

Rossendale Borough Council

INVITATION TO TENDER FOR SUPPLY OF A

TRACKED WOOD CHIPPER

INSTRUCTIONS AND DETAILS OF CONTRACT

Rossendale Borough Council

INVITATION TO TENDER FOR A TRACKED WOOD CHIPPER

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	<p>Rossendale Borough Council (RBC) is seeking tenders from competent suppliers to supply a tracked wood chipper.</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:	All adequate insurance to run the along side the contract as required.
Completion of Contract:	On the 1 st April 2025. (or as close to this date as possible within the 2025/26 financial year) as per your submitted lead times.
Procuring Officer:	<p>Any queries must be addressed to;</p> <p>David McChesney Rossendale Borough Council Operations Team Henrietta Street Bacup, OL13 0AR, Tel:- 01706 252584, email: davidmcchesney@rossendalebc.gov.uk; before: 28th February 2025.</p>
Submission instructions:	<p>Send all required documents to; tenders@rossendalebc.gov.uk The documents must be as attachments in pdf form or equivalent and not links to file hosting sites.</p> <p>Alternatively, provide hard copy of the tender document in envelope marked "Tender-Strictly Confidential – Tender for Tracked Wood Chipper 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.</p>
Tenders to be sent to:	Committee and Democratic Services Manager Rossendale Borough Council

	Room 213 The Business Centre Futures Park Bacup OL13 0BB Or tenders@rossendalebc.gov.uk
Date/time for Tender return:	12 noon Friday 7 th March 2025.

Timetable

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

Stage	Date(s)/time
Submission of Tenders	12 noon Friday 7th March 2025
Evaluation of Tenders	From 10th March 2025
Notification of result of evaluation and award of contract	By 14th March 2025
Completion Date	1st April 2025 (or as near to this date within the 2025/26 financial year) as per your lead times.

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.	Completed Tender form	
2.	Certificate of non-canvassing and non-collusion.	
3.	Itemised specification for tracked chipper	

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SCHEDULES

- 1 Tender Form
- 2 Part 1 - contract particulars
Part 2 - standard terms and conditions
Part 3 - special terms and conditions
- 4 Certificate of non-collusion and non-canvassing

IMPORTANT NOTICE

This Invitation to Tender (“ITT”) is issued to those shortlisted to tender (“Tenderers”) to Rossendale Borough Council (the “Council”) to supply tracked wood chipper, (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 a small arborist team undertaking tree works primarily during the winter season. They require a reliable, durable and effective tracked wood chipper to assist operatives in clearing sites following tree works. It needs to be powerful, efficient and stable on uneven, rough and loose ground in remote locations in Rossendale. The chipper will be transported using a trailer between various work areas. For it to meet the performance needs of the Council the chipper will need to meet the specification parameters outlined in the tender form. Please place a tick in the right hand column of the specification criteria if the chipper you are supplying meets the Council's requirements.

The Tender form is to be completed by the supplier in full, signed and returned to the Council. This information is required to inform the Council of both the upfront and total costs of the equipment over its lifespan. A box is provided at the bottom of the form so the supplier can add any supplementary information.

- 1.2 The chipper should be delivered to Rossendale Borough Council, Waste Transfer Station, Henrietta Street, Bacup, OL13 0AR.
- 1.3 The chipper should be supplied and invoiced in the 2025/26 financial year and as close to the 1st April as possible. The supplier should consider the current lead times of the chipper and indicate a realistic delivery date as part of the quotation.
- 1.4 The supplier should include a full-itemised specification for the tracked chipper as part of the tender.
- 1.5 Further details of the Council's needs under the Contract and other relevant information is provided in the Specification at ITT Schedule 1
- 1.6 If you have any questions or require any clarifications, please contact David McChesney (Green Spaces Manager), Rossendale Borough Council, Henrietta Street, Bacup , OL13 0AR, Tel:- 01706 252584, email: davidmchesney@rossendalebc.gov.uk
- 1.7 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.
- 1.8 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.9 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.

- 1.10 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.
- 1.11 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.
- 1.12 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 also 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:

- (a) Upfront cost (80%)
- (b) Running cost and extras (20%)
- (c) All of the Council's specification requirements need to be met for the tender to be considered.

