

Anstey Parish Council
Cemetery
Garden Of Remembrance
Invitation to Tender Document

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1. Project information

Project Name - Anstey Parish Council, Cemetery Garden of Remembrance

Project Location - Groby Road, Anstey, Leicester, LE7 7FL

Employer

Name: Anstey Parish Council

Address: Jubilee Hall, Staddon Road, Anstey, Leicester, LE7 7AY

Contact: Liz Hawkes

Telephone: 0116 236 2646

E-mail: clerk@ansteypc.org

Plans

The tender drawings are attached

The Current Site

The area for development located within an existing cemetery it is currently grass with some existing trees interspersed as marked on plan.

Utilities, Access and Parking on Site

Supply of water tap

Entrance off Groby Road

Car parking is available next to the site

Health & Safety Hazards

The nature and condition of the site cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:

Overhead power lines, overhead telecoms cable.

The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

Site Visit

Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

The council are happy for contractors to attend site for visits, a confirmatory call should be made to Liz Hawkes 0116 236 2646

2. Garden of Remembrance Works specification

To complete all works as per the specification below and the attached drawing

Pathways

Preparation and lay of the pathways as per plan and gravel areas to the garden using *Breedon Golden Amber* gravel laid on a base of compacted hardcore.

Pathways and gravel areas to be edged with 150 x 3mm steel edgings fastened into the ground with steel rods

Removal of all waste material

Timber Pergola

Construction of the timber pergola to a height of 2.4 metres, using planed tanalised timber.

Posts of 150 x 100mm in section concreted into the ground for stability

Barers 200 x 75 mm in section fastened to the posts and topped off with 150 x 50 mm cross timbers.

Cross timbers to be boarded out using OSB ply and waterproofed with roofing felt.

Roof finished off with a planed, tanalised fascia board.

Timber Sleepers for Memorial Plaques

Installation of 60 tanalised sleepers for the memorial plaques.

Sleepers to be set vertically at varying heights and to be concreted into the ground for stability.

Ash Grate

Construction of ash grate for cremated remains using tanalised sleepers, laid vertically to a height of 450mm.

Galvanised steel grate to be set into the top of the sleepers for the ashes.

Lawn Areas

Prepare and lay new lawn areas as per plan using a suitable weed free lawn turf.

Existing lawn to be removed and the areas to be graded to the new levels prior to laying the new lawn.

Yew Hedges

To supply and plant Yew hedges to the Garden of Remembrance using approximately 250 Yews laid at height 80 to 100 cm and planted at 3 plants to the metre.

Organic matter to be added at planting.

Trees

To supply and plant 3, single stem, *Betula Utilis Jaquemontii*, girth size 8 to 10 cm and 1 multi stem *Betula Utilis Jaquemontii*.

Trees to be staked and tied and organic matter to be added at planting.

Benches

To supply four benches to be incorporated into the design around the paved area

3. Instructions for Tendering

Anstey Parish Council invites tenders for the landscaping, planting, and construction of a pergola and ash grate in accordance with the details below and the attached drawing.

Tenders must be submitted in accordance with the following instructions, tenders not complying with these instructions in any particular way may be rejected by Anstey Parish Council whose decision in the matter shall be final.

Tender Submission closing date and time:

Tenders should be sent by post to Anstey Parish Council, Jubilee Hall, Staddon Rd, Anstey, Leicester, LE7 7AY

and arrive no later than **20th September 2019**

4. General Tendering Information

Tenders shall be submitted in accordance with these instructions and other documents comprising the Invitation to Tender.

Tenders that do not comply with any mandatory requirement may be rejected.

This Invitation to Tender does not constitute an offer or contract and the Council does not undertake to accept the lowest tender or any other Tender.

The Council reserves the right to accept a Tender in part, rather than in full.

The Council will not reimburse any costs incurred in completing and submitting Tenders.

Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with Clerk as soon as possible. If the Clerk considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Tenderers on the Tender List. The Clerk will consider properly reasoned requests for an extension of the tender period whose decision is final.

Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

5. Confidential Nature of Tender Documentation

Documentation in relation to this Invitation to Tender and any Tenders received by the Council in response to it shall be treated as private and confidential.

Tenderers shall not:

- Disclose to any other party that they have been invited to tender
- Discuss the Invitation or the Tender they intend to make or release any information relating to the Invitation and/or the Tender that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the Tender.
- The Tenderer shall not canvass for the acceptance of their Tender with any other supplier, Member of the Council, Officer of the Council or any Consultant employed by the Council connected with the Tender or its preparation.

Failure to comply with the above instructions will result in the Council rejecting the tender. Furthermore, the Council may decide not to invite the Supplier to tender for future work.

6. Preparation and Completion of Tender

No alteration or addition shall be made by Tenderers to any part of the Invitation to Tender.

Tenders shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the Tender equivocal. Only unconditional Tenders will be considered. The Council's decision as to whether or not a Tender is in an acceptable form will be final and the Tenderer concerned will not be consulted.

Qualified Tenders will be excluded from further consideration and the Tenderer notified.

Tenders and supporting documents shall be written in English and any Agreement subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.

The Invitation to Tender includes the Council's form of contract.

Any queries about the contents of the Council's Terms of Contract shall be raised by the Tenderer with the Contact Officer prior to the submission of the Tender.

Tenderers are required to return all Parts of the Tender Invitation in accordance with Section 11 Submission of Tender detailed below. Paper copies only are to be submitted, scanned electronic copies or email data will be rejected.

7. Contract Price

Pricing must be fully inclusive of all overheads, general risks, liabilities and obligations. Note that a provisional cost should be provided within the tender sum for a break in the works should the weather require it. No monies additional to this provisional amount or the final tender sum will be available for costs incurred by requiring a break in works at a later date.

All items are to be individually priced expressed to 2 decimal places on the Schedule of Works detailed within Part B documentation.

The scope of work to be carried out may vary from that indicated in the Schedules. Schedule rates will be held to apply irrespective of any variation in actual quantities up to an overall variation of 25% on contract works.

Tenderers should note that the Contract will not include a Contract Price Fluctuations Clause.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the Tenderers prior to award of Contract.

The Tender requires Contractors to agree to a completion time within the agreed programme of works. **Liquidated damages of £500 per week** or part there of shall be incurred by the Contractor for late delivery of the *Specification Compliant Completed Works*. Completion dates will be agreed with the successful bidder prior to site work commencing.

Pursuant to Anstey Parish Council Standard Contract Practice Valuations for completed work done will be subject to a 10% retention for the duration of the maintenance period as set out in Conditions of Contract.

8. Site Visits

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of and any operational limitations of the site that affect execution of the works. Tenderers must consider any limitations in delivering plant, equipment and materials to the site and within the site in a safe manner without damage to the existing fabric of the site.

No claims will be entertained due to unfamiliarity with the site and the site access and restrictions on the size of delivery vehicles.

Tenderers wishing to carry out site visits shall only gain access to the site by prior arrangement with the Clerk who will advise of any restrictions due to burial events taking place.

9. Mandatory Additional Tender Information

In support of your tender, you are required to give a detailed response indicating:-

- The methods of work and safety procedures you will employ in meeting the requirements of the specification for the principal elements of the works covering excavations, land drainage, soakaway construction and surface grading (method statements & risk assessments).
- The resources you will employ for this contract including sub-contractors details and intended work scopes
- A proposed programme of works
- The work should be programmed to commence as soon as the site conditions allow.

Failure to supply the additional tender information detailed above may result in the Council rejecting the tender.

10. Acceptance of Tender

The successful Tenderer will be required to execute a formal Agreement, and until the execution of that Agreement, Anstey Parish Councils written acceptance of a Tenderers signed offer on the form of Tender shall form a binding agreement between Anstey Parish Council and the successful Tenderer.

If and when Anstey Parish Council accepts a tender, written notification will be sent to each of the Tenderers.

11. Tender Validity

Tenderers are required to state that your tender will remain open and valid for acceptance by Anstey Parish Council for a period of **60 days** after the closing date of submission of tenders.

12. Contract Start / Completion Dates

The contract start date and completion dates will be agreed as a programme of works with Anstey Parish Council at Tender Award or as soon as practicable thereafter.

The start date should be as soon as conditions allows.

The agreed final completion date will form the basis for liquidated damages for late delivery as per item 6 above.

13. Submission of Tender

Two copies of the following documents must be submitted with your tender:

- Specification and Schedule of Works Pricing Sheets.
- Additional Tender Information Including examples of work and references.