5).

Score	Criteria for Award
0	The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
2	The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
3	The response raises no concerns about understanding or approach to service delivery or contract performance.
4	Response is above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance
5	Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance

The weighted scored quality criteria are as follows:

Quality Criteria	Weighting
<b>Presentation:</b> The presentation score will be assessed by evaluation of the itemised quotations, and plans/scale drawings submitted. Cam Parish Council will consider, and score accordingly, on whether the design shows a satisfactory understanding of what is to be achieved and addresses the constraints of the site, these being issues of drainage.	<b>40%</b>
<b>Schedule of works:</b> Detailed schedule of work, including time scales.	<b>10%</b>
<b>Warranties &amp; Guarantees:</b> The Council will evaluate information provided about the type of warranties, maintenance considerations etc.	<b>10%</b>

You will note that all questions have a % weighting clearly identified. Each score will be divided by the highest score available for that question (i.e. 5) to give a

percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question and the overall quality weighting will then be applied.

#### 9.2.2 Price Criteria (10%)

Tenderers are asked to submit a pricing schedule, please provide a clear, detailed breakdown.

Please also include separate pricing for safety fencing, hoardings, screens, planked footways, welfare facilities etc, as the Contractor may or may not be required to provide these.

The maximum budget limit for this project is £34,000.00 inclusive of VAT. Any bids over this amount will be disqualified.

The price will carry 10% of the final mark

The lowest bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. The formula used will be:

$(\text{Lowest bid price} / \text{bidder's price}) \times 10 = \text{bidder's price score}$



## APPENDIX 2

### Certificate of Bona Fide Quotation

The essence of selective quotationing is that the client shall receive bona fide competitive quotations, from all those quoting. In recognition of this principle, we certify that this is a bona fide quotation, intended to be competitive and that we have not fixed or adjusted the amount of quotation by or under or in accordance with any agreement with any other person.

We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this quotation any of the following:

- (a) Communicate to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotations, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations for the preparation of the quotation;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quotation to be submitted;
- (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other quotation or proposed quotation for the said supply / service any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

We acknowledge that the Authorised Officer will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in quoting for this contract or any other contract with the Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Authority:

Signed: \_\_\_\_\_

Name:

Occupation/Profession:

For and on behalf of:

**APPENDIX 3**

**Freedom of Information Act 2000 (FOI)  
Exemption Form**

**GUIDANCE**

The Authority encourages its Contractors to take their own legal advice about the FoI Act. The Authority shall not be held liable for any actions claims or costs howsoever arising.

The Authority considers that the following information is likely to be captured by the “confidential” (s.41 absolute exemption) and/or “commercial interest” (s43 qualified exemption) and therefore maybe subject to the Public Interest test:

- Trade secrets; or
- Financial, commercial, scientific, technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates; or
- Where disclosure could prejudice the competitive position of that person in the conduct of his/her profession or business or otherwise in his/her occupation; or
- Where disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates.

**NB: Contractors should note that claiming blanket confidentiality of quotation documentation, breaches current Government guidelines provided to the Authority and will not be accepted, therefore rendering the entire quotation documentation disclosable under the FoI Act.**

**PROCEDURE**

1. Please specify below the relevant clauses or documentation containing the information you claim is exempt.

We consider that pricing schedules and technical specifications are most likely to be covered by one or other of the above exemptions and would therefore not, normally, be disclosed.

Each document claimed under the exemptions should be clearly marked as “confidential” or “commercially sensitive”.

**CONFIDENTIAL INFORMATION:**


**COMMERCIALLY SENSITIVE INFORMATION:**


2. The Authority is obliged to consider whether something, which its Contractor claims is confidential, is truly confidential. In those instances where the Authority does not agree with the exemption claimed, it will always consult with the Contractor before disclosing the information.

Where the Authority decides to release such information, it will only do so in the following circumstances:

- Where the Contractor consents; or
- Where the information or information of a similar type is generally available to the public (e.g. where a Minister would give such information in answer to a Parliamentary Question);or
- Where the Contractor has been advised, at the time that the information is received, that the information will be released; or
- Where the Authority believes that the public interest would be better served by disclosing rather than by refusing to disclose the information. In this instance, the views of the Contractor will be sought in advance of a decision being made. Where the Contractor refuses to agree to disclosure of the information, the Contractor is able to refer the matter to the Information Commissioner at the Contractor's expense.

Signed

Position

Print Name

Date

### RFQ submission checklist:

<b>Document</b>	<b>Requirements</b>	<b>Checked</b>
RFQ Document	Contractor response fields (yellow) completed	
Pricing Schedule	fully completed and included in submission pack	
Form of Quotation	fully completed and signed and included in submission pack	
Certificate of Bona Fide Quotation	fully completed and signed and included in submission pack	
Freedom of Information Act 2000 Exemption Form	fully completed and signed and included in submission pack	