**PROJECT BRIEF AND SPECIFICATION**

1. **PROJECT DETAILS**

**Commissioner**

Falmouth Town Council

**Project Name**

Resurfacing of lower car park area

**Project Address**

Pendennis Headland, Falmouth, TR11 4LP.

**Project Manager Name**

Andy Medlin

Facilities Manager

Falmouth Town Council, The Old Post Office,

The Moor, Falmouth. TR11 3QA.

07485379879 / 01326 315559

AndyMedlin@falmouthtowncouncil.com

**Project Scope**

Falmouth Town Council invite quotations relating to the above works to provide an environmentally friendly, maintenance free solution to stabilise the existing car parking area. The works have been subject to Scheduled Monument Consent as the area is a listed site and will require a watching brief during surface preparation works (this arrangement and cost will be managed by FTC).

**Design requirements**

Please refer to accompanying specification

**Budget**

£35,000 to 50,000 (max excluding VAT)

1. **INSURANCE REQUIREMENTS**

Public Liability (to include product liability) £5 million

Employer liability £5 million

(Minimum Cover: £10 million for each and every incident)

1. **PROCUREMENT ROUTE**

Below Threshold Tender

1. **PROCUREMENT TIMETABLE**

Request to quote issued 11 October 2024

Deadline for Questions 24 October 2024

Return deadline (17:00 hrs) 1 November 2024

1. **PROCUREMENT INFORMATION**

Price to be held open for 60 days

Fixed price for the whole duration of the contract

Quality evaluation – Pass / Fail

Then based on Lowest price of returns received.

5.1 Pass / Fail questions

Please confirm acceptance of the following:

|  |  |  |
| --- | --- | --- |
| Ref | PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding: | Please delete as appropriate |
| 1 | You will be contracting under the stated terms of Contract – JCT Minor Works. | Yes / No |
| 2 | You will act as Principal Contractor for the duration of the works in line with the Construction Design Management (CDM) Regulations – Please also provide details around any Construction Health & Safety Accreditation e.g. PAS 91. | Yes / No |
| 3 | Works to be undertaken in line with accompanying specification (noting the requirements to Scheduled Monuments). | Yes / No |
| 4 | Supplier must apply Living wage to all employees. | Yes / No |

5.2 Price

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **A** | **B** | **C** | **D** |
| **Item No.** | **Description** | **Quantity** | **Unit of Measure** | **Unit Price** | **Total****A x C** |
| 1 | Resurfacing of lower car park area incorporating installation of ecogrid heavy duty permeable ground reinforcement grid with compacted granite chippings. | 740 | Sq.m.(see specification) |  |  |
| 2 | Other costs (please state): |  |  |  |  |
|  |  |  |  |  |  |
| Tender Total (sum of column D): |  |

All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation.

1. **COMMERCIALS**

Payment Terms 30 days

Minimum 12 month Warranty

1. **COMPANY INFORMATION**

|  |  |
| --- | --- |
| Name of Organisation  |  |
| Trading Name  |  |
| Address of Registered Office | *Address 1* |
| *Address 2* |
| *Address 3* |
| *City/Town* |
| *Country* |
| Postcode |  |
| Company Registration No. *(if applicable)* |  |
| Date of Registration |  |
| Certificate of Incorporation, and all certificates of change of name issues by the Company Registrar(Or include reasons if not applicable) | □ Yes□ No |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in above. | □ Yes□ No |
| Is the applicant a consortium joint venture or other arrangement? If so, please provide details of the constitution | □ Yes□ No |
| Contact Name for enquiries about this application |  |
| Telephone Number |  |
| Email |  |