



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE

01952 727509
townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

Town Clerk: Trudi Barrett BA (Hons)

22nd January 2020

Invitation to Tender for Construction of a Surfaced Perimeter Path / Exercise Track at the Gaskell Recreation Ground, Station Road, Much Wenlock, Shropshire

Much Wenlock Town Council invites tenders for the construction of a surfaced perimeter path / exercise track at the Gaskell Recreation Ground, Much Wenlock, Shropshire. **The specified works may be started as soon as possible after the contract is awarded but must be completed and invoiced by 31st May 2020 at the latest.**

Please register your intention to submit a tender by sending an email including all contact details to: townclerk@muchwenlock-tc.gov.uk. This will enable us to inform you of any alterations or additions to the specification.

Gaskell Recreation Ground – Location and Information

Address: The Gaskell Recreation Ground, Station Road, Much Wenlock, Shropshire TF13 6JE

Location: see maps.

The Gaskell Recreation Ground is open to the public at all hours. Working practices must be followed to ensure that members of the public are kept safe at all times.

Pedestrian access to the site is possible via Station Road from the south as well as from Windmill Hill at the north west and the railway walk to the north east. Vehicular access is possible from Station Road via the Linden Gate, by arrangement with the Town Clerk (the gate is kept locked).

The Recreation Ground is adjacent to the secondary school, William Brookes Academy. Machinery movements and deliveries should be avoided at school start and finish times to minimise risk to those pupils who access the school via the site.

There is a cricket club, bowling club, football pitch and play area on the Recreation Ground and consideration should be given to users.

There are many mature trees on the site, as well as hedges and shrubs. Care should be taken to avoid any damage to these features.

Preparation and Groundworks

Whilst construction is taking place, appropriate security and safety measures must be put in place by the contractor. Storage of materials, equipment, etc. will be the responsibility of the contractor. The contractor must provide skips when required.

Some spoil from the excavations may be used for levelling parts of the path. All excess materials and spoil from excavations are to be disposed of at a licensed tip and at the Contractor's cost.

Any area of the open space, council or private property damaged by the Contractor during installation works must be reinstated to its original state at the Contractor's cost.

Guarantees and Warranties

Please provide details of your own and manufacturer guarantees and warranties on surfacing and construction works.

Instructions for Tendering

1. Much Wenlock Town Council (the "Council") invites tenders for the construction of a surfaced perimeter path / exercise track at the Gaskell Recreation Ground, Station Road, Much Wenlock, Shropshire.
2. Tenders must be submitted for the whole of the works. Tenders for part only of the works will be rejected.
3. The contractor will carry out all specified works and operations connected with the project in accordance with all relevant legislation and the Construction (Design & Management) Regulations 2015 (CDM), if applicable.
4. Prospective tenderers shall ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their tenders are accepted, including the Council's Standing Orders, a copy of which may be seen by arrangement.
5. Prospective contractors must not contact Town Councillors or staff to encourage or support their tender outside the prescribed process.
6. Should any prospective tenderer be in doubt as to the interpretation of any part of the contract documents, the Town Clerk or her nominated officer shall endeavour to answer written enquiries prior to tenders being submitted.
5. It is the responsibility of the prospective tenderers to obtain for themselves at their own expense any additional information necessary for the preparation of their tenders.
6. All the information supplied by the Council in connection with this invitation to tender shall be treated as confidential by prospective tenderers except where such information may be disclosed so far as is necessary for the purpose of obtaining quotations necessary for the preparation and submission of the tender.
7. The attached documents are and shall remain the property of the Council and shall be returned with the tender and, if no tenders are submitted, on demand.
8. Tenderers will be required to demonstrate their ability to provide the works.
9. The tender shall be submitted on the Form of Tender incorporated herein. The Form shall be signed by the tenderer and submitted in the manner and by the date and time stated below together with the following documents:
 - 9.1 A statement of the names and home addresses of the partners if the tenderer is a partnership, or a statement of the names and home addresses of the directors and secretary if the tenderer is a company.
 - 9.2 A description of the tenderers corporate and management structure and methods by which they will provide the works.
 - 9.3 The names of the tenderer's bankers and two other trade and credit referees.
 - 9.4 A statement setting out the tenderer's status as a subsidiary company or otherwise within the meaning of Section 736 of the Companies Act 1985 and if appropriate, the name and registered address of the ultimate holding company.

- 9.5 A schedule of works/bill of quantity showing a breakdown of costs.
 - 9.5 Method statements
 - 9.6 General risk assessments
 - 9.7 Health and Safety policy
 - 9.8 Certificate of Public Liability Insurance
 - 9.9 Membership of any relevant professional organisations or registrations
 - 9.10 Details of at least two referees, preferably local authorities
10. All documents requiring a signature shall be signed:
- 10.1 Where the tenderer is an individual, by that individual.
 - 10.2 Where the tenderer is a partnership by two duly authorised partners.
 - 10.3 Where the tenderer is a company by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

Evaluation and Awarding of Contract

- 11. We may request further information from tenderers after submission of tenders.
- 12. The Council will review tenders after the deadline for submission. It is intended to confirm the successful contractor following the full Council meeting to be held on 5th March 2020.
- 13. The contract will be awarded to the company that complies with all written requirements, has satisfactory references via referees and offers the best value for money.
- 14. The Council is not bound to accept the lowest or any tender.
- 15. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract Documents and where there is any discrepancy or difference between the tender and the (other) Contract Documents the latter shall prevail.
- 16. Alterations and qualifications to the tender documents must not be made without the written consent of the Authorised Officer. Tenders containing such alterations or qualifications may be rejected.
- 17. A Project Co-ordinator or single Point of Contact must be nominated by the successful tenderer, who should be readily contactable to deal with any queries and problems that may arise. This contact must be available from the date the contract is awarded until satisfactory final completion has been agreed.

Tender Submission

18. The tender and all accompanying documents should be carefully sealed in an envelope using the address label provided, clearly marked "**Gaskell Recreation Ground – Perimeter Path / Exercise Track Tender**" and be delivered to:
- The Town Clerk, Much Wenlock Town Council, The Corn Exchange, 62 High Street, Much Wenlock, Shropshire TF13 6AE

Tenders are to arrive no later than **12 noon on Wednesday 19th February 2020**.

If hand delivered please bring the documents into the office or request that a member of the Town Council staff come down to receive the documents in person.

Tenders received after noon on Wednesday 19th February 2020 will NOT be considered.

Should you have any queries, please contact Trudi Barrett, Town Clerk, on 01952 727509.

Yours faithfully,

Trudi M Barrett
Town Clerk

**Construction of a Surfaced Perimeter Path / Exercise Track
at the Gaskell Recreation Ground, Station Road, Much Wenlock, Shropshire**

FORM OF TENDER

To: Much Wenlock Town Council

I/We

Carrying on business at
.....

Hereby tender and undertake to execute and provide the Works required by 31st May 2020 in accordance with the specification and conditions contained in the tender documentation provided by Much Wenlock Town Council for the following sum:

£ excluding VAT

In words:

I/We agree the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration to any of the tender documents shall not affect the Contract Conditions and may cause the tender to be rejected.

I/We agree that this tender shall remain open to be accepted or not by the Council and shall not be withdrawn for a period of twelve weeks from this date.

This tender together with your acceptance thereof in writing, shall constitute a binding Contract between us.

I/We certify that the details of this tender have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person.

I/We understand that you are not bound to accept the lowest or any tender you may receive.

I/We certify that this a bona fide tender.

Contractor's Signature(s)

(print name(s) in full)

Date

Name and Address of Firm
.....

Telephone No

Email: