

TENDER

FOR

**NEW CAR PARK AT THE MEADOW,
BISHOP'S TACHBROOK AND
DRIVEWAY RESURFACING**

FOR

**BISHOP'S TACHBROOK PARISH
COUNCIL**

Corinne Hill
Parish Clerk
Bishop's Tachbrook Parish Council
Gaydon Fields Farm
Pimple Lane
Gaydon
CV35 0HF

Email: clerk@bishopstachbrook.com

BACKGROUND

Bishop's Tachbrook Parish Council (hereafter referred to as the "Client") are seeking tenders to construct a new car parking area comprising the following:

- Break up and re-surface the existing Tarmac driveway (up to the social club) with new tarmac surfacing.
- Install electricity power supply from Kingsley Road to future EV chargers (NB installation of EV charger units not included within this scope).
- Construct a new vehicle access off the existing social club driveway.
- Construct Bodpave 85 geo-cell with gravel surfacing to provide 15 car parking spaces.
- Construct a Tarmac pedestrian pathway.
- Supply and install 4nr solar bollard lights.
- Supply and install 1.3m high timber post and rail fencing.
- Supply and install 2.4m wide lockable timber field gate.
- Supply and install Timber knee rail.
- Construct 3nr concrete pads and supply and install 3nr picnic benches.
- Construct 2nr concrete pads for future installation of EV chargers.
- Supply and plant soft landscaping comprising native hedging and 5nr new trees.

Refer to drawings:

43261- WOOD-XX-XX-DR-L-00006_S0_P01 – Location Plan

43261-WOOD-XX-XX-DR-L-00005_S0_P01 - External Details

43261- WOOD-XX-XX-DR-L-00006_S0_P01 - Additional Details – Sheet 1

43261- WOOD-XX-XX-DR-L-00007_S0_P01 - Additional Details – Sheet 2

Location: Located off Kingsley Road, Bishops Tachbrook. Adjacent to the Bishop's Tachbrook Sports and Social Club, The Meadow, Kingsley Road, Leamington Spa CV33 9RR

The successful contractor will be able to demonstrate that they are suitably experienced and qualified to undertake this tender and shall be able to provide examples of similar successful projects they have delivered.

It is intended that this work will commence on 18th October 2023 and be completed by 12th December 2023.

The estimated value of the works is between £40,000 and £90,000.

The project has been fully designed by the client's consultant team, and will be administered under a **JCLI Landscape Works Contract 2017** as per **Appendix D**. The contract shall be executed under hand.

INSTRUCTIONS TO TENDERERS

The Contractor shall make themselves fully conversant with the Client's requirements by reading the invitation to tender and visiting and inspecting the site set out in the tender document. The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be

entertained by the Client following the submission of tenders.

SUBMISSION OF TENDER

1. Tenders are to be sent by post or delivered by hand in an envelope clearly labelled 'Private and Confidential *Tender* – Meadow Car Park and Resurfacing, addressed to Corinne Hill, Parish Clerk, Bishop's Tachbrook Parish Council, Gaydon Fields Farm, Pimple Lane, Gaydon, CV35 0HF, so as to be received **no later than 5pm on Wednesday 13th September 2023**.
2. Contractors are required to note that it is the Contractor's responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the Client by the above date and time.
3. All prices are to be quoted exclusive of VAT.
4. The Contractor's attention is further drawn to the insurance requirements of the Client, with Public Liability Insurance of £5m minimum. The successful Contractor will not be allowed to commence the Works until acceptable evidence of the insurance, has been approved by the Client and a risk assessment for the site and installation is provided.
5. The Client will write to all Contractors at the conclusion of the tender selection process advising our decision and its rationale.
6. The Client may reject any tender not complying in any particular matter and their decision in that regard shall be final.
7. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.
8. Contractors must confirm in their submission that they have visited the site. The site is open access and Contractors can attend at any time without the need to notify or have the Client present.
- 9. Arithmetic Accuracy of the Tender**
 - 9.1 If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the contractor only.
 - 9.2 It is the responsibility of the contractor to check that all unit rates and other information entered in the Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded, they will not be taken into account. The figure agreed at the time of the contract will prevail.
- 10. Confidentiality**
 - 10.1 All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for the purpose of obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Parish Council.

11. Timetable

Stage	Start date	Nr. days
Tender publication	18/7/2023	40
Tender return deadline	13/9/2023 by 5pm	
Interviews	4/10/2023	5
Contract award	11/10/2023	
Commencement of capital works	18/10/2023	39
Practical completion	12/12/2023	

12. Award Criteria

- Price = 60% (demonstrating value for money)
- Delivery to timescales = 20% (including ability to commence as instructed)
- Business Experience = 20% (including examples of similar projects)

13. Assessment Process

All submissions will be assessed in line with the Bishop's Tachbrook Parish Council financial regulations.

14. Contact Details

Any question regarding these documents and the specific requirements of the Client must be made in writing by e-mail to clerk@bishopstachbrook.com and specifying that the e-mail relates to the 'Meadow Car Park and Resurfacing'. Emails must be received **before 16th August 2023** to ensure that a clarification note can be prepared and issued to all bidders in a timely manner.

APPENDIX A - Design Brief and Supporting Information

Location and Access

The Site is Located off Kingsley Road, Bishops Tachbrook:

Bishop's Tachbrook Sports and Social Club
The Meadow
Kingsley Road
Leamington Spa
CV33 9RR

Refer to drawing 43261-WOOD-XX-XX-DR-L-00003_S0_P01 - Location Plan.

Access to the site is made from Kingsley Road, Bishops Tachbrook.

Aim

To create a new car parking area to serve the Meadow play area and recreation ground and to re-surface the existing tarmac driveway that leads to the social club.

Capital works shall include:

- Break up and re-surface the existing Tarmac driveway (up to the social club) with new tarmac surfacing.
- Install electricity power supply (cables) from Kingsley Way to future EV chargers (NB installation of EV charger units not included within this scope).
- Excavate the existing area of grass to the required depth to form a level base for surfacing.
- Construct a new vehicle access off the existing social club driveway.
- Surface the excavated car park area using Bodpave85 paving grids in accordance with Terram's guidance documentation (attached as part of tender documents) and surface infill with 20mm gravel.
- Construct a 1.5m wide Tarmac pedestrian pathway along the southern boundary of the car park (adjacent to the existing Astro turf pitch).
- Construct 4nr C25 concrete foundation/pads to 300mm depth, supply and install 4nr solar bollard lights.
- Supply and install 1.3m high timber post and rail fencing.
- Supply and install 2.4m wide lockable timber field gate.
- Supply and install Timber knee rail.
- Construct 3nr concrete pads and supply and install 3nr picnic benches.
- Construct 2nr concrete pads for future installation of EV chargers.
- Supply and plant soft landscaping comprising native hedging and 5nr new trees.

The Contractor is responsible for providing all materials. Arisings from turf stripping and topsoil removal should be considered for re-use within the community (to be discussed with the Client). Where possible other materials will be utilised for sub-base materials and if not suitable shall be removed from the site.



Professional Team

The professional team are as follows:

Bishops Tachbrook Parish Council (Employer)

Peter Guest peter@bishopstachbrook.com

Corrine Hill clerk@bishopstachbrook.com

WSP (Landscape Architect)

Richard Heath Richard.heath@wsp.com

Identified Risks and Health and Safety

The Contractor must ensure that they have identified all health and safety risks relevant to the site, including (but not limited to) underground and overhead services, public access, contaminated substances, or other materials hazardous to health, abiotic conditions (weather), as well as risks and hazards associated with the works.

The Contractor is responsible for any and all matters relating to CDM Regulations (2015). Refer to **Appendix C**.

Collateral Warranties, Third-party Rights, Bonds, and Insurances

Details of any and all contractual obligations will be advised and agreed upon with the successful bidder in advance of entering into a contractual agreement.

APPENDIX B – Method of Work

Tender submissions must include details of your Method of Work based on the following generic guidance:

Your method of work document shall set out the following:

- your working methods, and what you'll do to create a safe/secure working environment
- How you will minimise disruption to surrounding residents
- How you will maintain access to the social club, allotments, and other existing facilities
- How you will avoid or minimise risks of increased flooding or drainage problems
- How you will avoid damage to existing habitats and species

As part of the submission, you are required to describe the individual operations you'll be doing on the site. Please provide this in the **Method of Work** box provided in **Appendix C**.

Include enough detail to show how, when, where and for how long you'll be doing each part of the activity including where a works compound and welfare unit would be setup. You must include all temporary works, including 'enabling works' that support the main activities.

Individual operations might include:

- unloading and storing materials
- temporary works
- the construction, engineering or installation methods you'll use
- the sequence of steps or works

List the steps you'll take to prevent or minimise risks to the environment from each of your operations. Include what you'll do at each stage to:

- ensure there's no increase to flood risk or impact on drainage
- ensure careful storage and disposal of waste
- prevent pollution of watercourses, for example from construction debris or contaminated land
- prevent pollution from static plant, mobile machinery, refuelling and material storage
- prevent or minimise impacts on biodiversity, habitats and wildlife
- prevent the spread of invasive non-native species or plant or animal diseases

Site and equipment maintenance plan

You need to show how you'll maintain your site's infrastructure and any machinery.

You must maintain and use machinery according to the manufacturer's or supplier's recommendations.

Complaints procedure

You need to include a procedure that records:

- any complaints you receive related to the permitted activities

- how you investigated those complaints
- any actions taken as a result of complaints

Staff competence and training records

You need to show you have enough staff and resources to run the site effectively who is responsible for what, and who is technically competent.

You'll also need a procedure to:

- check your staff and contractors have taken the training or qualifications required for their work
- record any training, refresher training or qualifications taken by your staff or contractors

APPENDIX C - SCHEDULE OF WORKS PRICING SCHEDULE AND COLLUSIVE TENDERING CERTIFICATE

- 14.1 The figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs. Pricing should also include supply and delivery of all materials, and installation.
- 14.2 Contractors must complete and submit the schedule of works template found within this appendix.

Schedule of Works

General Notes and guidance:

1. All prices to exclude VAT
2. Priced Schedule to be returned to Bishop's Tachbrook Parish Council strictly in accordance with details set out early in this document. Tenders submitted late, by email or not in marked sealed envelope will be deemed invalid.
3. All dimensions are approximate and should be confirmed where any doubt exists. Inform Contract Administrator at first opportunity if concern arises over quantities that will result in increased costs.
4. Allow for any reinstatement costs required if damage occurs whilst carrying-out the works or accessing them.

Schedule of Works for Pricing:

Please fill in blank column spaces.

Table 1: Other costs and Day Work Rates					
Ref.	Description	No.	Unit	Rate £	Total £
Contract Preliminaries					
1.01	Contract Preliminaries: Add costs arising out of Preliminaries that are not covered elsewhere	item	item		
Day Works Rates					
1.02	Day Works Rate for miscellaneous works	1	person day		
1.03	Day Works Rate for Excavator and driver	1	day		
1.04	Day Works Rate for Dumper and driver	1	day		
Any other day works detail separately and add to Table 1 costs.					
Table 1 Sub-Total (carried forward to Table 4: Summary Costs)					

Table 2: Car park and driveway works (refer to drawing 43261-WOOD-XX-XX-DR-L-00005_S0_P01 - External Details for specifications)

Ref.	Description	No.	Unit	Rate £	Total £
2.1	Set up site (safety fencing, material compound, welfare)	1	item		
2.2	<p>Prepare existing grass surface by removal of turf and topsoil (100mm) and firmly compact sub-soil base. Opportunity to retain turf/topsoil for community use to be discussed with contractor/client.</p> <p>Provide geotextile membrane across whole area for weed prevention.</p> <p>Install timber edging 3600mm x 150mm x 22mm) with 100mm concrete foundation.</p> <p>Provide 60mm coarse sand base for Bodpave 85 grids (in accordance with manufacturers guidance details attached to this tender).</p>	472	m ²		
2.3	<p>Supply and install Bodpave 85 geo-cell grid (40mm thickness) as specified on drawing.</p> <p>Infill with 20mm gravel (Yorkshire cream 20mm Gravel Master.co.uk or similar approved).</p>	472	m ²		
2.4	For 1.5m width tarmac footpath prepare existing grass surface by removing topsoil and subsoil to a depth of 160mm. Compact sub-soil and install timber edging (3600mm x 150mm x 22mm). Provide compacted type 1 granular sub base 100mm, binder course 40mm, surface course 20mm.	38	m ²		
2.5	Supply and install timber post and rail fencing. 500mm concrete foundation to posts.	27	Lin m		
2.6	Supply and install timber vehicle gate (Jacksons Fencing or similar approved 2.40m Universal Hanging Field Gate). Maximum 700mm concrete foundation to posts.	1	item		
2.7	Supply and install timber knee rail with 500mm concrete foundation to posts.	25	Lin m		
2.8	Provide C25 concrete base for solar bollards (500mm x 500mm). Concrete base foundation to be 300mm.	4	No.		

2.9	Supply and install surface mounted solar bollards (Procuredirect - LED Solar Bollard PD-005 or similar approved) – 3000k unit	4	No.		
2.10	Supply and plant individual trees	5	No.		
2.11	Supply and plant hedgerow	25	Lin m		
2.12	Supply and plant bulb species	1	item		
2.13	Excavate and provide 1.7m x 1.5m C25 concrete pad to a depth of 300mm	3	No.		
2.14	Supply picnic benches (Lanval Picnic Table Picnic-Benches.uk or similar approved) and affix to concrete pad	3	No.		
2.15	Excavate trench to a depth of 600mm and install electric cable in ducting between Kingsley Road and EV charger unit mounting plinths. Cable to be suitable for Level 2 EV chargers. <ul style="list-style-type: none"> • Cable does not require fixing to power source • EV charger units do not require installation 	97	Lin m		
2.16	Excavate and provide 0.5m x 0.5m C25 concrete pad to a depth of 300mm	2	No.		
2.17	Re-surface driveway, to include excavating existing tarmac surface (surface and binder course) to subbase level (at least 100mm depth). A trial area 1m x 1m shall be conducted to understand whether the existing subbase is appropriate to use. If it is decided not suitable the sub-base will be excavated and removed offsite. Re-instate surface and binder course (and subbase if applicable) to correct build up in accordance with tarmacadam guidance (i.e. 30mm surface, 70mm binder, 225mm sub base). To tie in with existing highway at intersection between Kingsley Road.	770	m ²		
2.18	Provide and install concrete edging (914 x 150 x 50mm) to edge tarmac driveway. 100mm depth of concrete foundation.	210	Lin m		
2.19	Leave site clean and tidy on completion	1	item		
Table 2 Sub-Total (carried forward to Table 3: Summary Costs)					

Table 3: Summary Cost: Bring forward sub-totals from previous tables

Table no.	Description	£
1	Other costs and Day Work Rates	
2	Car park and access drive works	
Total Cost of Scheduled Works		
Grand Total (<i>excluding VAT</i>)		

Contractors Name and contact details:

Meadow Car Park and Driveway

Please outline the method of work to be used to undertake this work including how the site will be managed safely and how access will be maintained to existing facilities:

Please outline details of principal plant and equipment to be used to undertake this work:

Please provide details of project staff, their training and experience relevant to the works:

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award.

In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

FORM OF TENDER

Meadow Car Park and Resurfacing

To: **Bishop's Tachbrook Parish Council**

Having examined the Conditions of Contract, Specification of Work, Schedule of Works, and Drawings for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the said Conditions of Contract, Specification of Work, Schedules and Drawings for the sum of:

(Amount in words):

(Amount in figures):

I/We certify that:

- (i) the amount of this Tender has not been communicated to anyone except the Client;
- (ii) the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
- (iii) no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

Date:

Signature:

Designation:

Company Name:

Address:

Contact Person:

Tel no.

THIS TENDER IS A FIRM PRICE TENDER INsofar AS RATES OF WAGES AND PRICES OF MATERIAL ARE CONCERNED.

COLLUSIVE TENDERING CERTIFICATE

Meadow Car Park and Resurfacing

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

1. The tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
 - (a) communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
 - (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
 - (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate:

1. "Person" includes any persons any body or association, corporate or unincorporate.
2. "Any agreement or agreement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED thisday

of.....2023

SIGNED (as in Tender)

.....Duly authorised to
sign for and on behalf of

.....

Construction Design & Management

From 6 April 2015 every construction project has to comply with the CDM 2015 Regulations.

All tenders are received on the understanding that any company awarded a tender will provide Construction Design and Management procedures compliant with the Construction (Design and Management) Regulations 2015.

All tenders are received on the understanding that any company awarded a tender and entering into a tendered contract with the Client will do so as the Principal Contractor.

APPENDIX D – JCLI Landscape Works Contract (2017)