



# BLEADON PARISH COUNCIL

Coronation Halls  
Coronation Road  
Bleadon. North Somerset. BS24 0PG

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)  
[parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

Dear Prospective Contractor

## Bleadon Parish Council – Roman Road Layby

Thank you for expressing an interest in undertaking works for Bleadon Parish Council.

This document is in three parts:

- Part 1 provides some basic information and tells you the basis upon which we will evaluate your tender.
- Part 2 contains site specific information, together with locations and photos. The photos are not intended to be exhaustive and if you are in any doubt as to the areas covered by this contract you should contact us before submitting a bid.
- Part 3 is the tender document. This is what you must complete and submit to us if you would like to bid for works by **Noon on Friday, 12<sup>th</sup> April 2024** – late submissions will not be considered. We will generally only consider submissions which follow the form of Part 3. This is because Part 3 includes a number of important declarations that we require of you as a potential contractor.
- For the purposes of this contract, the Council will use the standard JCT Minor Works Building Contract terms and conditions. The JCT Minor Works contract is an industry standard contract produced by the Joint Tribunals Council.

You are welcome to submit bids for individual elements of the works or the package of works as a whole. If you are submitting a partial tender, we would ask that you make this clear as part of your submission.

If you have recently submitted a tender submission for other work for Bleadon Parish Council, you may leave sections in relation to quality, references etc blank as we will use the information previously supplied - unless you tell us that we should not. However, please make sure that you complete the basic contact information and the Bill of Quantities.

The Council has limited funding available and, therefore, reserves the right not to progress elements of the works.

If you have an particular accessibility needs which might require you to submit information in a different way, then please let us know and we will do our best to accommodate your needs.

We look forward to receiving your bid.

C P Bolt

Parish Clerk & RFO  
Bleadon Parish Council  
[parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk)

# Bleadon Parish Council

**Tender for Works – Roman Road Layby**

# Bleadon Parish Council

## **PART 1**

### **GENERAL INFORMATION**

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- 1: INTRODUCTION
- 2: INSTRUCTIONS TO TENDERERS
- 3: EVALUATION

## **SECTION ONE - INTRODUCTION**

- a. Bleadon Parish Council appoints contractors to undertake a variety of works and contractors will be expected to operate in a manner that reflects Parish Council values and objectives.
- b. Contractors:
  - i) Will demonstrate that they reflect the values and community focus of the Parish Council.
  - ii) Will behave in a professional, courteous, and respectful manner to all parishioners when going about their duties.
  - iii) Will be capable of delivering the quality and standard of presentation specified.
  - iv) Will be expected to work in a positive and constructive partnership to further develop and enhance the visual presentation of the Parish and will be expected to engage positively in developing projects that will enhance the reputation and image of the parish.
  - v) Will report any acts of vandalism or damage to Council property to the Parish Clerk at the earliest opportunity.

### **1.1 SINGLE STAGE TENDER**

This tender will be a single stage process.

### **1.2 QUESTIONS ABOUT THE TENDER**

- a. Any questions relating to this tender must be raised in writing and prior to the closing date for submissions.
- b. Questions should be addressed to the Clerk to the Parish Council by email to [parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk) or by letter to Bleadon Parish Council, Coronation Hall, Coronation Road, Bleadon, North Somerset. BS24 0PG.
- c. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

### **1.3 MANAGEMENT OF THE CONTRACT – SUPERVISING OFFICER**

- a. Bleadon Parish Council will appoint a **Supervising Officer** to liaise with the successful contractor and who will be the sole person responsible for giving instructions to the contractor and confirming that tasks have been completed satisfactorily.
- b. The name of the Supervising Officer and any change to the name of the Supervising Officer will be communicated to the Contractor in writing.
- c. Any works carried out without the specific instruction coming for the Supervising Officer will not be considered authorised and the Contractor may not be paid for such works.

## **SECTION TWO – INSTRUCTIONS TO TENDERERS**

### **2.1 TENDER SUBMISSION**

- a. Your tender submission must be received by The Clerk to the Council by **noon on Friday 12<sup>th</sup> April 2024**.
- b. Tenders received after the closing time and date will not be considered.
- c. Your completed paperwork should be emailed to [parishclerk@bleadonparishcouncil.co.uk](mailto:parishclerk@bleadonparishcouncil.co.uk) or sent to:

Bleadon Parish Council  
Coronation Hall  
Coronation Road  
Bleadon  
North Somerset  
BS24 0PG

### **2.2 PREPARATION OF TENDER**

- a. It is the responsibility of Tenderers to obtain for themselves, at their own expense, all available information necessary for the preparation of their Tenders.
- b. Tenderers are strongly advised to thoroughly familiarise themselves with the quality of presentation to be achieved and the frequencies for all operations.
- c. Tenderers should visit the sites to ascertain all relevant conditions likely to affect the execution of the works, and to thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have full done so before submitting a tender.

### **2.3 CONFIDENTIALITY**

- a. All information supplied by Bleadon Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations for preparation and submission of the tender.
- b. All information submitted to the Council may be needed to be disclosed and/or published by the Council.
- c. 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 interpretation thereof shall be final and conclusive in any dispute, difference or questions arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- d. Accordingly, 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 correspondence marked 'confidential', or equivalent, should not be taken to mean that the Council accept any duty or confidence by virtue of that marking.

## 2.4 PERIOD OF VALIDITY

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the date of Tender.

### SECTION THREE - EVALUATION

- a. Should there be any ambiguity in the tender documents the Council may contact tenderers to clarify specific matters.
- b. The evaluation process will include emphasis on quality as well as price.
- c. Each tenderer will be subject to Technical, Commercial and financial Analysis.
- d. The Parish Council may seek the advice of professionals with specific expertise to evaluate the tender.
- e. The structure of the tender evaluation model is presented below.

<b>Description</b>	<b>Form of Evidence</b>	<b>Allocation</b>
Public Liability Insurance to £5 million	Copy of Certificate	Pass/Fail
Certificate of Collusive Tendering	Signed Tender Submission	Pass/Fail
Environmental	Documentation	5%
Health & Safety	Documentation	5%
References	Result of Enquiries	5%
Price	Bill of Quantities	85%

# Bleadon Parish Council

## **PART 2**

### **DETAILED SPECIFICATION AND SITE LOCATIONS**

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INTRODUCTION

A1: ROMAN ROAD LAYBY

March 2024

## INTRODUCTION

- a) The Contractor should confirm that they are fully aware of the extent of the areas subject to works and the descriptions and photographs may not fully describe those areas.
- b) In the event of the contractor failing to appreciate the full extent of the areas covered or the manner of works to be performed or the quality of finish to be achieved then the opinion of the Supervising Officer will prevail and the Contractor shall be expected to undertake the works fully as though they were fully aware, with no additional payment being made.
- c) Headings and maps are provided to assist in identification of the specific locations.

## A1 – ROMAN ROAD LAYBY – LEVELLING AND NEW GRAVEL

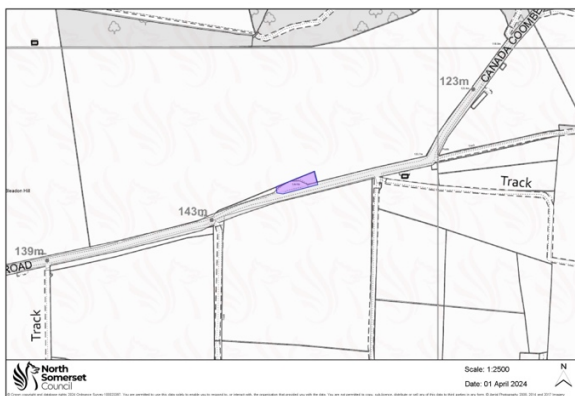
The contractor should price for the following elements:

- a) Levelling of existing gravel surface to remove high points and fill voids;
- b) Surface dressing with fresh grit;
- c) Compacting of surface by way of rolling or plate vibrator;
- d) Remove any materials dislodged as a consequence of the above and leave the site clean and tidy.

The area affected is shown on the plan below.

Special considerations:

The contractor must separately price for and specify the type of grit proposed to be used. This is because the Council is currently in discussions with a local supplier who may be in a position to supply a suitable surface dressing at a preferential/discounted rate. On this basis, the works commissioned by the Council would be on a 'labour only' basis and contractors who do not separate out materials (grit) costs may unwittingly exclude themselves from the tendering process.





# Bleadon Parish Council

## PART 3

### TENDER SUBMISSION DOCUMENTS FORM

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SECTION ONE:	GENERAL INFORMATION
SECTION TWO:	FINANCIAL BACKGROUND
SECTION THREE:	QUALITY
SECTION FOUR:	ENVIRONMENTAL
SECTION FIVE:	HEALTH & SAFETY
SECTION SIX:	HUMAN RESOURCES
SECTION SEVEN:	EQUAL OPPORTUNITIES
SECTION EIGHT:	REFERENCES
SECTION NINE:	COLLUSIVE TENDERING
SECTION TEN:	BILL OF QUANTITIES

March 2024

## SECTION ONE - GENERAL INFORMATION

### 1.1 ORGANISATION DETAILS

Name of Company/Organisation in whose name business is transacted.

Contact Person

Contact Address

Telephone number:

Email:

### 1.2 What are your main business activities?

### 1.3 What geographic areas do you mainly cover?

### 1.4 What is the legal status of your organisation (e.g. Sole Trader, Limited liability partnership, public limited company, private limited company, charity, etc.)

Date of formation:

Company Registration Number (if applicable):

VAT Registration Number (if applicable):

Registered Address of Company (if different to that provided above)

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

**YES/NO**

If yes, please provide details below.

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Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

**YES/NO** If yes, please provide details below.

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Please give names and addresses of Directors/Partners or your organisation.

Name	Address	Role in organisation

## SECTION TWO – FINANCIAL BACKGROUND

### 2.1 TURNOVER

Shortlisted contractors may be required to provide details of their turnover over the last 3 years (sets of accounts may also be required).

### 2.2 INSURANCE

Please provide evidence e.g. copies of certificates that the following insurance is in place:

1. Public Liability Insurance is in place to the value of £5,000,000 (five million pounds)
2. Employers Liability Insurance

### SECTION THREE – QUALITY

#### 3.1 QUALITY ASSURANCE

Please provide details of any quality assurance accreditation that your company holds.

Description of accreditation	Date obtained

#### 3.2 PROFESSIONAL ORGANISATIONS

Please indicate membership of any professional or trade organisations

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#### 3.3 QUALIFICATIONS

Please provide details of any relevant qualifications held by you and your employees (Use a separate sheet if necessary)

Name of Employee	Qualification

#### 3.4 PREVIOUS EXPERIENCE

Please provide below a short summary below of your previous experience

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#### SECTION FOUR – ENVIRONMENTAL

- 4.1 Do you have an environmental Policy? **YES/NO** (if YES please enclose)
- 4.2 Tenderers are required to remove from site(s) all waste materials – please confirm in the box below if you are a registered waste carrier.

#### SECTION FIVE – HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health & Safety.

- 5.1 Please provide a copy of or link to your Health & Safety Policy.
- 5.2 What measures are in place to ensure that your employees will conform with the policy when on the Parish Council or public premises or grounds? Please provide details below.

#### SECTION SIX – HUMAN RESOURCES

- 6.1 How many employees does your organisation have?

- 6.2 If you have a management and employee structure, please provide this on a separate sheet.

#### SECTION SEVEN – EQUAL OPPORTUNITIES

It is law that as a public body which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection. We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply with our obligations in legislation please answer the following questions –

- 7.1 Is it your policy as an employer to comply with your statutory duty under current UK Race Relations legislation? **YES/NO**
- 7.2 Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation? **YES/NO**
- 7.3 In the last three years has any finding of unlawful discrimination in any field been made against your organisation? **YES/NO**
- 7.4 Have you or your organisation been convicted in the last 3 years of breaching any area of UK legislation? **YES/NO**

## SECTION EIGHT - REFERENCES

If you have not previously worked for Bleadon Parish Council, please provide contact details of two organisations, customers or individuals that can provide references as to the quality of your work. The Parish Council may contact these referees as part of supplier evaluation. **You do not need to provide references if you have previously undertaken work for Bleadon Parish Council.**

Reference One:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

Reference Two:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

## SECTION NINE - CERTIFICATE AS TO COLLUSIVE TENDERING

In signing this tender, the contractor understands and certifies that:

- The Tenders submitted herewith are bona fide Tenders intended to be competitive.
- They have not fixed or adjusted the amount of the Tenders under or in accordance with any agreement or arrangement with any other person.
- They have not done and undertake that they will not do at any time before the hour specified for the return of the Tenders any of the following acts: -
  - Communicate to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tenders (except where the disclosure, in confidence, of the approximate amount of Tenders was essential to obtain insurance premium quotations required for the preparation of the Tenders);
  - Enter into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tenders to be submitted; and
  - Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenders or proposed Tenders any act or thing of the sort described above.

**SECTION TEN - BILL OF QUANTITIES**

The Contractor should refer to all of the clauses in the specification which sets out the tasks to be carried out in respect of each area and the standard of work required and expected by the Parish Council. The terms used in the Bill of Quantities are not exhaustive and are only a brief descriptor of the aspects being priced.

Prices should be fully inclusive of all aspects of the works to be undertaken and the contractor should ensure that they are fully aware of the extent and scope of the works embraced.

	Description	Sub Totals	Totals
A1	<b>Roman Road Layby</b>		
	Labour:	£	
	Materials/Other (please list):		
	Grit/Chippings.....	£	
	.....	£	
	.....	£	£

	<b>TOTAL PRICE (Exc of VAT)</b>		£
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Signed:

Position in Company:

Date: