



Ferndown Town Council
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Ferndown Town Council

Main Tender Document

Provision to install additional *Floodlighting* and to
repair and improve the current *Tennis Court*
Surface.

King George V Playing Fields.

To be submitted no later than Friday 1st November 2019.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

07421 463099

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RESPONSIBLE PARTIES

The Employer

Ferndown Town Council
The Barrington Centre
Pennys Walk, Ferndown
DORSET BH22 9TH

Contracts Administrator/s

Maria Follan (Ferndown Town Council)
Michael Carter (Sports and Play Consulting Limited)



INFORMATION AND INSTRUCTIONS

1. General Requirements

1.1 Overview of Project

Ferndown Town Council is seeking a suitably qualified company to design and install additional Floodlighting and repair and improve the surfacing across four (4) of the existing courts.

The location of the site is King George V Playing Fields, Peter Grant Way, Ferndown BH22 9EN.



The Town Council has allocated a significant budget to improve the existing sports facilities at KGV Playing Field. As part of a wider re-development, this phase is due to begin following the Easter Holidays depending on the tender submissions and further discussions.



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1.2 Budget and Costings

- The council has set aside a budget of **£75,000.00 (Ex VAT)**
- All pricing should be exclusive of VAT and in GBP (£)
- Pricing to be valid for 180 days from the due date of the response
- Prices will be fixed and firm for the duration of the contract

1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission is the responsibility of the suppliers that have been decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the council concerning the tender may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Ferndown Town Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the council and preferred contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.



Any conditions not specifically detailed in the contract will refer to the requirements within this tender document and supporting documents provided by the supplier. A reference noting this will be included in the agreement signed by both parties.

The work is for the design, supply and installation of appropriate groundworks, sports fencing, surfacing, floodlighting and associated works which should comply to any relevant regulations or guidance from Sports England. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

The successful contractor must provide evidence of:

- Public Liability Insurance of no less than: **£5 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

3. Design Brief

3.1 Overview

Floodlighting

- Planning Permission (Appendix 4) has been given for additional Floodlighting with guidance being: 4 x new 8 Metre Columns, 2000 Wall Philips Optivision MVP 507, medium beam asymmetric low glare.
- Use existing columns however replace the lighting as per above specification, with Tridonic Control gear and MHN.
- Specifications must comply with LTA regulations



- Advise any other considerations or options that may assist in the efficiency and running costs (Pay as you use options etc)

Surfacing on Tennis Courts (Two Options)

- New binder and Anti Slip paint (colour TBA) over the first 4 Tennis Courts
- New Line Markings for 4 Tennis Courts
- Any tarmac repairs or baseworks required to ensure a good quality and level finish including mitigating future root damage
- Repair any damaged edging around the perimeter
- Advice or options to improve the current condition of the tarmac surface (fretting/root damage etc), time of year to provide the repairs and paint, and general maintenance and warranties
- The council also would like to consider the advice and cost for a completely new tarmac surface understanding the budget will most likely need to be increased. This can be discussed on site or with the consultant, and if appropriate provide a quotation for this works in addition to the work listed above

Other

- Option for a new gate with a Timed Lock /FOB system to access the courts so the grounds staff do not have to lock/unlock the courts manually

3.2 Post Installation Inspection

Please allow for a suitably qualified independent inspection following the completion of the project, and all noted defects need to be attended to and resolved before the open date and formally being signed off by either of the Contracts Administrator/s.

4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date:
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Tender Release Date	Wednesday 18th September 2019
Site meeting for interested contractors (30-minute slots)	Wednesday 2 nd October 2019 between 2pm and 4pm
Tender submissions due	Friday 1st November 2019 16:00 hours
Selection of preferred supplier and any revisions to design	January-February 2020
Work to commence	Late April / Early May 2020

Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the work.

5. Scoring of Tender

5.1 Scoring Table

Criteria	Information	Percentage
Quality of Materials, Surfacing and Associated Works: (Refer Table 5.2)	Scoring will be made based on: <ul style="list-style-type: none"> • Meeting and detailing required specifications and regulations • Reference sites the council can visit or discuss with the appropriate contacts • Suitability and experience of the supplier 	40%
Presentation and Information: (Refer Table 5.2)	Suppliers are encouraged to provide any visual or written information and advice that will assist in the evaluation. Any supporting information specifically to answer requirements set out in the tender, or that is relevant to the scoring.	20%
Total Cost:	Scoring on price will be subject to comparing the overall design. materials and specifications and then weighted by the overall cost. That is: <ul style="list-style-type: none"> • A score out of 10 (then weighted accordingly) will be scored on the total cost by each submission, with the set budget as the reference point 	40%



	<ul style="list-style-type: none"> Each response will be given a score based on the difference between the highest and lowest quotation in equal increments 	
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5.2 Scoring Matrix (per 10%)

8-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
6-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
4-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
2-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015.

6.1 Site Meeting with Interested Parties



There will be site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

6.2 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.3 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “significant” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

6.4 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement will be provided (Appendix 3) setting out any specific terms and conditions to be signed by both The Employer and The Contractor.



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7. Named Contact and Consultant for Project

Ferndown Town Council has appointed a consultant for the tender process.
All contact should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited.

Michael Carter

07421 463099

Michael@sportsandplayconsulting.co.uk

8. Submission and Checklist

The tender response should include:

- Completed copy of Appendix 1 and Appendix 2
- Itemised Quotation and supplementing information to be provided in A4 size
- An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, by the due date and time

Hard copies to be delivered to:

Ferndown Town Council
The Barrington Centre
Pennys Walk, Ferndown
DORSET BH22 9TH

Please note - Tenders are to be sent in a plain envelope and tube marked only with:

'Tender – KGV Tennis Court Project and Ancillary Works'

and sent to arrive no later than:

16:00 hours, Friday 1st November 2019.

PLEASE NOTE - OFFICE HOURS ARE MONDAY TO FRIDAY 9.30am to 4.00pm