

Invitation to Quote

Jubilee Park, Rackheath, NR13 6SL Installation of power supply and pathway lighting



Issued By:

Rackheath Community Council
The Pavilion
Green Lane West
Rackheath
NR13 6LT
T: 01603 920990

Overview:

Rackheath Community Council is seeking quotations from suitably qualified and insured contractors to install new pathway lighting and external power supply at Jubilee Park and connecting footpath situated in the centre of the village development. This contract will also involve the removal of an existing supply from Holy Trinity Church.

Existing site Equipment:

3x full height light poles connected to the supply at Holy Trinity Church

1x 3 phase power outlet used for public events connected to the supply at Holy Trinity Church

New equipment:

Installation of a new UKPN 3 phase supply

Extension of the existing park lighting along the full length of the park walkway

Bollard lighting along the connecting path between Salhouse Road and Jubilee Park.

Experienced electrical installers are invited to tender for the contract. It is anticipated that construction will be carried out during the Summer/Autumn of 2023. The exact timescale will be agreed between the Council and the preferred contractor following award of the contract.

All prices are to be net – excluding VAT.

Companies must be registered with Highway Electrical Registration Scheme (HERS) and NICEIC Registration to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations including Street Work qualifications.

Project Information

Name of Project: Rackheath's Jubilee Park Lighting and electrical supply update.
Project Budget: Up to £50,000 +VAT
Location: Jubilee Park, Willoughby Way, Rackheath, NR13 6SL
Point of Contact: Anne Tandy, Community Clerk. E: clerk@rackheathparishcouncil.org.uk

A site visit is essential to assess the site, ensure detailed measurements are attained, establish the location of the equipment in proximity to neighbouring sites and existing equipment and determine access points. The park area is an open site and potential bidders are welcome to visit the site at their own convenience without penalty. The opportunity to meet council representatives on site will be arranged for **Monday 17th and Tuesday 18th July 2023 10.00am-12.00noon**. This will be by appointment to be arranged with the Clerk. No responsibility will be accepted by the Council for any inaccuracies in measurement.

Tender Process

The Contractor should treat details of their quotes and any subsequent contract as private and confidential.

ALL tenders to be submitted in a sealed envelope and clearly marked: "TENDER FOR RACKHEATH COMMUNITY COUNCIL – JUBILEE PARK POWER SUPPLY AND LIGHTING, RACKHEATH"

Please ensure no other markings bearing the Company's name are on the outside of the submission as this could mean the quote is rejected.

The Contractor should submit both 3x copies all technical drawings with information specific to this project in hard copy by **Friday 4th August 2023 at 5.00pm**. A copy of all technical information relating to the materials proposed as well as maintenance instructions, guarantees and work defect maintenance period should be provided.

The Contractor should also submit the following:

- Quotation Breakdown Form (page 10)
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of your company's Highway Electrical Registration Scheme (HERS),
- References for completed projects
- The last three years audited accounts

The Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

Submissions should be sent to:

Anne Tandy
Rackheath Community Council
The Pavilion
Green Lane West
Rackheath
NR13 6LT

By 17:00 on Friday 4 August 2023

Queries

Contractors are encouraged to ensure they have all the information they deem necessary to compile and submit a clear, concise, comprehensive and detailed bid. All requests for clarification or further information should be emailed to clerk@rackheathparishcouncil.org.uk.

All requests for clarifying information should be submitted to the Clerk by **Thursday 27th July 2023 12.00noon**. Any requests after this point will not be answered. All questions of a general nature which affect the tender criteria will be published on the Contract Finder page. No queries will be accepted verbally or be responded to verbally.

Site Information

Access to the Site:

Vehicular access to Jubilee Park is only available from Willoughby Way and there is a gated entrance for this purpose. Access to Holy Trinity Church and the joining footpath is via Salhouse Road. The Contractor will be permitted to arrange for the delivery and storage of materials to the site but must ensure they are stored safely and securely for the duration of the works. There should be no materials stored on the highway without the permission from NCC Highways which should be

obtained prior to the commencement of work. The suitability of the access and ground condition should be assessed by the Contractor in advance. Any damage incurred should be made good by the Contractor at their own expense.

Working Hours:

This site can be accessed Monday to Friday between 8.00am and 5.30pm. Work outside of these hours will only be permitted by prior permission of the Council.

Car Parking:

Limited parking is available off site and consists of a small lay-by on Willoughby Way and side of the road parking. Alternative arrangements can be made to use the Church car park.

Use of Site:

The site may not be used by the Contractor for any purpose other than carrying out the works.

Amenities:

The site has no toilet facilities or access to water or electricity. The Contractor will be responsible for providing welfare facilities for employees whilst on site and arranging all requirements for water and electricity in order to carry out the works. This should all be arranged within the work site and be secured at the end of every day.

Underground services:

The Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works.

Site Management During Installation

Disposal of waste:

The Contractor must hold any relevant licences and strictly follow relevant Government regulation and guidelines for the disposal of waste from these works. They should ensure the costings for this are factored into the quote. On site skips must be placed behind secure fencing to avoid unwanted fly tipping.

Removing Rubbish etc. and Cleaning Works on Completion:

The Contractor should allow for removing all rubbish, protective casings, coverings and debris from the site. No fires or burning of waste material is allowed on site.

Management of the Project

The Contractor should include all necessary site information and supervision for the proper execution of the works. Prior to commencing the Works on site the Contractor shall confirm to the Council the name of the person in charge of the site and provide contact details for out of hours.

Insurance

The Contractor shall ensure that the Works, new equipment and the site are properly protected and secured at all times, including any works outside of the site boundary and that the Council is indemnified against any claim for loss, damage, theft or the like. Ownership, liability and responsibility for insurance of the light installation works remain with the contractor until a satisfactory commissioning statement has been accepted by the Council.

Limitations of Working Space:

The park will not be closed off in its entirety for the duration of the Works and the areas not under construction will continue to be used by the public. Works shall be executed carefully so as to cause minimum nuisance and inconvenience to the users of the remainder of the facilities. There may need to be closure of the joining footpath to carry out electrical connections. This should be kept to a minimum timeframe and agreed in advance in order to notify residents.

Planning Consent and Building Regulations Approval

The Contractor is to allow for any necessary liaisons with the relevant planning authority and for complying with any requirements of the planning authority, as advised by the Council at the time of quoting.

Trespass and Nuisance

All reasonable means shall be used to avoid inconveniencing adjoining owners and occupiers. No persons employed on the Works shall be allowed to trespass on adjoining properties. The Contractor shall indemnify the Council against any claims or action for damage on account of any trespass or other misconduct of the Contractors' employees.

Health and Safety

The Contractor shall comply with all current regulations regarding health and safety of their own work practices whilst on site and satisfy the Council of such.

Site Security and Temporary Fencing

The Contractor shall provide all temporary security fencing as necessary to ensure the Works remain protected from all unauthorised entry. The Contractor must provide for siting their temporary buildings and the storing of materials etc. within the site boundaries. The site is to be maintained in a secure state at all times until completion at which time, all temporary fencing, building materials and equipment is to be removed and all Works made good. The site is also to be left in a safe and tidy state at the end of each working day.

Method statement

The Contractor shall provide, at the time of quoting, a statement describing their proposed general and detailed arrangements and methods for carrying out the Works. The method statement should include the following:

- How all stages of the works will be executed
- Procedures to ensure the specified parameters are obtained
- The appropriate climatic conditions in which the safer surfacing can be laid
- The appropriate Health and Safety Requirements eg: Risk and COSHH Assessments

General responsibilities

The Contractor will be responsible for:

- Checking compliance of documents and quality of workmanship
- Protection of products
- Suitability of related work and conditions for the Works etc
- Procedure for approval of products and provision of samples, and samples of finished work
- Accuracy and setting out, critical dimensions, technical drawings, etc
- Provision of water and electric for the duration of the works as required.
- Work at or after completion
- Security at completion

- Making good defects, arrangements for access, timetable for schedule of repairs including identification of priorities
- Maintenance instructions and guarantees

Road/footpath Closures

Should it be necessary to close any roads or footpaths to undertake this work, the contractor will be required to complete all the necessary requests and permissions to do so. Proposed dates for closures should be discussed with the Council in advance so that the community can be given appropriate notification. Any closures should be kept to a minimum and timed to have the least impact on road users and pedestrians.

Maintenance footpaths, etc:

The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Community Council.

Tender Timetable – the Council reserves the right to amend at its discretion.

Stage	Date(s)/Times
Issue of Invitation to Tender	Tuesday 27 th July 2023
Site Visits with a Council Representative	Monday 17 th July and Tuesday 18 th July 2023
Deadline for questions	Thursday 27 th July 2023
Tender Submission Deadline	Friday 4 th August 2023
Evaluation of Tenders	w/c 4 th September 2023
Standstill Period	Tuesday 5 th September 2023 – Friday 15 th September
Public Consultation	Tuesday 5 th September 2023 – Tuesday 12 th September 2023
Expected Award Date	Tuesday 19 th September 2023

Design Brief – Aerial Map (Appendix A)

- Install a new UKPN 3 phase supply (position to be determined by the Contractor) and disconnect all current supplies from Jubilee Park to their current supply at Holy Trinity Church and reconnect to the new supply making safe and reinstating where necessary.
- Connecting up the existing power outlet at Jubilee Park to the new 3 phase supply (Appendix B)
- Connecting the existing light columns (Appendix C) to the new supply.
- Installing appropriate new low level LED bollard lighting along the footpath (Appendix D) linking Jubilee Park with Salhouse Road.
- Installing new lighting pathway lighting through Jubilee Park (Appendix E) adding onto the existing (Appendix D). This should either be vandal proof low level LED bollard lighting or full height LED light poles as already in use, in an area which is subject to vandalism.
- All lighting should either be on a timer or sensor, as deemed appropriate for the locations.
- All cabling should be connected to the new 3 phase supply.
- Carry out a full inspection and test once completed.

FINANCIAL STABILITY OF SUCCESSFUL TENDERER

As part of the Council's assessment of tenderers' suitability for the contract, a proportionate approach to financial checks will be taken. The following documents should be provided as part of the Tender pack:

- The last 3 years audited accounts

The Council may (at its discretion) seek a credit report regarding financial stability and risk on receipt of tenders; this will be reviewed in conjunction with the above and any submitted supporting information.

Should there be any issues relating to ANY of the above – please contact the Council to discuss and provide appropriate evidence WITH your tender return.

MAINTENANCE AND AFTERCARE

A full schedule of maintenance requirements is to be provided once the lighting is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

The works will be subject to the appropriate commissioning statement before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified, as part of the existing project cost. The lights must not be operated until they have been commissioned and signed off to the satisfaction of the Council.

PRICING AND PAYMENT

The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

Payment will be upon satisfactory completion of the works and following receipt by the Council of the commissioning statement. This statement should be supplied to Rackheath Community Council by the Contractor before the lighting is handed over to Rackheath Community Council.

EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Illumination 30%

Design Rationale 25%

Sensitivity with the surrounding area 15%

Durability 20%

Program of works 5%

References 5%

A standard 0-5 point scoring system will be used and is detailed below:

- | | |
|---|---|
| 0 | Unacceptable: Non-compliant / deficient for the criteria used |
| 1 | Poor: Limited response which is lacking sufficient detail or is inaccurate |
| 2 | Below expectations: Minimal achievement of requirements with weaknesses or omissions |
| 3 | Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome) |
| 4 | Good: Comprehensive response, detailed and relevant with no inconsistencies |
| 5 | Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard |

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 50 = 20\%$ for that section

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by three members of the Community Council.

PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most economically advantageous tender.

The tender process will be by Open Tender.

This is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue which cannot be resolved, posted to the Contract Finder page.

EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Community Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly referenced to specific evaluation criteria.

The Council will collate its findings and following public consultation will make the final selection of the preferred Contractor.

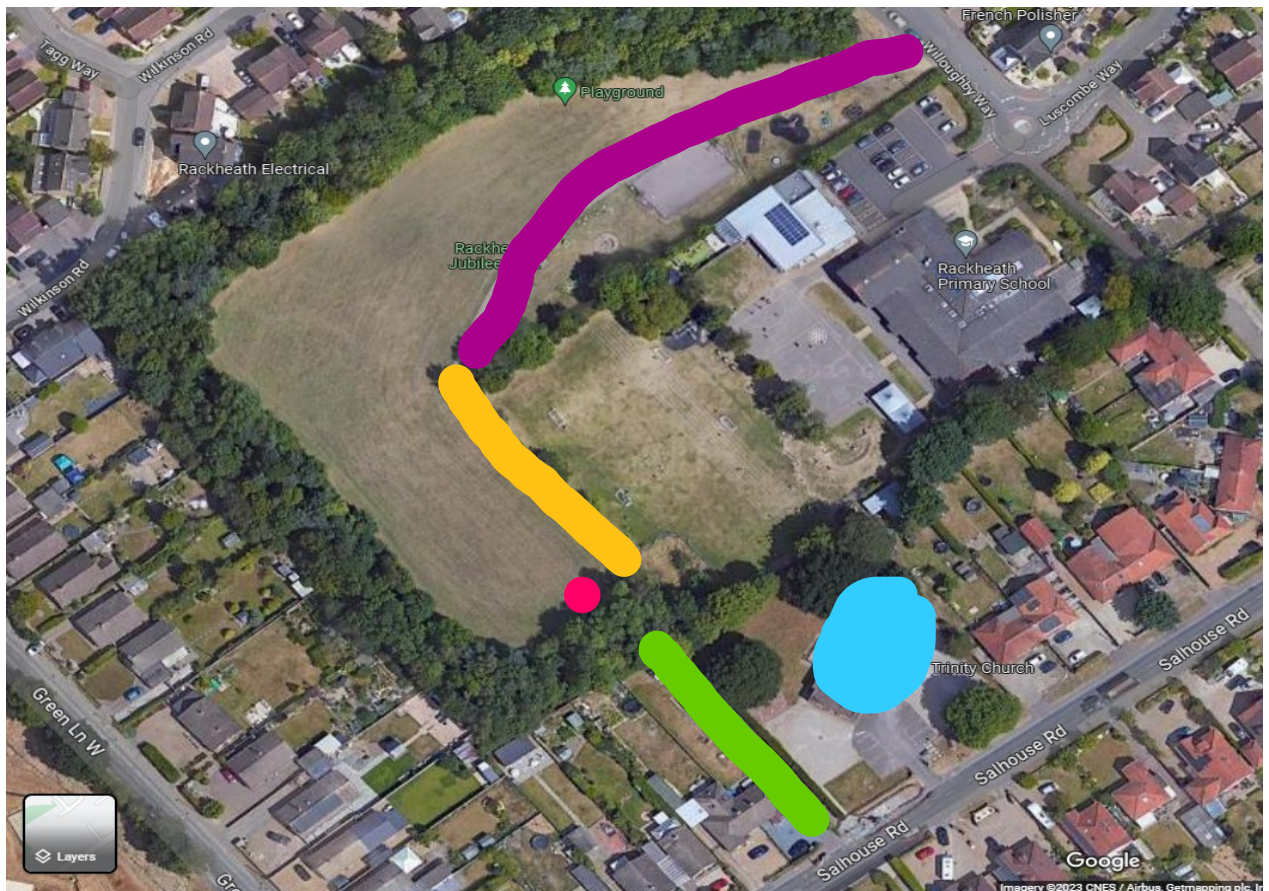
The Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.






Quotation Breakdown – (to be included with the Tender)

Preliminaries	
Cost of lighting	
Cost of electrical supply	
Installation of Equipment	
UKPN installation costs	
Contingencies	
Project Total	

Appendix A

Aerial site map of existing and proposed works



- Key:
-  New pathway lighting to be installed
 -  Existing full height light poles connected to Holy Trinity Church supply to be disconnected and added to a new UKPN supply
 -  Existing 3 phase power socket to be disconnected from Holy Trinity Church and connected to a new UKPN supply
 -  Footpath connecting Jubilee Park with Salhouse Road to have low level, LED bollard lighting.
 -  Holy Trinity Church where the existing supply for the light poles and 3 phase power socket are connected

Appendix B

3 Phase Supply



Appendix C

Existing Light Columns



Appendix D

Connecting footpath



Appendix E

Jubilee Park Pathway

