

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH

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Invitation to Tender

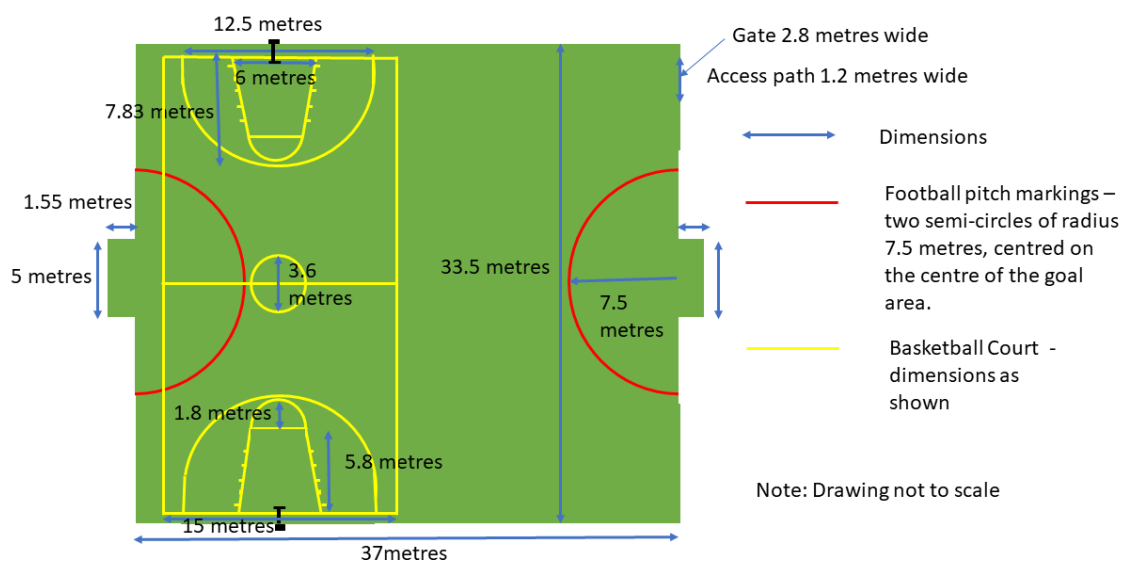
Reference: HPC001 issued 10 August 2020

Hilton Parish Council has a requirement to replace its existing Astroturf/MUGA playing surface and install basketball posts with backboards and hoops. Bids are invited in conformance with the enclosed tender documentation. If you would like to be considered for this contract, please read through the document carefully and submit your tender in accordance with the specified procedures. Should you have any queries or require clarification on any point, please contact the undersigned on the above email address.

General Requirement

Bids are invited for the supply of **Matchwinner Velour 1 17mm needlepunch Astroturf (Specification)** to replace the existing Astroturf of the same specification covering the area as shown in drawing below and the installation of two Sure Shot 65661P Eurocourt in ground basketball posts (or equivalent¹) in the positions shown in the drawing below (Project).

Dimensions and Line Marking on Astroturf



¹ Any equivalent specification basketball post must ensure the foundation is completely outside of the fence

- 1 This can be a turn key Project. However, the resurfacing of the Astroturf/MUGA and the installation of the basketball posts can be tendered for as separate projects. It is expected that this tender document will be completed by bidders for either or both the elements of this Project. The successful bidder(s) will be required to provide all the necessary labour and equipment to bring the Project to a completed fully functional condition on acceptance by the Parish Council.

Resurfacing the Astroturf/MUGA

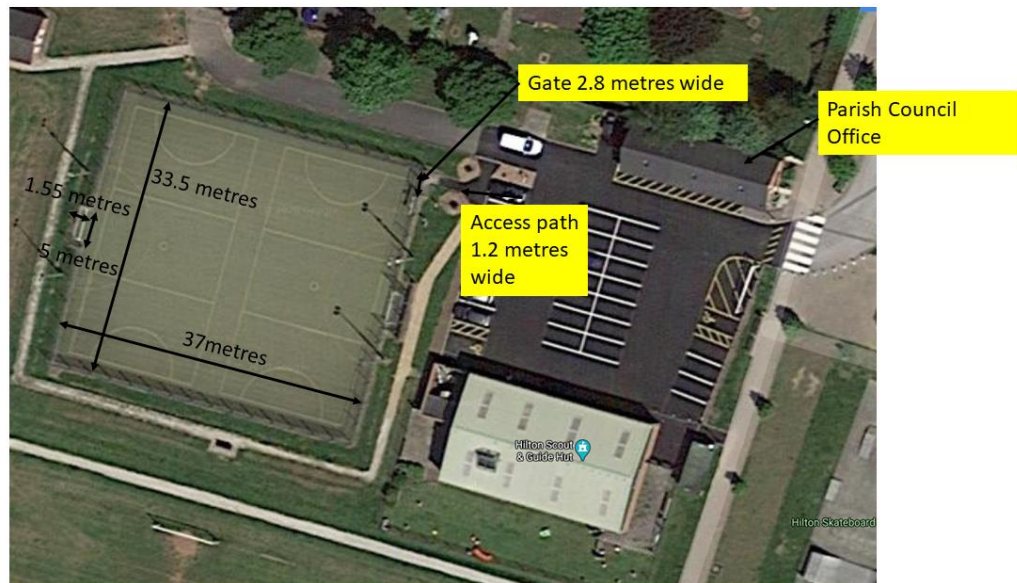
- 1.1 Full access to the site will be provided via the access path and gate shown.
- 1.2 The successful bidder will be responsible for the removal and disposal of the existing surface
- 1.3 The successful bidder will complete an inspection of the base material and provide a written report to the Parish Council
- 1.4 The successful bidder will advise if any repair/preparation work is required
- 1.5 Any work on the base material will be agreed with the Parish Council before any work commences
- 1.6 The successful bidder will install and prepare the new Astroturf/MUGA surface to the specification above and the instructions of the manufacturer
- 1.7 Included in the preparation will be the inclusion of the lines required for competition 5-a-side football and basketball and reference points for the later provision of a netball court and tennis courts
- 1.8 On acceptance by the Parish Council, the successful bidder will remove all their equipment, excess material and waste and make good the wider area used during the resurfacing of the Astroturf/MUGA.

Installation of the Basketball Posts

- 1.9 The successful bidder will install the basketball posts with the manufacturer's specified foundations in the correct position. Any modification to the fencing at the location of the posts will be agreed at the time of installation.
- 1.10 On acceptance by the Parish Council, the successful bidder will remove all their equipment, excess material and waste and make good the wider area used during the installation of the basketball posts.

[note: the Parish Council can provide a local supply of electricity and water, if required. The existing Astroturf/MUGA is surrounded by a 3 metre high fence. There is a car park adjacent to the access path with ample space for a skip or other equipment. See picture below]

Hilton Parish Council Astroturf



- 2 The bid will comprise a fixed price, timescales, guarantees/warranty and the option of an on-going maintenance package

The fixed price for the Project will be broken down into the following elements:

- 2.1 Price for the removal and disposal of the existing surface
- 2.2 Allowance made for any repair/preparation work prior to installation of the new surface
- 2.3 Price of the new surface to the above specification
- 2.4 Price for installing and providing the lines for 5-a-side football, basketball court and the reference points for later provision of netball and tennis courts
- 2.5 The successful bidder will provide a timescale plan, preferably in GANTT chart form, showing the duration of each phase of the Project. Any dependencies on weather or other requirements beyond the control of the bidder will be highlighted
- 2.6 The successful bidder will guarantee that the new surface will not require any repair or replacement for a minimum of five years of 'normal' usage when maintained in accordance with the manufacturer's requirements. If any repair or replacement becomes necessary within the guarantee period,

then the successful bidder will carry out the necessary remedial work to return the surface to a fully useable and safe condition at no charge to the Parish Council

2.7 The successful bidder will provide a priced option for a maintenance package for the Astroturf/MUGA surface that may or may not be required as part of the guarantee above

2.8 Price for the installation of the foundations of the basketball posts

2.9 Price for the installation of the basketball posts and making good the fencing at those locations

2.10 The successful bidder will provide a guarantee for the workmanship of the installation of the basketball posts as well as passing on the manufacturer's guarantee

Tender Documentation

All bidders are required to complete all the following sections fully and honestly. If questions are left unanswered, this will be deemed a fail in the bidding process. If the Parish Council subsequently discovers any discrepancy in the bidder's response, the bidder will be eliminated from the bidding process. If any such discrepancy is discovered after the contract is awarded, then depending on the nature of the discrepancy, the successful bidder may have the contract terminated with immediate effect and at no cost to the Parish Council.

Information of the Bidder

1. Please indicate if you are bidding for one or both parts of the Project

Both i.e. a turn key project	Yes/No
Resurfacing Astroturf/MUGA only	Yes/No
Installation of Basketball posts only	Yes/No
2. Please confirm that your company has the financial capability to take on this Project Yes/No
3. Please confirm that your company has Employer's Liability insurance, Public Liability Insurance and Professional Indemnity Cover and provide the level of such cover Yes/No
 - 3.1. Employer's Liability £XXm
 - 3.2. Public Liability £XXm
 - 3.3. Professional Indemnity £Xm
4. Please confirm that your company or its directors has/have not been the subject of any proceedings which would automatically eliminate your company from the

bidding process including bankruptcy, administration, court proceedings of a criminal nature etc. This list is not exhaustive. Yes/No

5. Please confirm that your company has not been involved in any dispute with other customers for a similar contract in the last three years Yes/No
6. Please confirm that your company complies with all current employment and business legislation Yes/No
7. Please provide details below of your company's experience in delivering this type of Project

8. Please provide details of two contracts that your company has secured that are relevant to this Project. Please include contact details for the customers so we may contact them for a reference.

Pricing

All prices submitted are to be in Pounds Sterling and exclusive of VAT

1 Fixed price excluding VAT for removal and disposal of existing Astroturf/MUGA surface and any waste generated during the Project £xxx

2 Fixed price excluding VAT for supplying and installing new Astroturf/MUGA surface to the above Specification £xxx

3 Fixed price excluding VAT for installing and providing the lines in red for 5-a-side football, basketball court in yellow and the reference points for later provision of netball and tennis courts as shown in the diagram above by the following methods:

- | | |
|-----------------------------------|------|
| Cut into the surface and glued | £xxx |
| Woven into Astroturf/MUGA surface | £xxx |
| Painted on Astroturf/MUGA surface | £xxx |

Please state your company's preferred method for providing the lines.

4 Please confirm that all labour and equipment necessary for the completion of the Project will be supplied by your company Yes/No

5 Please confirm that an inspection of the base material will be carried out before the installation of the new surface, including but not limited to the adequacy of drainage Yes/No

6 Please confirm that any repair/preparation work that is identified will be agreed with the Parish Council prior to the commencement of any work. Yes/No

7 Please state the allowance being made for the repair/preparation work to the base material, if any. £xxx

8 Fixed price excluding VAT for installation of basketball posts and making good fence at that location. £xxx

Timescales

The duration of the Project and the time of year when the Project is undertaken is important to the Parish Council. A detailed plan is required, preferably in the form of a GANTT chart, that shows the days expected for each phase of the Project with measurable milestones that the Parish Council can use to monitor progress

1 Please confirm that a plan as specified above will be provided from Commencement date to Project completion/hand over Yes/No

2 Are there weather considerations that could disrupt the plan? Yes/No
If Yes, please state below what those considerations are

3 Please confirm that any necessary changes to the agreed plan will be discussed and agreed with the Parish Council before a revised plan is issued
Yes/No

Business Requirements

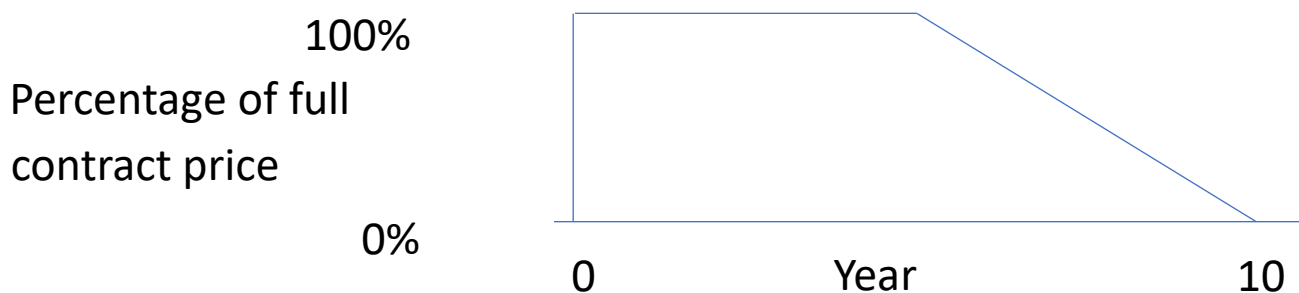
The Parish Council and the successful bidder will each appoint a Project co-ordinator who will be the point of contact between the Parish Council and the successful bidder. The Project co-ordinators will have the authority to make binding decisions on both parties under the terms of the signed contract.

The Parish Council requires that the new Astroturf/MUGA surface and its installation is underwritten by meaningful guarantees/warranties

1) Please confirm that the useful life of the Astroturf/MUGA surface, subject to normal¹ usage, is guaranteed for 10 years from date of installation Yes/No
If No, please indicate below the length of guarantee

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the event that it is independently assessed that the Astroturf/MUGA surface needs replacing within this 10 year period of normal usage and correct maintenance, please confirm that either that there will be a remedy under the guarantee or a warranty payment will be made to the following schedule:



¹ Normal usage is planned to be up to 30 hours per week of playing time, the majority of which will be 5-a-side football

- 2) Please confirm that the new Astroturf/MUGA surface will not require any repairs within the first five years from installation. Should any defect arise from normal usage then the repair will be made to an equivalent standard of the original Astroturf/MUGA material and will be free of charge. Yes/No
- 3) If football pitch lines and/or basketball court lines are cut and glued into the Astroturf/MUGA surface, please confirm that the work will be carried out such that the quality of the inset lines and the surrounding Astroturf is to the same Specification and quality of workmanship Yes/No
- 4) In the event that the lines cut into the Astroturf or the immediate area of the Astroturf/MUGA surface surrounding the lines require repair or other remedial action within the first five years from installation, please confirm this work will be carried out free of charge. All work and materials to be to the same Specification and quality of workmanship Yes/No
- 5) Please provide details of a maintenance package which can either be carried out by your company or by Parish Council staff

For the maintenance package to be provided by your company please state the annual charge* £xx

Please confirm that all labour, materials and provision of equipment used in the maintenance is provided by your company Yes/No
Please detail below the schedule for the regular maintenance, the length of time to carry out the maintenance and any other requirements.

* In the event that the Parish Council enters into a Maintenance Contract, the variation of the initial agreed price will be the subject of a separate negotiation.

- 6) For the option of the Parish Council carrying out its own maintenance, please state below the equipment needed, the materials needed, the time needed to carry out the maintenance, the frequency with which the maintenance should

be carried out and any training that may be required.

- 7) Please confirm that any training required for the maintenance as detailed above will be provided free of charge under the installation contract Yes/No
If No, please state the price for training £xx
- 8) Please confirm that the foundations for the basketball posts will not suffer from any subsidence, cracking or any other condition that would require remedial action
Yes/No
- 9) In the event that remedial action is required, please confirm that this will be provided free of charge Yes/No
- 10) Please confirm that the basketball post are fully guaranteed by the manufacturer to not require any repair or remedial work for 10 years
Yes/No
- 11) Please state if access to an electricity supply is required Yes/No
- 12) Please state if access to a water supply is required Yes/No

Conditions of Contract

The successful bidder will be required to enter into a contract covering the following items:

1. Definitions and Interpretation
2. Term
3. Supplier's Due diligence
4. Supply, Installation and Acceptance
5. Guarantees and Warranty

6. Compliance
7. Payment
8. Project Representative
9. Sub-Contracting and assignment
10. Indemnities
11. Limitation of liability
12. Insurance
13. Freedom of information
14. Confidentiality
15. Termination for breach
16. Force majeure
17. Consequences of termination
18. Waiver
19. Severability
20. Partnership or agency
21. Publicity
22. Notices
23. Jurisdiction
24. Abnormally low Tenders
25. Variations

Submission of Quotation

Quotations should be submitted by post by no later than 7 September 2020.

Two copies of the completed tender documentation are required plus a copy in Microsoft Word on a memory stick.

The envelope should be sealed and addressed to the Clerk at the address above. The tender reference number must be put on the envelope.

Quotations received after the closing date will not be considered.

If you wish to query or have clarified any aspect of this tender documentation, then please allow sufficient time for the Parish Council to respond before the deadline for submission and in all cases no later than five working days before the deadline.

After the receipt of the quotations, they will be opened by a sub-committee of the Parish Council on 8 September 2020. The sub-committee of the Parish Council will ensure compliance of all bids with the tender documentation requirements. The sub-committee will then evaluate the bids against its award criteria. Please note that the Parish Council does not have to select the lowest quotation.

During this evaluation, the Parish Council may seek clarification of certain inputs. The Parish Council also reserves the right to seek another round of bidding from a short list of bidders.

The Parish Council will notify the successful bidder in writing

All pages of this tender document must be returned and will form part of the final contract for the successful bidder(s)

[The Parish Council give this tender documentation to bidders, on the basis that they remain the Parish Council's property and bidders must treat the contents as confidential. If bidders are unable or unwilling to keep to this rule, they:

- must destroy this RFQ and all associated documents at once; and
- must not keep any electronic or paper copies.]

Bidders must not take part in any publicity activities with any part of the media about this tender process without getting the Parish Council's written agreement first. This includes the Parish Council's agreement on the format and content of any publicity.

This tender documentation is made available in good faith. The Parish Council give no warranty as to the accuracy or completeness of the information contained in it. The Parish Council also disclaim any liability for any inaccuracy or incompleteness. The Parish Council reserve the right to cancel this tender process at any point.


The Parish Council are not liable for any costs resulting from any cancellation of this tender process or for any other costs that bidders may incur by tendering for this contract. Bidders must obtain at their own expense all the information that they need for the preparation of their tender.

Bidders will be deemed to fully understand the processes that the Parish Council must follow under relevant European and UK legislation, particularly The Public Contracts Regulations 2015 and Public Contracts (Amendment) Regulations 2009.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE ANSWERS SUBMITTED IN THE TENDER DOCUMENTATION ARE CORRECT. I UNDERSTAND THAT THE INFORMATION WILL BE USED IN THE EVALUATION PROCESS TO ASSESS MY ORGANISATION'S SUITABILITY TO TENDER FOR THE PARISH COUNCIL'S REQUIREMENT. SHOULD THE COUNCIL DISCOVER ANY DISCREPANCIES OR THAT I HAVE BEEN DISHONEST WITH THE ANSWERS THIS WILL RESULT IN THE ORGANISATION TO WHICH I HAVE COMPLETED THIS QUOTATION FOR, BEING REJECTED FROM THE TENDER PROCESS OR IF AWARDED A CONTRACT WILL HAVE THE CONTRACT TERMINATED WITH IMMEDIATE EFFECT AND NO COST INCURRED TO THE COUNCIL. **SIGNATURE IS MANDATORY, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DEEMED NON COMPLIANT WHICH WILL RESULT IN YOUR BID BEING DISQUALIFIED FROM THIS TENDERING PROCESS.**

1.	Name:
2.	Position (Job Title):
3.	Date:
4.	Telephone number:
5.	Signature:

Signed for and on behalf of Hilton Parish Council



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Name

Russell Pollard

Position

Responsible Financial Officer

Date

10th August 2020