



Crowle & Ealand Town Council Tender

Application and Specification for

Crowle & Ealand Town Council Office Tender

Invitation to Tender

Specification of works

General Requirements in Respect of Working Requirements:

- *Machinery and equipment*
- *Public user health and safety*
- *Risk assessments, method statement and liability insurance*
- *Incidents and Accidents*
- *Additional work*
- *Materials*
- *Defective work*
- *Damage to Council or third-party property*
- *Waste*
- *Precautions to prevent nuisance*
- *Use of site*
- *General behaviour*
- *Statutory obligations*
- *Working hours*
- *Joint inspections*

Supporting documents

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Tender submission documents

Additional information requested as part of the tender process

Tender evaluation criteria and scoring matrix

Formal tender submission declaration

References

INVITATION TO TENDER

Crowle & Ealand Town Council is inviting contractors to tender for the contract for Crowle & Ealand Town Council Office Tender.

Quotations to be received by 1200pm, 1st November 2023. The winning contractor will be contacted by 15th November 2023. The contract will be paid on completion.

The Council is not obliged to accept the lowest or any tender. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Quotation Requirements:

Written quotation (Any annual cost per year showing inflationary increases)

A description of similar works the contractor has undertaken.

Tender declaration submission form.

Copy of Public Liability insurance with a minimum of £10,000,000.00

Copy of Employers Liability if applicable with a minimum of £5,000,000.00

Waste Disposal License where necessary.

Details of at least 2 referees on supplied form.

Please note the council has an expectation that contractors will comply with Crowle & Ealand Town Council's Policies and Procedures, copies of which can be obtained via the website or from the Council Office.

Failure to supply any of the above will result in the Tender being rejected.

Tender Return

Email: clerk@crowleandelandcouncil.org

Post: Sealed envelopes to be clearly marked 'Tender – [Title of Tender]' and marked

For the Attention of:
Kirsty Dunn – Town Clerk
Crowle & Ealand Town Council
The Chapels
Mill Road
Crowle
North Lincolnshire
DN17 4 LN

Telephone: 01724 710020

SPECIFICATION OF WORKS

To provide quotes for:

Installation of work units to main office

- 4 x 1000mm base units with access to electrical supply for office equipment
- 5m worktop with concealed join where required
- Plinths to all base units

Install office kitchen sink and base unit

- 1 x 600mm base unit
- Small sink with connection to main supply and waste to external drain

General Requirements in respect of working practices.

Notes:

No sub-contractor to be used without prior written consent from the Council.

Machinery and Equipment

The Contractor shall ensure that all tools equipment and transport vehicles to be used in the execution of this contract be of an approved type for the task undertaken and must at all times comply with all current Health and Safety legislation and is used entirely in accordance with the manufacturer's instructions.

All tools equipment and transport vehicles must be kept in a serviceable condition throughout the term of the contract.

Public User, Health and Safety

The Contractor must ensure that its operatives are trained to the standard required for the operation being carried out and to the appropriate skill levels and the finished product for the task. It is conditional that contractors have the relevant insurances required by the parish council such as appropriate levels of public and employer liability where applicable.

Risk Assessments and Method Statements & liability insurance

The Contractor is responsible for carrying out their own Risk Assessments and Method Statements on all aspects of the contract. The contract should have appropriate Liability Insurance to support the work that is being carried out. Risk Assessments, liability insurance and Method Statements should be available to Crowle & Ealand Town Council on request.

Incidents and Accidents

The Contractor shall immediately inform the Town Clerk of any incidents including near misses or accidents, criminal or civil, that occur that might have caused injury or damage to people and property during the execution of the contract. The Contractor shall keep such records as are necessary that identify and record details to comply with Health and Safety regulations and which can be presented as evidence in a court of law.

Additional Work

Any additional work over and above the contract and specification will be costed and agreed with the Council before being undertaken. Any materials purchased for this additional work will be reimbursed on presentation of invoices.

Materials

All project materials used shall be of new manufacture and current British Standards shall apply in all cases where appropriate.

Defective Work

The Contractor shall be responsible for making good, repairing or replacing all defective/incomplete or

unsatisfactory work within a reasonable period as determined by the Council. This will be entirely at the Contractor's expense.

Damage to Council or Third-Party Property

The Contractor will be responsible for making good, repairing or replacing any property belonging to the Town Council or other third party damaged by the Contractor by act of omission during the execution of this contract. This will be done entirely at the Contractor's expense.

Waste

Where waste products are of a non-recycle nature, skips and tips are to be used by the Contractor ensuring the waste disposal license has been evidenced.

Where possible, the Contractor shall consider the environmental impact for all waste materials, recycling any materials that can avoid landfill.

Precautions to prevent Nuisance

The Contractor must take all reasonable precautions to prevent disturbance to adjoining properties by staff, plant or materials and prevent nuisance from water, smoke, noise, dust, rubbish, fumes, chemicals or other deleterious matter during the carrying out of works

The Contractor shall take all reasonable precautions during the progress of the works to prevent damage to adjoining property and be held responsible for any damage resulting from the works and make good such damage at their own expense and within an agreed timescale.

Use of Site

The Contractor shall not use any site for any purpose other than carrying out the works.

The Contractor shall restrict their activities to the site boundaries as laid down on the site plans and must in no way inconvenience the local residents' highway users or other authorized users of the site.

General Behaviour

The Contractor shall in the performance of their duties have due regard for the ramifications of their actions when dealing with the public.

The Contractor shall at all times present a polite and helpful demeanor and tidy, respectful appearance to the public during the course of their duties.

Statutory Obligations

The Contractor shall only permit persons having the correct type of DoT driving license to drive any vehicle plant or machinery at any time. This also applies to all vehicles and units driven on the Council's property and private roads.

All vehicles employed on the contract must comply with The Road Vehicles (Construction and Use) Regulations 1986, and where required must have vehicle tax. All vehicles must be road registered and fully insured for use and work on the highway.

The Contractor must agree to undertake operations in an orderly manner complying with all relevant safety regulations, including for public safety. Please refer to the Code of Practice for Safety at Street Works and Road Works for further information if applicable.

<https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>

Working Hours

The Contractor shall not commence any operations prior to 8.00am and cease all operations by 7.00pm (during daylight hours) on Monday to Friday excluding Bank Holidays and other Public Holidays unless work on these days is explicitly required by the Specification.

Where it is necessary to work on weekends Bank or Public Holidays in order to fulfil the Contractor's obligations regarding the provision of the services, such work shall be undertaken entirely at the Contractor's own expense.

Joint Inspections

On completion of the agreed works, both parties; the Council and the Contractor, will conduct a final joint inspection to sign off all works prior to any final payment.

SUPPORTING DOCUMENTS

MAPS

[Insert maps if required]

TENDER SUBMISSION DOCUMENTS

Organisation Details				
Full name of organisation tendering				
Registered office address				
Named contact for this contract				
Email				
Phone				
Company/charity registration number				
VAT Registration number (if applicable)				
Type of organisation eg limited company/soletrader				
Insurance				
You must either confirm that you have the following levels of insurance in place or, should you be awarded the contract, you undertake to maintain these levels of insurance for the duration of the contract.				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability	Min £5m			
Public Liability	Min £10m			

EVALUTION CRITERIA AND SCORING MATRIX

To ensure a fairness, the Council award contracts taking into account the following factors:

Tender evaluation criteria and scoring matrix	Max score	Score	Comments
Proximity to Crowle & Ealand	20		
Price	40		
Adherence to carry out the required specification	20		
Availability to conclude within the timeframe required	20		
Total	100		

At the point of reviewing and approving a tender, the council will refine the scoring matrix and evaluation criteria to best suit each individual tender.

Tender submission for Crowle & Ealand Town Council

To: Kirsty Dunn
Town Clerk
Crowle & Ealand Town Council
The Chapels, Mill Road
Crowle
North Lincolnshire
DN17 4LN

1	I / We the undersigned do undertake to provide services to Crowle & Ealand Town Council as detailed in this tender document and to carry out such work in order to comply with the specifications contained within this tender document and execute and complete the work described therein for the following amounts:
	<p>Year one amount: £.....(In Words)</p> <p>Year two amount: £.....(In Words)</p> <p><i>Pricing to remain open for acceptance by Crowle & Ealand Town Council until it can be heard at the Council Meeting, date specified on application. Any delays in this timeline will be communicated by the Town Clerk and a resubmission of costings requested.</i></p>
2	I / We agree to execute a contract to be prepared by the Clerk of Crowle & Ealand Town Council in accordance with the basis of this tender submission.
3	<p>I / We hereby declare that this tender is:</p> <p>A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuations in materials used following evidence of such increases.</p>
4	I / We undertake to commence the works on “enter date”.
5	In tendering for this contract Crowle & Ealand Town Council will not be liable for any pre-contract costs, howsoever incurred, associated this tender should the contract not be awarded to you, or Crowle & Ealand Town Council decide to subsequently withdraw this contract from tender offer, or decide to re-tender in the future.
6	All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only and Crowle & Ealand Town Council will not be held liable for any pre-contract costs of any nature whatsoever incurred by the Tenderer.
7	In tendering for this contract any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.

8	The decision to award this contract is entirely at the discretion of Crowle & Ealand Town Council and no further discussions or correspondence will be entered into unless at the discretion of Crowle & Ealand Town Council.
Signed	
Print	
For and on behalf of (Company Name)	
Address	
Dated	

References

Please provide details of two contracts from either the public or private sector that are relevant to the our work requirements. Works contracts may be from the past five years.

Reference 1 – Organisation name

Customer contact, name, phone number and email

Contract start date, completion date and value

Brief description of contract
(max 150 words)

Reference 2 – Organisation name:	
Customer contact, name, phone number and email	
Contract Start date, completion date and value	
Brief description of contract (max 150 words)	