

**Rossendale Borough Council**

**INVITATION TO TENDER FOR IMPROVEMENT WORKS AT FAIRVIEW  
RECREATION GROUND, RAWTENSTALL**

**INSTRUCTIONS AND DETAILS OF CONTRACT**

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**RECREATION GROUND**

**SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

ITEM	CONTRACT DETAILS
Contract Description:	<p>Rossendale Borough Council (RBC) is seeking tenders from competent suppliers to tender for improvement works to Fairview Recreation Ground. The project will be procured by RBC and managed by Proffitts – Investing in Communities.</p> <p>The works encompass a variety of activities from tree work, planting, drainage, refurbishment of steps and footpaths, cleaning, painting and replacement of play equipment and play surfaces. It also includes the sourcing and installation of new play equipment, play surfacing and park furniture. This will improve the existing features and add new equipment which will enhance the council's recreational offer to Rossendale's residents and visitors to the area.</p> <p>The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.</p>
Insurance Requirements:	<p>All adequate insurance to run the along side the contract as required.</p> <p><b>Please submit certificate of public liability insurance.</b></p>
Completion of Contract:	13 <sup>th</sup> December 2024
Procuring Officer:	<p>Any queries must be directed to;</p> <p>Rachael Gildert</p> <p><a href="tel:07875106084">Tel:- 07875 106084</a></p> <p>email: <a href="mailto:Rachael.gildert@proffittscic.com">Rachael.gildert@proffittscic.com</a></p> <p>before: Friday 23<sup>rd</sup> August 2024 at 17:00</p>
Intention to Tender Form	<p>Please return the Intention to Tender form as soon as possible and no later than Friday 23<sup>rd</sup> August 2024</p>
Submission instructions:	<p>Send all required documents to; <a href="mailto:tenders@rossendalebc.gov.uk">tenders@rossendalebc.gov.uk</a></p> <p>The documents must be as attachments in pdf form or equivalent and not links to file hosting sites.</p>

	Alternatively, provide hard copy of the tender document in envelope marked "Tender-Strictly Confidential – David McChesney to be opened by addressee only". The envelope must bear no name or other distinguishing matter or mark revealing the identity of the sender. Tenders to be sent to address below.
Tenders to be sent to:	Committee and Democratic Services Manager Rossendale Borough Council Room 213 The Business Centre Futures Park Bacup OL13 0BB  Or <a href="mailto:tenders@rossendalebc.gov.uk">tenders@rossendalebc.gov.uk</a>
Date/time for Tender return:	By 13:00 hours on the 6 <sup>th</sup> September 2024

### Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Submission of Tenders	13:00 on Friday 6 <sup>th</sup> September 2024
Evaluation of Tenders	w/c Monday 9 <sup>th</sup> September 2024
Notification of result of evaluation	By Friday 13 <sup>th</sup> September 2024
Pre-start meeting	w/c Monday 23 <sup>rd</sup> September 2024 (TBC)
Set up and site preparation	w/c Monday 7 <sup>th</sup> October 2024
Works commence	w/c Monday 14 <sup>th</sup> October 2024
Completion Date	13 <sup>th</sup> December 2024

### CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	Intention to tender form by 23 <sup>rd</sup> August 2024	
2.	Completed Bill of Quantities with final price.	
3.	Proposed timeframes for project start, various works and project completion.	
4.	An A4 document identifying the social, environmental and economic value included in delivering this project	
5.	2 x references from previous similar schemes delivered within the past 4 years	
6.	Details of 2 similar schemes delivered within the past 4 years	
7.	Warranty details	
8.	Certificate of non-canvassing and non-collusion.	
9.	Certificate of public liability insurance	

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## SCHEDULES

1	Specification
2	Part 1 - contract particulars Part 2 - standard terms and conditions Part 3 - special terms and conditions
3	Form of tender
4	Certificate of non-collusion and non-canvassing
5	Intention to tender form

## **IMPORTANT NOTICE**

This Invitation to Tender ("ITT") is issued to those shortlisted to tender ("Tenderers") to Rossendale Borough Council (the "Council") for the development of the wheeled sports area at Edgeside Park, (the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

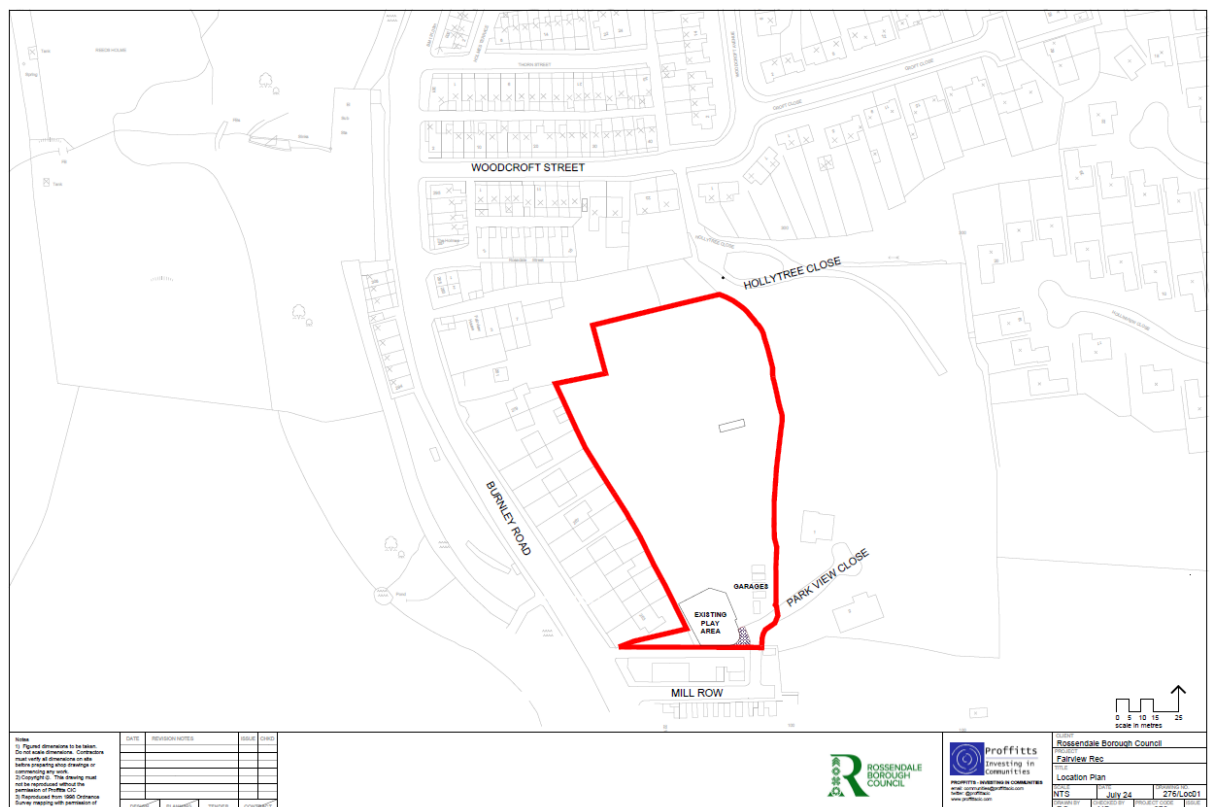
You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to the Public Contracts Regulations.

## 1. BACKGROUND

- 1.1 Rossendale Borough Council have secured funding to improve Fairview Recreation Ground. The aim of this tender is to secure a preferred contractor that has a proven track record of park and play improvement works and delivers a consistent quality product and social value to the local area.
- 1.2 A consultation of local residents has taken place. The results have informed the variety of works specified within the tender documents.
- 1.3 The site for the proposed works is located around 1km North of Rawtenstall Centre and covers an area of approximately 8423m<sup>2</sup>. The site is highlighted within the red line on the map below.

Coordinates for the site are; **53.713910, -2.290336**

The site is currently used as a recreation ground and it possesses stepped access at the Northern access point on Cherry Tree Close and vehicular access to the South of the site off Park View Close, Rawtenstall, BB4 8SZ adjacent to the play area and garage plot. A layout of the site and works is included in the tender documents.



- 1.4 The play equipment currently on site, excepting the cone climber, is in fair condition and can be brought up to a good standard by power washing,

painting etc. Prior to submitting your tender it is recommended that you familiarise yourself with the play equipment currently on site and make adequate provision in the Bill of Quantities for the various maintenance tasks required. The extent of these tasks will be agreed with the project manager and Council Officers at the pre-start meeting.

- 1.5 The new play equipment needs to be of adequate quality and also be easy and cost effective to maintain. This ensures that the lifespan of the equipment is extended and provides greater public value. A section in the Bill of Quantities, that must be completed, requests details of your preferred playground equipment supplier.
- 1.6 The timescales detailed in these documents for the prestart meeting through to project completion are favoured by RBC but are in no way fixed. If, as a contractor, it is more appropriate to undertake the works later please set out these timeframes in your tender submission. They will be considered against the award criteria set out below.
- 1.7 Council Officers will choose a preferred contractor based on the criteria set out below in the evaluation and award section.
- 1.8 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.
- 1.9 Please note that the responses from Proffitt's and the Council's to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.10 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.11 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders. The site is fully open to the public at all times. A site visit is recommended to understand the topography and layout of the site which will better inform the tender submission.
- 1.12 Under the Contract the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 1.13 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.



## **2. TENDER SUBMISSION REQUIREMENTS**

- 2.1 Tenders must be written in the English language.
- 2.2 Tenders must provide responses referring back to the numbering format as set out in section 5 of this ITT.
- 2.3 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 The Tender (including price) should remain valid for a minimum period of 90 days.
- 2.5 The Tender must not be qualified in any way.
- 2.6 Any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.
- 2.7 Your full registered business/name and main office address must be provided on all documents.

### **3. CONTRACT DOCUMENTS**

- 3.1 Any resulting Contract will consist of the Contract Particulars (to be completed), the Standard Terms and Conditions, the Special Terms and Conditions (all as set out in Schedule 2) and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 3.2 This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
- 3.3 Any contract award will be conditional on the Contract being approved in accordance with the Council's internal procedures and the Council being generally able to proceed and may allow for a standstill period to elapse before sending confirmation of contract award to the successful Tenderer.

#### 4. TENDER EVALUATION AND AWARD CRITERIA

- 4.1 The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 4.2 Each Tender will be checked initially for compliance with all requirements of the ITT.
- 4.3 Tenders will be evaluated against the award criteria set out below.
- 4.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 4.5 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 4.6 Tenders will be evaluated taking into consideration the following award criteria:

The tender assessment will be based on the following criteria; weightings are shown below:

Award Criteria	How it is measured	Score Available (%)
Price of delivering specification	Bill of Quantities	50
Play equipment quality / ease of maintenance	Play Inspector / Officer / Project manager experience	5
Ability to undertake the works safely to high standards	References and details of similar schemes	15
Ability to adhere to project timeframes	References / Project timeframes	10
Warranty	Warranty details	5
Quality of Tender Submission	Documents submitted	5
Social / environmental / economic benefit	A4 sheet on social / environmental / economic benefit	10
<b>TOTAL</b>		<b>100</b>

## **5. INFORMATION REQUIRED**

### **5.1 Tender information**

Tenderers are asked to indicate:

- 5.1.1 A contract timetable which the Tenderer proposes to adhere to;
- 5.1.2 A project management structure and principal point of contact for Proffitt's who will be the Contract Manager;
- 5.1.3 The proposed personnel identified for the provision of the Contract and whether they will be exclusively deployed to the Council and any other resources which will be used.
- 5.1.4 Details of equipment and workmanship warranties.

### **5.2 Pricing**

- 5.2.1 Tenderers must complete the Pricing Schedule set out in Schedule 3 to provide all of the obligations under the Contract.
- 5.2.2 All Prices shall be stated in pounds sterling and exclusive of VAT.

6. **Freedom of Information Act and Environmental Information Statement**

- 6.1 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 6.2 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 6.3 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 6.4 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 6.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
- 6.5.1 Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- 6.5.2 Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or

6.5.3 In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.