



Invitation to Tender

Design and Build of Multi Use Games Area
at Weston Turville Recreation Ground

November 2019

Contents

Introduction.....	3
Tender Instructions	3
Specification of Works.....	4
Weston Turville MUGA Design Brief	5
Tender Response Form.....	6
Appendix 1 – Maps.....	8

Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) inviting proposals for the design and build of a Multi Use Games Area (MUGA) at the Recreation Ground, School Approach, Weston Turville HP22 5RW.

Information about the Parish Council can be found at www.wtpc.org.uk.

This Invitation to Tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 30th December 2019 and should be addressed to the Clerk by email to clerk@westonturville-pc.gov.uk.

2. Site Visits

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact clerk@westonturville-pc.gov.uk to arrange.

3. Deadline for receipt of tenders

All tenders must be received in a sealed envelope by the Clerk to the Council by 5pm on 10th January 2020. Please write the name of the contract being tendered for on the outside of the envelope which will not be opened until after 1pm that day by the Clerk in the presence of at least one Councillor.

The envelope should be sent to Clerk to the Council, Weston Turville Parish Council, PO Box 1062, Aylesbury HP22 9PD.

4. Supporting documents

Please note to be considered, tenders must include all the criteria listed below:

- Paper copies and a copy of all submitted documents and drawings on a USB data stick.
- The contractor will provide one A2 copy and one A3 copy of a presentation drawing of the scheme and one A3 layout plan showing features, site access, works area etc.
- A detailed breakdown of costs for preliminary items and each element that forms the MUGA. The maximum value of the contract is £50,000 excl VAT.
- Evidence of public liability insurance
- Evidence of Employer's Liability insurance
- Health and Safety Policy
- Waste Transfer Certificate, along with confirmation that all waste generated will be taken off site

5. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

6. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

7. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

8. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email before noon on 20th January 2020.

9. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

10. Tender Timescales

Action	Date
Issue of Invitation to Tender	25 th November 2019
Deadline for return of Tender document	10 th January 2020
Evaluation of Tenders by Weston Turville Parish Council	16 th January 2020
Notification of award decision	20 th January 2020

Specification of Works

1. The contractor will tender for the design and build of a MUGA in Weston Turville including the design, supply and installation of all equipment with a total value not exceeding **£50,000 ex Vat**.
2. These works shall include:
 - a) Design and Build of a MUGA
 - b) Full site clearance, construction, site supervision and project management of the build
 - c) Supply and installation of appropriate drainage
 - d) Supply and installation of appropriate signage
 - e) Supply and installation of LED lighting
 - f) Supply and installation of all equipment and site furniture
 - g) Hard and soft landscaping works as included in the design
 - h) Site access and reinstatement works
 - i) Provision of necessary CDM regulations provisions
 - j) Preparation and submission of any necessary plans or documentation
3. The formal contract to build the MUGA will not be awarded until planning permission is granted (application has been submitted to Aylesbury Vale District Council, reference number 19/01430/APP).

4. The contractor will develop a communications plan in conjunction with the Parish Council and provide images and information for publicity during the tender and construction period.
5. The scheme will need to pass the appropriate ROSPA inspection upon completion. Any non-conformities to the standards must be highlighted to the client for consideration and approval. The independent post installation inspection will be arranged by the contractor and the cost met by them.
6. The MUGA will be located within the area shown on the drawing in Appendix 1 at Weston Turville Recreation Ground, School Approach (off Main St), Weston Turville HP22 5RW
7. The completed MUGA will be guaranteed against structural failure for the period of 25 years from Practical Completion.
8. The contractor will allow for the supply and installation of two A2 signs. The design, wording, and style of this is to be agreed with the Parish Council.
9. The contractor will provide a Parish Council as a single point of contact for the project.

Weston Turville MUGA Design Brief

1. The MUGA needs to accommodate a wide range of users (football, netball, basket ball) as possible.
2. LED lighting for the MUGA area, with minimal light pollution away from the MUGA.
3. Fully accessible path from the car park to MUGA.

Tender Response Form

Weston Turville Parish Council

TENDER RESPONSE DOCUMENT

For

Weston Turville Multi-Use Games Area

Design and Build of a Multi-Use Games Area (MUGA) in Weston Turville

Please submit this Tender Response Document and all supporting material by 5pm on 10th January 2020. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, PO Box 1062, Aylesbury HP22 5TG.

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of:
. . . . (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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Appendix 1 – Maps



WESTON TURVILLE - LOCATION OF ACCESSIBLE FOOTPATHS

