



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

4th June 2021

Dear Contractor,

You are invited to tender for works at the Recreation Ground, BA2 8AA.

We would like contractors to provide a quotation for a tarmac pathway approximately 581m total length, a grass matting parking area approx. 1,126m² and an entranceway with steps – locations as shown on the attached plan at Annex G. We welcome site visits and would be happy to meet with contractors on site, if required.

Your tender must comply with the Instructions to Tenderers in Annex A to this letter. The Scope of Work is defined in Annex B. Associated required Terms and Conditions of Contract are included at Annex C. Photographs providing further information are given at Annex D, E and F. A map of the site showing the location of the required works is shown at Annex G.

The project covers work on the Miners' Welfare Recreation Ground, which is held in charitable trust by Peasedown St John Parish Council. Any resultant contract will be with Peasedown St John Parish Council.

The invitation to tender is not a commitment by the Parish Council to place an order now, or at a later stage. Any expenditure, work or effort undertaken prior to acceptance of a contract, is a matter solely for the commercial judgement of your company. All works to comply with British Standards Institution guidelines.

Key Dates

04 June 2021: issue of tender documents to interested tenderers

25 June 2021: final date for clarification of queries

09 July 2021 by 17:00 hrs: closing date/time for receipt of tenders

10 August 2021: approval of successful tender by Parish Council (subject to Parish Council meeting being quorate)

On or after 11 August 2021: notification of result of tendering process

Yours faithfully,

Tanya West
Parish Clerk & RFO
Peasedown St John Parish Council

ANNEX A – INSTRUCTIONS TO TENDERERS

Upon receipt of this tender please e-mail clerk@peasedownstjohnparishcouncil.gov.uk to confirm receipt and provide a point a contact.

Clarification questions regarding this tender shall be sent by e-mail to clerk@peasedownstjohnparishcouncil.gov.uk or posted to the Parish Council Office. They must be received by the Parish Council by 5:00pm on 25 June 2021. Any questions received after this date may not be addressed. Clarification questions and any associated answers will be notified (anonymously) to all tenderers.

Your tender must be delivered in hard-copy on or before 5pm on 09 July 2021 to the Parish Council Office, clearly labelled "RECREATION GROUND FOOTPATHS TENDER DOCUMENTS". Two copies of the tender paperwork shall be provided. The Parish Council will not be obliged to consider any tenders received after this date/time.

The Recreation Ground is open to the public and can be accessed at any time for the purposes of compiling your tender response.

Your tender must detail your plans to ensure the safety of the public and the security of the site during the preparation and implementation and should include a copy of your public liability insurance.

Your tender must state any caveats, assumptions or exceptions that are appropriate to your bid.

Your tender must be fully compliant with the Scope of Work, Instructions to Tenderers and Terms and Conditions. It shall include a statement confirming this.

Your tender shall outline similar works conducted with references if available.

Your tender shall define the programme of work relative to the Contract Award date and shall provide an outline of key activity dates and milestones.

Your tender shall provide a FIXED PRICE against the Scope of Work. Your prices shall not be subject to variation whatsoever. The tenderer is responsible for all necessary survey work that will enable a FIXED PRICE quotation. **Please provide a separate price for each item (1-3) listed in the scope of works, together with a price for all three.**

Your tender shall define a payment schedule and payments must be linked to clear project milestones.

All tenders received shall be assessed against the Scope of Work. The preferred tenderer will be notified of the result on or after 11 August 2021.

The winning tenderer will be invited to commence work on a date agreed with the Parish Council, subject to agreement of terms and conditions including proof of insurance cover. **(Anticipated Works Programme:** Works to be done before mid-November (weather permitting).

On completion, the tenderer will be required to provide all necessary certificates to comply with current legislation.

ANNEX B – SCOPE OF WORK

1. Preparation of the site and installation of an area of grass matting approx. 1126m² for parking. Similar to that shown in the photographs at Annex D. Heavy duty plastic grass matting is suggested (on the basis of cost), but other alternatives may be put forward providing they are compatible with mowing using a commercial mower. The location of this area is shown on the map at Annex G (Area A).
2. Formalising the “unofficial” entrance from Bath Road to the Recreation Ground, as shown in the photograph at Annex E and on the map at Annex G (Area B). Installation of an entranceway consisting of 1.5m wide concrete steps with anti-slip surface and handrails, leading to a short section of connecting pathway. With separate prices for:
 - a. A pedestrian barrier to be installed at the pavement edge on Bath Road, directly in front of this entrance (subject to permission from Bath & NE Somerset Council).
 - b. A pedestrian gateway where the steps meet the pavement.
3. Installation of pathways (Area C - approx. 581m total length) marked in red on the map at Annex G.

All Pathways to be:

- 1.5m wide
- Constructed with:
 - 150mm base layer of crushed limestone (or similar)
 - 20mm binder layer to a depth of 50mm
 - 6mm surface layer to a depth of 25mm
 - Total thickness 225mm

Removal of waste soil:

Please give price options including removal from site or re-distribution of the soil for levelling the parking area and to form a landscaped mound on site – see possible location Area D on map at Annex G.

ANNEX C - TERMS AND CONDITIONS

The following terms and conditions shall apply to any contract resultant from this invitation to tender:

The work shall be complete by the completion date defined in contract. Delays to the completion date shall be subject to liquidated damages of 1% of the contract value (excl. VAT) per week of delay. Delays that are outside of the Contractors control (weather etc.) shall be notified to the Parish Council immediately and a revised end date agreed. In such cases the liquidated damages clause shall not apply.

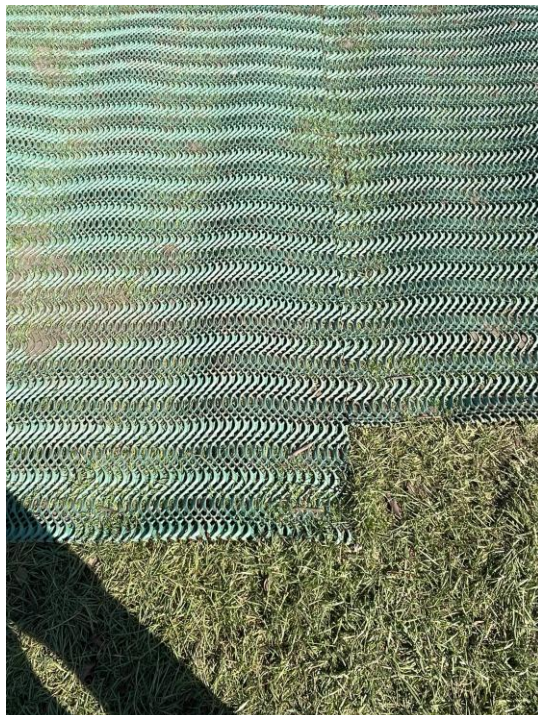
Any changes to the Scope of Work shall be agreed prior to the commencement of work.

The tenderer must hold appropriate levels of insurance cover and provide copies of documentation relating to this.

ANNEX D – Grass matting for parking – photos to illustrate type of surface required (or similar)



Total area approx. 1126m²



ANNEX E –PHOTO OF UNOFFICIAL ENTRANCE TO RECREATION GROUND



ANNEX F –PHOTO OF EXISTING PATHWAY



ANNEX G – MAP SHOWING LOCATION OF
PATHWAYS

A = Grass mat area for parking

Total area approx. 1126m²

B = Entrance/steps to connect to path

C = All pathways marked in red

D = Possible area for waste soil

Total path length 581m

