

TEMPLE CLOUD WITH CAMELEY PARISH COUNCIL INVITATION TO TENDER

Works	<u>Resurfacing of</u> <u>Temple Cloud Village Hall Carpark</u> and associated enhancement works
Location	Temple Cloud Village Hall, Meadway, Temple Cloud, Bristol, BS39 5BD
Opening date	13 th August 2018
Closing date for submission of tenders	21 st September 2018
Contact Officer	The Contact Officer for this procurement is: Jenny Howell, Clerk and Responsible Financial Officer 50 Brandown Close, Temple Cloud, Bristol, BS39 5EJ Tel 07591 257067, Email: info@templecloud.org.uk

INTRODUCTION

Temple Cloud Village Hall is owned and maintained by Temple Cloud with Cameley Parish Council. The building is less than 20 years old.

The carpark is a ground level carpark of approximately 825 metres square with a single metal gate. The carpark has a kerbstone edge lining the perimeter, some of which is covered in overgrowth/scrub. It is not confirmed whether any kerbstone is missing from the section covered in overgrowth / scrub.

The entrance to the carpark is from Meadway.

The Village Hall is situated next to Cameley CVEC Primary School and there is limited parking at the school. As a result, the carpark is frequently used by parents for school drop offs and collections between 08.40 – 09:10 and 14.50 – 15:20 hours.

As the Village Hall carpark will not be accessible during the resurfacing works, contractors are required to refraining from arriving / leaving site or arranging deliveries during these times.

The carpark is reasonably flat / level though there are pot holes covering the surface. The surface has only ever been patch repaired.

TABLE OF WORKS REQUIRED

Temple Cloud with Cameley Parish Council is seeking the services of a Contractor to undertake the repairs and enhancements shown within the below tabled specification, commencing as soon as feasible following contract award.

	Item	Status
1	Apply a good quality, safe and level tarmacked surface. Excavate as required and dispose all waste at licenced tip. To include the removal of rubble, levelling, removal of scrub / waste behind the Village Hall entry sign to allow exposure of kerbstone and if required replace any missing sections of kerbstone. The carpark must be appropriately prepared and fully edged prior to tarmacking.	Required
2	Install sufficient lighting – suggested three LED lamp posts to appropriately light the carpark area. The lighting should be such that visitors are able to arrive and leave the village hall carpark safely in the hours of darkness.	Required
3	Apply marked bays on the tarmacked surface to maximise the use of the space. Consideration should be given to design out anti-social behaviour.	Required.
4	Excavate trench from Village Hall across the carpark to the pedestrian footpath which runs between Brandown Close and Meadway. Install corded ducting and mast / pole for future installation of additional CCTV camera to cover the car park from the far corner.	Optional enhancement being considered.
5	Create a planting area. Consideration to be given to a planting area that determines the flow of vehicles using the carpark to maximise the best use of the space. Consideration should be given to design out anti-social behaviour.	Optional enhancement being considered.
6	Adjust existing metal gate to ensure it can be locked in both an open and closed position and swings freely on the new level.	Required.

TIMELINE

- Works to commence by the first week in November 2018 or within four weeks of the contract being awarded.
- Works to be completed within two weeks unless otherwise agreed by the Parish Council.

The contractors programme must be consecutive once the works begins with the exception of public holidays and weekends. Contractors are expected to supply a programme of works with their tender submission. Please note that any departure from the programme must be approved by Temple Cloud with Cameley Parish Council.

If the works are not started as agreed, or within two weeks of agreed start date, the Parish Council reserve the right to terminate the contract or deduct 10% per week from the final payment.

If the works are not fully completed within two weeks, then further work shall cease and a new programme of works to complete the project shall be supplied by the contractor. Any tasks started must be finished to a safe and viable standard; no individual tasks shall be left partially completed. Any deviation to the initial programme of works must be completed within a further two weeks.

If the complete schedule of work is not completed within a total of four weeks, the Parish Council may terminate the contract and appoint a new contractor to complete the works without any payment being made.

It is crucial that the car park is fully operational and open to the general public by end of November 2018.

PAYMENT ARRANGEMENT

There shall be no advance payments. Payment will be made on completion of all works.
Payment will be linked to satisfactory completion of agreed work within the agreed timeframe.

WORKING HOURS

The Contractor shall carry out works on the Site between 07:00 and 18:00 Monday to Friday. Deliveries to site should not take place between 08.40 – 09:10 and 14.50 – 15:20 to avoid disruption or any risk to public safety at Cameley Primary School.

Should the Contractor wish to undertake any other works 'Out of Hours' then this would be acceptable but would have to be contained within the contractors fixed price for the contract.

Please note however that no noisy works can be undertaken between 7pm and 7am. For acceptable noise levels refer to BS 5228-1:2009.

No Works are to be carried out of hours or on Saturday and Sunday without the Parish Council's written consent.

MATERIAL AND LABOUR WARRANTIES

In relation to warranties, as a general note, all works are to be provided with a full material and labour warranty, which is to be in place for 10 years from the date of practical completion of the contract. Details of such warranties are required with any tender submission.

SUPERVISION, RECORD KEEPING BEFORE & DURING THE REPAIR WORKS AND FINAL REPORT OF WORKS UNDERTAKEN

A final report must be prepared and presented to Temple Cloud with Cameley Parish Council at the end of the works and prior to payment of invoice.

PRICED OPTIONS

Temple Cloud with Cameley Parish Council wish for the contractor to submit quotes for the required works set out in the table above and enhancements being considered each listed as a separate price. A Schedule of Works must be provided.

Option A – Undertake all 'required' works specified.

Option B – Undertake all required works specified and 'enhancements being considered' supplying a separate price for each enhancement and an overall price for the full schedule of works.

REQUIREMENTS OF TENDER SUBMISSION

Please supply

- **Full pricing breakdown for the resurfacing works and enhancements.**
- **A detailed visual plan.**
- **Copies of Insurance and safety certification.**
- **Copies of relevant licences required to dispose of waste.**

TENDERERS SITE VISIT

Tenderers should note that they are required to visit the Temple Cloud Village Hall Carpark in order to fully understand the works involved and to supply their tender submission.

Additional works required to complete the resurfacing works to a good standard but not highlighted in this invitation to tender should be identified and included within the tender submission.

Tenderers should register their intention to attend by emailing Jenny Howell at info@templecloud.org.uk. Any questions asked and answered as part of the visit shall be noted and issued as clarification points to all Tenderers.

PROCUREMENT PROCESS

The Council has adopted an open tender procedure for this procurement. All tenders properly received will be evaluated by a Parish Council appointed working party. Decisions on appointment will be made by the full council in line with the council's procurement policy. The Parish Council Procurement Policy provides further details on the Procurement Process.

Depending on submissions received, the Parish Council may shortlist potential contractors and invite contractors to meet with the Parish Council to discuss the contract in more detail or answer any questions before a final decision is made.

Once the successful tender is identified, the contract will then be awarded.

The successful Tenderer will be sent two copies of the (unsigned) contract document and instructions for contract signature or execution will be included with that letter.

There is no binding agreement between the Council and the successful Tenderer until a signed and dated contract is in place.

FINANCIAL STABILITY OF SUCCESSFUL TENDERER

Tenderers should note that, once a successful Tenderer is identified, part of the Council's final due diligence will involve an assessment of the financial stability of that Tenderer by way of requesting a set of published accounts.

The Parish Council will also request contact details for three references. This is to include the most recently completed project undertaken by the company.

PRICING

The Parish Council is seeking a fixed (non revisable) price for all work under the contract. That should include a breakdown of price that includes fixed prices for all the different repair types listed in above.

SECTION 2

EVALUATION OF TENDERS AND EVALUATION PANEL

Evaluation of tenders will be carried out by an appointed working party who will review tenders and make recommendations to the council and where appropriate other individuals/organisations selected by the Council.

AWARD CRITERIA

The Council is looking for the tender that is the most economically advantageous to it. The Award Criteria are made up of two elements – quality and price.