

**INVITATION TO TENDER FOR
ALLOTMENT GROUND WORK
GREAT AND LITTLE HAMPDEN PARISH COUNCIL
6 October 2023**

Updated for Council meeting 3 January 2024
Approved minute reference 24/0003 (c)

Great and Little Hampden Parish Council

Memorial Hall, Memorial Road
Great Hampden, Great Missenden, Bucks, HP16 9RF

Email: clerk@greatandlittlehampdenparishcouncil.gov.uk

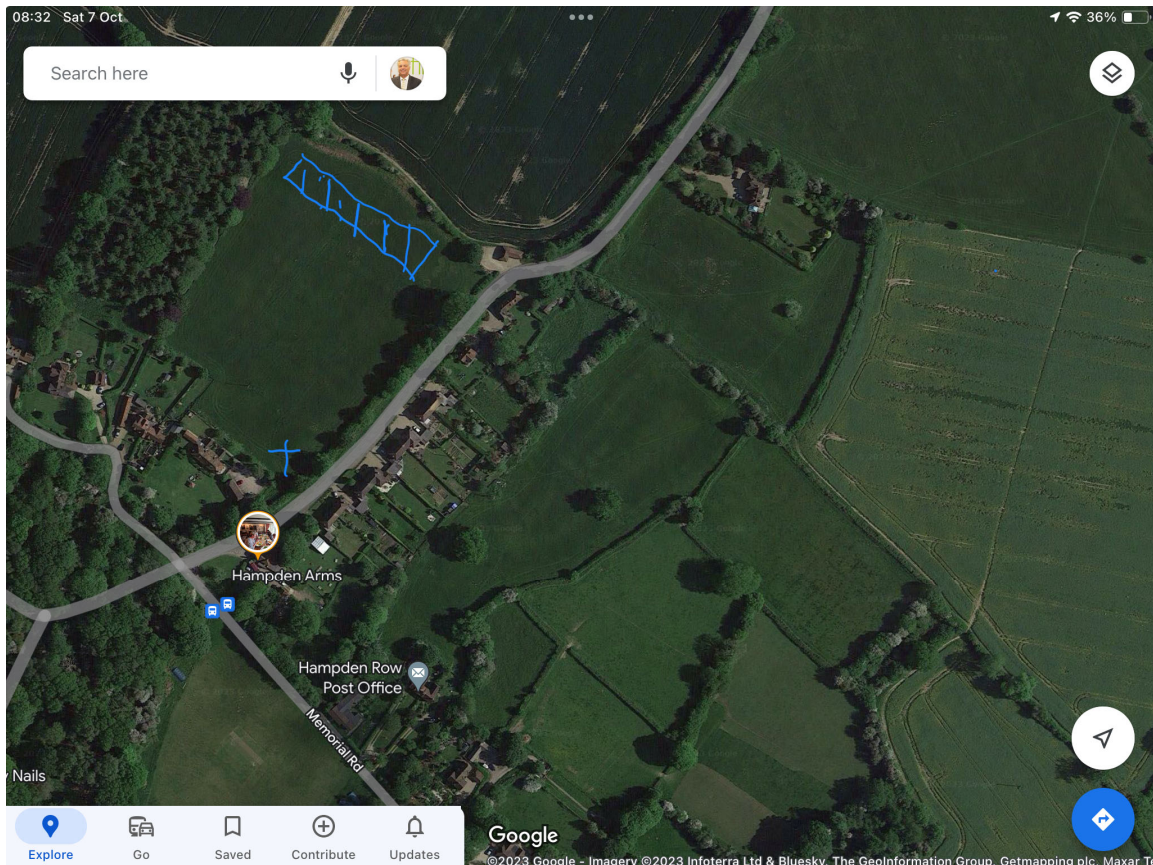
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1. Introduction

1.1. Great and Little Hampden Parish Council ['the Council'] is seeking to award a contract to carry out ground works to in respect of new allotments ["**the works**"]. This contract is being procured under the Council's open tender process.

1.2. The approximate location of the proposed allotments is as below:



1.3. You are invited to complete the attached Invitation to Tender ["**ITT**"] and to submit it together with any requested supporting information, to the Clerk, Memorial Hall, Memorial Road, Great Hampden, Great Missenden, Bucks, HP16 9RF or by email to clerk@greatandlittlehampdenparishcouncil.gov.uk by 5pm on 26 January 2024.

1.4. Potential providers shall accept and acknowledge that by issuing this ITT the Council shall not be bound to accept any tender and reserve the right not to conclude a contract for the Services for which tenders are invited.

1.5. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk by no later than two weeks before the closing date.

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1.6. The tender shall be submitted ONLY on the attached Form of Tender.

2. Purpose and Scope

2.1. These instructions are designed to ensure that all potential providers are given equal and fair consideration. It is important, therefore, that you provide all the information asked for in the format and order specified.

2.2. The potential provider shall not contact any other employee or member of the Council, who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed or approved otherwise by the Parish Clerk.

2.3. The Clerk, by prior arrangement, is happy to meet with any potential suppliers at the site to discuss the works.

3. Contract

3.1. The Contract is to carry out the works detailed in 3.2 -3.8. Please review to the sketch plan at section 11.

3.2. Highway gates

Open-up, clear refuse and vegetation and service existing double wooden gates to highway access at point 'Z'.

3.3. Water supply:

Supply and install (to include appropriate insulation, where required):

Sub-meter at trough at approximate point 'X'.

25mm MDPE pipe in trench 600mm deep from point 'X' to 1 x Bateman 198 litre trough with welded centre box and service box and ball valve kit, raised on 200mm MOT compacted type 1 and 3 x concrete block foundation and support, at points 1, 2 and 3.

3.4 Sheds

Supply and erect 4 x 6 Power Apex potting shed, secured to base in accordance with manufacturer's instructions, fitted with Floplast 76mm brown guttering to both roof slopes and connected to 1 x Floplast black 210 litre slim butt on Floplast 210 litre stand, on 200mm compacted MOT Type 1 and 900 x 600 sand and cement dry-mix grouted concrete slab foundation at points 4-9.

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3.5 Compost bins

Supply and erect on 1650mm x 900mm area of 200mm compacted MOT Type 1 and 900mm x 600mm sand and cement dry-mix grouted concrete slabs 1 x Blackdown range 800 litre double standard wooden composter at points 10-15.

3.6 Hard standing

Supply and erect area 2.4 m x 2.7m with compacted 200mm MOT Type 1 and 900 x 600 sand and cement dry-mix grouted concrete slabs with 1:80 fall, at points 16-21 (immediately adjacent to sheds).

3.7 Boundaries (N.B. only fencing to the north-western and south-eastern boundaries (between points 22-23-25) is to be erected. The other two boundaries to be protected by a fenced area to the north-east and south-west, being the responsibility of the adjoining occupier).

Supply and erect 60m x 20m 1.8m high 500mm deer fencing (and 60m x 20m 450mm high 30mm rabbit fencing, buried 300mm) with 150-175 round-timber corner posts and stretchers and 75-100mm round-timber posts at 3m intervals with sufficient stretchers, and horizontal tensioned line wires at 150mm vertical spacing, between points 22-23-25, to include 1.8 m high 3600mm wooden deer gate at point 26 and 1.8m high 900mm wooden deer gate at point 27. Securely connect such fencing to rabbit and deer fencing of adjoining area at points 22 and 25.

3.8 Car park gate and path

Supply and construct approximately 8m gravel path with 200mm MOT Type 1 and 20mm screen Oxford gravel with 900mm five-bar wooden gate in existing field fence at point 28.

All gates to be rabbit-fenced in accordance with 3.7 (non-buried) and of pressure-treated timber, fitted with posts, fittings and latches in accordance with manufacturer's recommendations. All metalwork, wire and fixings to be of hot-dipped galvanised steel and all posts to be creosoted.

All wastes and resulting to be recycled, or disposed of as appropriate, in accordance with the Waste Regulations 2011.

4. Instructions for Completion

4.1. Potential providers should read these instructions and the specifications carefully before completing the tender documentation. Failure to comply with these requirements for completion and submission of the tender response may result in the rejection of the tender. Potential providers are required, therefore, to acquaint themselves fully with the extent and nature of the services and contractual

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obligations. These instructions constitute the Conditions of Tender [“CoT”]. Participation in the tender process automatically signals that the potential provider accepts these CoTs.

5. Tender Validity

5.1. Your tender should remain open for acceptance for a minimum period of 90 days. A tender valid for a shorter period may be rejected.

6. Return of Tender

6.1. The completed questionnaire must be returned to the Clerk, Great and Little Hampden Parish Council, no later than 5pm on 26 January 2024 (see also section 1.2).

6.2. The Tender must be submitted in the form specified. Failure to do so may render the response non-compliant and it will be rejected.

7. Disclaimers

7.1. Whilst the information in this ITT, due diligence information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

7.2. Neither the Parish Council, the Clerk, or other employees:

7.2.1. Makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the ITT; or

7.2.2. Accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

8. Indicative Timetable

8.1. Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any stage.

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Procurement Stage	Deadline
Deadline for return of ITT to the Council	26 January 2024
Evaluation of the ITT responses commences	29 January 2024
Issuing of recommendation report to the Council	19 February 2024
Decision of the Council	4 March 2024
Awarding of Contract	Subject to land allocation
Contract Start Date	Subject to land allocation

9. Eligibility, Selection and Award Criteria

9.1. In addition to price all tenders will be evaluated against the selection criteria set out in the table below.

Selection Criteria	Weighting
Technical capacity, expertise, experience and references	70%
Environmental sustainability/geographical location in terms of closeness to Great Hampden (to minimise use of fossil fuels travelling)	15%
Nature of business (ideally a local SME)	15%
Total	100%

10. Contract Award

10.1. Contract award is subject to formal approval at the Council meeting which will take place on 4 March 2024. Until all necessary approvals, including planning approval, are obtained no agreement will be entered into.

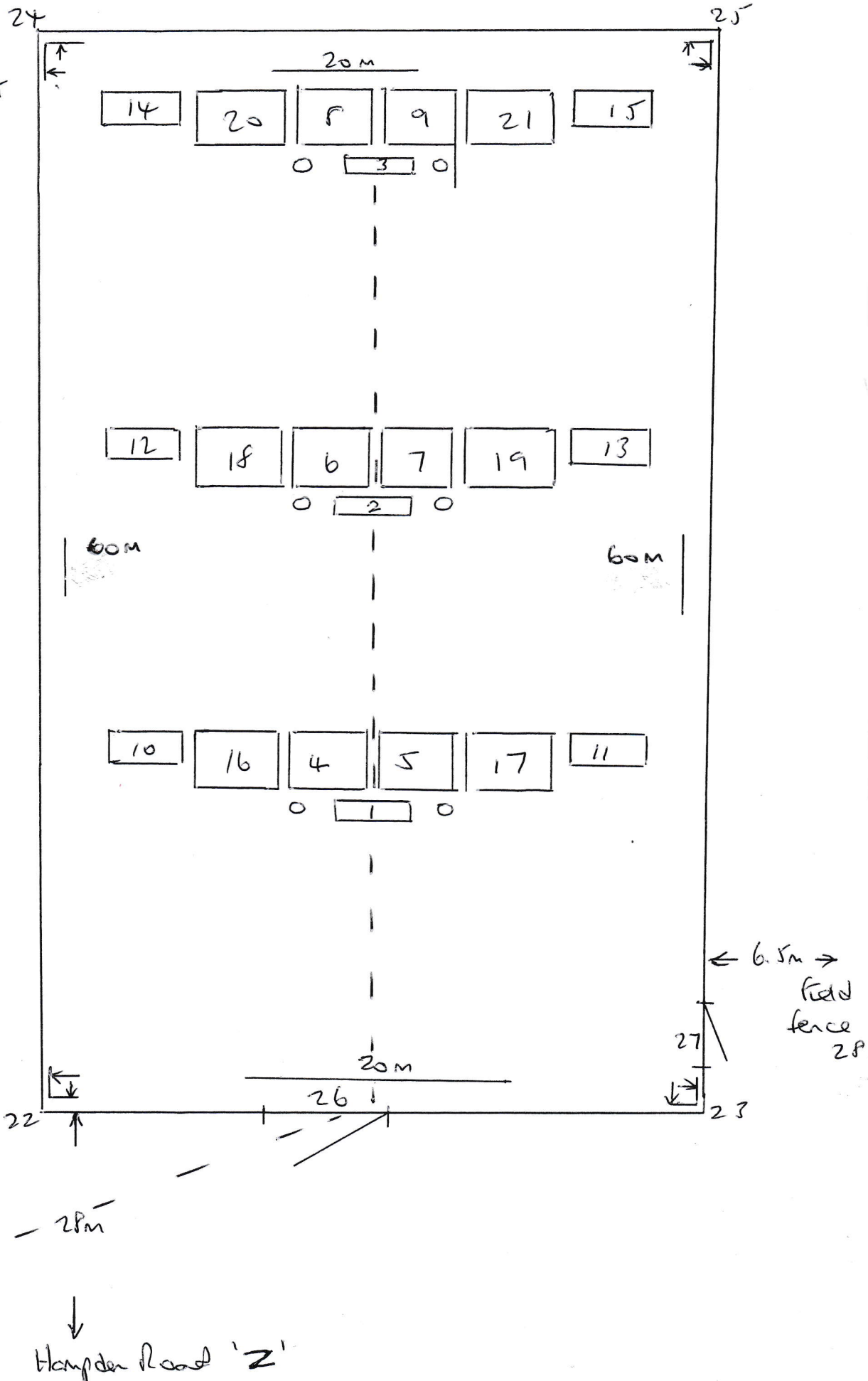
10.2. The Council shall be under no obligation to accept the lowest or any tender.

11. Sketch plan

Map to scale

LEGEND

O - Water butt



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Tender Response

TENDER FOR ALLOTMENT GROUND WORKS.

**Tenderers are to complete Parts A, B, C and D and
return either by email or post as directed**

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PART A

COMMERCIAL INFORMATION

A.1. Company/Organisation identity:

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact Telephone number:

A.1.5 Contact e-mail address:

A.1.6 Company Web Site Address:

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A.2 Areas of Business

A.2.1 Please indicate below the principal areas of business activity of your organisation

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A.2.2 Please indicate which elements if any of the services your organisation anticipates may be sub-contracted:

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A.3 Insurance

A.3.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Minimum £5,000,000.00	
Insurer	
Policy Numbers	
Expiry Date	
Limits of Indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance Minimum £10,000,000.00	
Insurer	
Policy Numbers	
Expiry Date	
Limits of Indemnity (per occurrence and aggregate)	
Excess (if any)	

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A.4 Health and Safety

A.4.1 Please supply the name and designation of the person responsible for the implementation of the organisation's Health and Safety Policy.

A.4.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety Policy.

A.4.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put in place and practiced within your organisation.

A.5 Environmental Sustainability

A.5.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

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PART B

TECHNICAL CAPABILITY

B.1 Previous Experience

B.1.1 Please provide information of your organisation's technical capability, expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, parish councils or other public bodies.

B.2 Staff Skills and Development

B.2.1 Please indicate below whether any operatives you employ and expect to engage on this contract have specific skills/qualifications related to the range of requirements set out in this tender document.

Skill/Qualification	Number of Operatives

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained.

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B.3 References – please provide 2 references

B.3.1 Please provide details for two companies/organisations for which you have carried out similar works.

Reference 1

Company Name	
Company address	
Contact Name	
Contact Phone number	
Contact e-mail address	
Contract start / end dates	
Contract value	
Brief description of contract	

Reference 2

Company Name	
Company address	
Contact Name	
Contact Phone number	
Contact e-mail address	
Contract start / end dates	
Contract value	
Brief description of contract	

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PART C

TECHNICAL PROPOSAL

C.1 On-site Arrangements

C.1.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

C.2 Quality of work and Supplier conduct

C.2.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff.

C.3 Sub-Contracting

C.3.1 Please detail your organisation's methodology for employing sub-contractors and ensuring that sub-contractors if used are fully compliant with the terms and conditions of the Framework Agreement.

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PART D

FINANCIAL PROPOSAL

9.2. D.1 **Schedule of Charges** As the Council requires tenders for the whole job, one line will suffice.

	Base price	VAT	Total price (inc VAT)

D.2 Form of Tender

TO BE COMPLETED BY THE TENDERER

To: Great and Little Hampden Parish Council

Great and Little Hampden Parish Council Allotments – ground work

From:

I/We confirm a site visit has been undertaken.

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

I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.

I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.

I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Signed:

For and on behalf of:

Address:.....

.....

Date: