



BLYTH TOWN COUNCIL

BLYTH TOWN COUNCIL

INVITATION TO QUOTE FOR

BROADWAY PLAY AREA SCHEME:

PERIMETER FENCING AND GATE

AND/OR

ACCESS PATH

JANUARY 2021

1. Introduction

- 1.1 Blyth Town Council proposes to install a new Play Area on the Broadway Play Field in Blyth. There is an existing play area albeit in a different location.
- 1.2 The details relating to the new Play Area identified above are given in the appendices (1 to 6) attached. In summary these include:
 - Location map of the existing Play Area, marked in blue, and Proposed Play Area, marked in red. Appendix 1.
 - Photographs of existing Play Area. Appendices 2 A-C.
 - List of existing equipment. Appendix 3.
 - Specification for perimeter fencing and gate. Appendix 4.
 - Specification for access path. Appendix 5.
 - Specification for Play Area. Appendix 6.
- 1.3 As a result of the estimated value of work, the Council, is subject to Regulation 109-114 of the Public Contracts Regulations 2015, which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- 1.4 The notification is on the Contracts Finder website, <https://www.contractsfinder.service.gov.uk> , where all documents can be seen. Included within these documents the Council have stated that prices will be sought for the 3 aspects of this scheme and that more than one contractor may be chosen:
 - (1) Provision of new Play Equipment and associated groundworks.
 - (2) Provision of Perimeter Fencing/Gate and
 - (3) Provision of Access Path

Where a contractor wishes to submit a tender for aspect (1), as well as perhaps (2) and (3) above then this must be done by, 12.00 on 8 February 2021, in accordance with the "Invitations For Tender" document.

- 1.5 Where a contractor only wishes to submit prices for 1.4(2) and/or 1.4(3) then the Council's Financial Regulations require a Quotation to be provided. This can be done by referring to Section 6 below. The Council requires the Contractor to provide a price for all the work required to

supply and complete each particular aspect of this scheme for which they are submitting a price.

The specifications for the Perimeter Fencing/Gate and Access Path are given in Appendices 4 and 5, respectively.

As a result of the procurement arrangements available to the Council, there may be more than one Contractor on site at the same time.

- 1.6 At this time because of the Covid-19 situation it is difficult to plan and at times commit because of various guidelines and other Council considerations. At this stage we would like all the works agreed to be started as soon as practicable after the 1 April 2021. The Council would hope that these discussions to agree a date could commence when we hope to notify the successful contractor/s in late February 2021.
- 1.7 Potential Contractors should ensure that they have sufficient information to submit a quotation. The information provided should be used as the basis of the submitted price, but if there are any queries whatsoever, please contact the Town Council, by email to info@blythtowncouncil.org.uk or telephone 07729624455.
- 1.8 The purpose of this brief is to obtain competitive prices and to form the basis of the relevant appointment. However, the Council reserves the right to add to, omit from, or amend the brief in any way prior to the appointment of the supplier and execution of the works. Changes that materially affect the provision of services described herein and cause a change in the price then such altered services are agreed between the Council and the appointed Company.
- 1.9 Any solicitation and/or relationship to Town Councillors will preclude a quotation being submitted.
- 1.10 Any contract awarded will be in accordance with JCT Standards.
- 1.11 The Play Area although the responsibility of Blyth Town Council is under the land ownership of Northumberland County Council and the appropriate approvals for this work have been given.

2. Assumptions and Constraints

- 2.1 Local Authority contracting, tendering and seeking quotations is strictly governed by the Standing Orders and Financial Regulations of the Town Council. It is fully transparent and is based on fair and genuine competition.
- 2.2 The contractor will provide a quotation for a completion price, detailing costs as requested in Section 12 of the quotation form.

- 2.3 The contractor shall hold, and provide, copies of the required insurance and public liability cover to a minimum of £5million.
- 2.4 The Town Council is committed to equal opportunities in all respects of its operation and encourages contractors to implement similar policies.
- 2.5 The contractor will comply with the latest Health and Safety at Work Act and shall hold the relevant Health and Safety certificates, including those specific to the job.
- 2.6 The contractor will hold in place a relevant written Health and Safety Policy and shall complete a risk assessment for the tasks to be undertaken.
- 2.7 The contractor shall comply with the Control of Waste regulations.

3. General Requirements

- 3.1 The contractor shall be legally authorised to perform all aspects of the work quoted for.
- 3.2 The contractor should own or have legal access to the appropriate equipment to undertake the work quoted for.
- 3.3 The contractor must ensure that the relevant waste is disposed of in accordance with legal requirements.
- 3.4 The contractor must provide copies to the Town Council, of appropriate personal and public liability insurance cover, appropriate licenses and risk assessments within the quotation submission. All such documents shall be current.

4. Change Management

- 4.1 Any alteration to the specifications agreed in the works order may be subject to the following change management procedures. A change management schedule will be signed by both parties in every instance.
- 4.2 Any changes to the specifications, where the quotation price is reduced, will be with the express consent of the Town Clerk, and as agreed with the contractor.
- 4.3 Any changes to the specifications, where the agreed price is increased by under £500 will be with the express consent of the Town Clerk, and as agreed by the contractor. Any changes to the specifications, where the agreed price is increased by over £500 will be with the express consent of the Town Council, and as agreed by the contractor.
- 4.4 The contractor shall not instigate any changes to the schedule outwith the change management procedures. Should the contractor do so then all costs will be borne by them and not from any

contingency sum included in the submission or contract. They may also be required to rectify any changes that have been undertaken.

- 4.5 Any invoices issued for work that has not been authorised through the above procedure will be rejected.

5. Instructions to Contractors

- 5.1 It is the responsibility of the Contractor to obtain for themselves, at their own expense, any additional information necessary for the preparation of their quotation.
- 5.2 All Contractors are required to satisfy themselves that they are in possession of sufficient information to prepare a detailed and fixed price offer. If any errors are made due to failure to obtain such information, the responsibility therein lies with the tenderer.
- 5.3 All information provided by Blyth Town Council in connection with this tender shall be treated as confidential by the Contractors, except where such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the price.
- 5.4 All information submitted to the Town Council may need to be disclosed and/or published under the Freedom of Information Act. If the contractor considers that any information included in the submission is commercially sensitive, it will need to be identified and an explanation in broad terms of what harm might result from disclosure provided. However, this information may still be disclosed should the Town Council be required to do so under the current legislation, even if this information is marked "confidential" or the equivalent.
- 5.5 Any questions relating to this invitation to quote must be raised no later than the date shown on the schedule. Any questions raised within the scheduled timescales provided, together with the answers provided by the Council, will be circulated to all parties who have notified us that they may be submitting a quotation. Council staff should only be contacted, if necessary, to assist potential Contractors in clarifying any queries in line with their quotation submission, and not to encourage or support their quotation outside the prescribed process.
- 5.6 Any organisation wishing to quote for this work must present their submission in full by the required closing date and time. Any quotation received after this date and time will not be considered.
- 5.7 Should the Contractor wish to arrange an accompanied site visit in conjunction with current guidelines, please contact the

Council by email at info@blythtowncouncil.org.uk or telephone 07729624455.

- 5.8 The contractor should indicate in Section 12 their anticipated start date.
- 5.9 The Town Council has provided the Terms and Conditions of the proposed contract and these are expected to be met.
- 5.10 If any questions relating to the Terms and Conditions of the work needs to be raised, they must be done according to the schedule. Any questions relating to the Terms and Conditions, or any other item within this quotation, which are sent to the Town Council after the required date will be considered at the sole discretion of the Town Council.

6. Quotation Process

- 6.1 All quotations must be submitted to the Council as follows; section 7 also refers:
1. Quotations are sent to tenders@blythtowncouncil.org.uk.
 2. An automated reply is sent to the sender on its receipt, confirming submission. The message also states that they are welcome to repeat if they need to send additional documents.
 3. Quotation Applications are stored in a secure account that remains locked until the set time.
 4. At the time required for the opening of quotations, the e/mail account and documents shall then be available and shared to all Staff/councillors involved in the process with email tracking options active (read receipt/email delivery) to ensure all access is monitored.
- 6.2 All submissions will be opened at the appointed time i.e. the closing date and time in the presence of the Town Clerk. Changes to working practices may require the need for virtual meetings.
- 6.3 The quotations will be assessed on a number of criteria including:
- Equipment quantity and type & Price - Value
 - Health & Safety
 - Suitably Trained Installation Staff
 - References
 - After sales/installation
- 6.4 The Clerk will follow up reference information provided by all shortlisted contractors.
- 6.5 The Council may need to clarify issues with the shortlisted contractors and relevant information subsequently obtained.

6.6 Contractors may wish to contact the Council prior to the closing date to inform that documents have been sent although late receipt of submissions will not be considered.

7. Timescales

Action	Date
Issue of brief for proposed play area	15 January 2021
Closing date for questions relating to proposals	26 January 2021
Responses to questions provided back to all interested parties by	29 January 2021
Closing time and date for return of prices	12.00 on 8 February 2021
Review of Quotations	12.00 on 9 February 2021
References requested - where applicable	9 February 2021
Closing date for reference returns – where applicable	15 February 2021
Review of shortlist and recommended Contractor by	25 February 2021
Contractors notified of decision	Subject to a date yet to be arranged but shortly thereafter.

Please note that should any of the above dates changed you will be notified.

8. Contractor Form (Broadway Play Area Scheme January 2021)

The Town Council requires to know details of any individual organisation or partnership with whom it may enter into a contract. This will enable it to demonstrate safeguarding of public funds and that there will be no conflict of interest in awarding this contract.

Any false information knowingly provided will immediately deem the quotation submission invalid.

Company Details

Name of Company in whose name business is to be transacted		
Registered Address		
Principal Contact		
Telephone – mobile number preferred		
Email address		
Please indicate membership of any professional or trade bodies		
Please indicate how many years this company has traded		
Company number (if relevant)		
Staffing levels	Permanent	Casual

9. Health and Safety

All applicants undertaking works under this tender must satisfy the Town Council of their competency regarding Health and Safety.

Please enclose details of your current Health and Safety Policy and any relevant certificates pertinent to this tender, together with the name of the person responsible for the management of health and safety in your organisation.

10. Insurances

Please provide details of your organisation's insurance protection in relation to employer's liability and public liability.

Policy	Insurer	Value £
Employer's Liability		
Public Liability		

Please enclose a copy of the insurance certificates, which must be current.

11. References

Please provide two references for work carried out in the past three years; one of the references must be either a current contract or one that has completed within the last twelve months (no earlier than December 2019). The referees should not be related to any member of your company. To speed up the assessment process it would be advantageous to be able to contact referees via email – **please provide a relevant email address for each reference**. Please inform your referees that we may contact them in order to allow a speedier response and of the date we require references by.

Reference 1

Contact name	
Contact phone & email	
Full postal Address	
Brief description of works, their value and the date the work was carried out	
Please confirm this referee is aware and that you authorise the Council to contact the referee at the Council's discretion	

Reference 2

Contact name	
Contact phone & email	
Full postal Address	
Brief description of works, their value and the date the work was carried out	
Please confirm this referee is aware and that you authorise the Council to contact the referee at the Council's discretion	

12. Quotation and Price Contract

I believe that the company, as detailed in Section 8 of the Quotation Form, meets the entire requirements outlined in this brief and that I and my company are qualified to undertake the works described. I will comply with the requirements for a contractor performing the work stated as set out in invitation to quote and JCT Minor Works Building Contract 2016.

I agree to the terms and conditions as set out in these documents.

To carry out the works detailed in the schedule of works, the company, as detailed in Section 8 of the Quotation Form, will charge, where applicable:

£ Perimeter fencing and Gate

£ Paving

Please detail below the guarantees in relation to the above:

I agree to carrying out the necessary works, subject to agreement, alongside other contractor/s and I anticipate being on site forweeks.

I agree that this sum will/may be paid over interim payments on the production of suitable evidence as agreed by the Town Clerk.

Any contract variation, whether affecting the contract sum or not, shall be agreed prior to the specific addition/deletion carried out.

Signature Date

Name

Company Name