



## Invitation to tender for the provision of a 3G Pitch Replacement

Issue Date: Day 0

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# Part 1 – Tendering Instruction and Conditions

## 1 Introduction

Bayston Hill Parish Council (the Council) are seeking offers from Suppliers who can supply and install a replacement 3G surface at its Lythwood Sports Complex, Lythwood Road, Bayston Hill, Shrewsbury SY3 0LY.

The existing All Weather Pitch was constructed in approximately 2009. The existing 3G surface is approximately 12-13 years old and has reached a stage where it requires replacement.

The AWP is used by the Bayston Hill Junior FC, neighbouring teams and the local community predominantly for football.

Further information on Bayston Hill Parish Council may be found at <https://baystonhillparishcouncil.org.uk/>


## 2 Enquiries concerning the Tender

Any query in connection with the Tender or the Invitation should be addressed to the Clerk, Julie Hodgkiss – [clerk@baystonhillparishcouncil.org.uk](mailto:clerk@baystonhillparishcouncil.org.uk).

The response by the Council as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account before the Tender Date is the Tenderer to contact or communicate with any other person involved in work concerning this Invitation to Tender unless the Council redirects the enquiry.

## 3 Completion of Tender

Your tender should comprise of the following documents;

Part 3 – Tender Offer	Complete and sign the Tender Offer letter and attach your tender offer.
Part 4 – Pricing Schedule	Complete the pricing schedule by inserting ALL of the detail requested. Your answers should relate only to the service requirements set out in the Specification. Prices, if any, for alternative proposals should be included separately. The prices you quote should exclude VAT and the Price Schedules forms part of the offer made under this Contract.  If you are successful in your tender, the prices you have offered in the Price Schedule will be entered into the Contract Documents.
 Bayston Hill Parish Council 3G Replacem  Part 5 – Qualification of the Contract	Include here details of any areas where you will not be able to comply with the terms and condition of contract as set out in this Invitation to Tender. Qualifications should only be made if you cannot meet with the requirements of the Contract.  If your tender is qualified, we reserve the right to reject it in total.

You are not required to submit any other documents.

## 4 Delivery of Tender

The Tender must be sent by email no later than 4pm on [Day 30], the Tender Date, to Julie Hodgkiss Clerk@baystonhillparishcouncil.org.uk. Confirmation of receipt will be issued. Hard Copy submissions are not required. **OR** [The Tender must be sent by Courier/Post and received no later than 4pm on [Day 30], the Tender date to Julie Hodgkiss, Clerk, Bayston Hill Parish Council, Parish Office, 13A Lyth Hill Road. Bayston Hill. Shrewsbury. SY3 0EW].

## 5 Tender Evaluation

The Council's tendering process aims to ensure that the most suitable Supplier is selected for the project. Should the Council proceed, the contract will be awarded to the Tenderer submitting the most economically advantageous offer assessed on the basis of quality and price proposals submitted in accordance with these instructions.

All relevant information requested in the tender documents and provided with the tender will be used in the tender assessment.

Tenderers are fully encouraged to use their knowledge and experience to provide alternative solutions that meet the Council's general requirements and will provide a similar quality finished installation at a lower cost but do not necessarily meet some or all of the specific requirements. Any alternative solutions submitted will be fully evaluated.

Tender submissions will be assessed on the basis of both quality and price with the following weighting:

<b>Price:</b>	<b>70%</b>
<b>Quality Submission:</b>	<b>30%</b>

Full details of the tender evaluation are included at Part 7 – Detailed Evaluation Criteria.

## 6 Procurement Timetable

<b>Tender Notice issued</b>	[DATE]	Day 0
<b>Tender return</b>	[DATE]	Day 30
<b>Tender Evaluation</b>	[DATE]	Day 42
<b>Interview Day Clarification</b>	[DATE]	Day 45
<b>Outcome Confirmation</b>	[DATE]	Day 48
<b>Contract Start</b>	[DATE]	Day 60

## 7 Financial Standing and Resources

The Council wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. The Council may undertake a credit check on all organisations who submit a tender.

## 8 Freedom of Information Act

The Freedom of Information Act 2000 applies to all the activities of Bayston Hill Parish Council. As a Tenderer providing service to the Council, you should be aware of the Council's obligations and its responsibilities under the

Freedom of Information Act 2000 to provide on request access to recorded information held by it. One of the consequences of those new statutory responsibilities is that information which the Council holds about your organisation may be subject to disclosure, in response to a request, unless the Council decides that one of the various statutory exemptions applies.

## 9 Disclaimer

All information contained in this document together with any subsequent statements howsoever conveyed, in respect of this Tender process, is provided in good faith and given to assist you. However, the Council will not accept any liability in respect of the preparation or execution of your proposals, or any penalties / costs that you may incur thereof.

## 10 Modification by Bayston Hill Parish Council

Any advice of a modification to the Invitation to Tender shall be issued at least six days before the Tender Date and shall be issued as an addendum to, and shall be deemed to constitute part of, the Invitation to Tender. If necessary, the Council shall revise the Tender Date in order to comply with this requirement. Except under exceptional circumstances no extension of time and date by which the Tender must be submitted will be granted.

## 11 Payment

Payments will be due as follows:

- 30% on commencement of works on site
- 70% on achievement of testing certification

Payment will be made 14 days via BACS after receipt of a correctly submitted invoice.

## 12 General Conditions

Heading	Condition
Costs	The Bayston Hill Parish Council will not be responsible for any costs or expenses incurred by the Tenderer in connection with either the preparation or delivery or in the evaluation of the Tender.
Validity of Tender	All details of the Tender, including prices and rates, are to remain valid for acceptance for 90 days from tender return date.
Currency of Tender	Tender prices shall be pounds sterling. Bayston Hill Parish Council will not be responsible for any banking costs incurred by the Tenderer in receiving currency after conversion from Sterling.
Treatment of Tender	The Council does not undertake to accept the lowest tender, or part, or all of any Tender, and the acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Council and the Tenderer. The Council reserves the right to accept any part or all of any tender or tenders at its sole discretion.  No part of the tender submitted will be returned to the tenderer.
Data Protection, Security, Ownership and Use of Data	All Council data must remain in the control of the Council and the services supplied must comply with the Data Protection Act (2008) and maintain confidentiality and security of data.  Any reports, notes of meetings, outputs, data, information and research findings will be property of the Council, all the rights pertaining thereto.

Heading	Condition						
	Potential Suppliers must confirm in writing that they accept this ownership as part of their tender submission.						
Combined Liability Insurance	<p data-bbox="459 210 1385 309">It is a requirement of this Contract that the appointed Tenderer should be insured against Employers Liability, Public Liability and Professional Indemnity in accordance with the following schedule:</p> <table border="1" data-bbox="464 344 1385 517"> <tbody> <tr> <td data-bbox="472 344 922 405"><b>Employers Liability</b></td> <td data-bbox="922 344 1377 405">Limit of Indemnity - £10,000,000</td> </tr> <tr> <td data-bbox="472 405 922 465"><b>Public Liability</b></td> <td data-bbox="922 405 1377 465">Limit of Indemnity - £5,000,000</td> </tr> <tr> <td data-bbox="472 465 922 517"><b>Professional Indemnity</b></td> <td data-bbox="922 465 1377 517">Limit of Indemnity - £2,000,000</td> </tr> </tbody> </table> <p data-bbox="459 555 1385 638">(The Council will only contract with an organisation that holds the required levels of insurance as set out above, or those who are willing to bring these levels into effect for the framework start date)</p>	<b>Employers Liability</b>	Limit of Indemnity - £10,000,000	<b>Public Liability</b>	Limit of Indemnity - £5,000,000	<b>Professional Indemnity</b>	Limit of Indemnity - £2,000,000
<b>Employers Liability</b>	Limit of Indemnity - £10,000,000						
<b>Public Liability</b>	Limit of Indemnity - £5,000,000						
<b>Professional Indemnity</b>	Limit of Indemnity - £2,000,000						

## **Part 2 - Specification**

### **1 Existing Facility All Weather Pitch (AWP)**

The existing all-weather pitch was constructed in approximately 2009.

The existing 3G surface is approximately 12-13 years old and has reached a stage where it requires replacement.

There are no written specifications or design drawings relating to the original construction. The replacement 3G pitch will utilise the existing footprint to provide a total play area of 45m x 31m (Tenderers need to confirm these measurements for themselves).

The **Council** believes the existing shock pad is an engineered macadam base and is in good condition. (Tenderers need to confirm these details for themselves)

### **2 General Council Requirements**

Bayston Hill Parish Council wishes to replace the existing AWP surface at its Lythwood Sports Complex and is seeking a solution that will provide a new 3G Synthetic Playing Surface in its place.

The AWP is used by the Bayston Hill Junior FC, neighbouring teams and the local community predominantly for football.

The aim and overriding requirement of the **Council** is that the new synthetic playing surface must be suitable for football.

#### **General Pitch Requirements**

- Pile length to accommodate football
- Line markings for a 5-a-side football pitch

All line marking should be compliant with relevant governing body guidelines.

The Tenderer is to allow for removing and disposal of the existing AWP surface in accordance with their proposed site waste management plan and for any required reinstatement at the end of the installation.

Tenderers are fully encouraged to use their knowledge and experience to provide alternative solutions that meet these general requirements and will provide a similar quality finished installation at a lower cost but do not necessarily meet some or all of the following specific requirements. Any alternative solutions submitted will be fully evaluated.

### **3 Specific Pitch Requirements**

#### **3.1 Shock pad**

We believe the existing shock pad is an engineered macadam base. (Bidders need to confirm these details for themselves).

We believe the pad is suitable for re-use. However, bidders should provide a cost for total replacement and rates for localised repairs.

##### **3.1.1 Synthetic turf surfacing**

The synthetic turf must be suitable for playing football

The synthetic turf surfacing shall be manufactured by a company licenced by FIFA as part of the FIFA Quality Programme for Football Turf or manufactured to an equivalent IATS standard.

If replacement of defective carpet is deemed necessary by the Employer or their agent, this shall involve full replacement of a length and width of a carpet roll (as designed and manufactured). No patching whatsoever will be allowed without written approval of the Council.

### 3.2 **Stabilising infill**

The stabilising infill shall be rounded sand in accordance with the FIFA Quality Programme (FQP) Product Declaration and in the particle range 0.2mm – 1.0mm. The Inhalable Dust Content shall be classified as Very Low or Low (BS EN 15051). It shall be machine laid to the depth specified in the FQP Product Declaration.

### 3.3 **Performance infill**

The performance infill shall be granulated recycled tyre SBR rubber in accordance with the FIFA Quality Programme Product Declaration and in the range 0.5mm – 2.5mm. The effective free metal and free fibre content shall be zero. The Inhalable Dust Content shall be classified as Very Low or Low (BS EN 15051).

The Tenderer shall make due allowance for providing extra rubber/sand to the Employer at the hand-over to allow local topping up as part of the routine maintenance.

**Following recent press releases regarding the possible carcinogenic nature of some rubber particles used within synthetic surfaces, the Tenderer is to advise in writing how they aim to address and ultimately overcome these issues.**

### 3.4 **Line Marking**

Playing lines for the new synthetic surfaces shall be tufted in during manufacture, cut in when laying the surface or applied to the finished surface. The colour should be UV protected and robust enough to last the life of the playing surface.

- **5-a-side pitches are to be White**

All line marking should be compliant with relevant governing body guidelines.

On award of this Contract, the Tenderer is to issue the proposed layout of line markings to the Council for comment / approval.

Football line markings shall be in accordance with the Laws of the Game, as published by FIFA.

Lines shall be a single width between 100mm and 120mm wide and (when measured with a steel tape) within 20mm of their specified position.

Markings shall not deviate by more than 10mm from a line joining their ends, nor include any sudden steps.

Line edges shall be parallel and uniform.

## **4 Site Surveys**

The Tenderer is strongly advised to carry out a site survey prior to submitting a tender bid.

The Tenderer is to check all dimensions detailed within the written specification, on site and carry out their own visual / full measured survey, noting local conditions and means of access for equipment and material deliveries.

Site surveys can be arranged by contacting the Deputy Clerk, [peter.orrell@baystonhillparishcouncil.org.uk](mailto:peter.orrell@baystonhillparishcouncil.org.uk)



## **5 Standards, Quality, Workmanship**

The Tenderer is required to provide the following:

- Three references of similar sized projects for the proposed turf manufacturer. Telephone numbers, site addresses and contact names are required.
- Details of the ISO 9001 accreditation of the turf manufacturer and any other suppliers of the additional materials that are included in the system, e.g. seaming adhesives, in-fill materials.
- Details of how the Tenderer will evidence that the turf installed is the turf approved using ISO 9001 certification of all materials. This does not in itself exonerate the manufacturer from its obligations or bestow any seal of approval on the finished product.
- Three references supporting the installation team's experience of installing the product. Telephone numbers, site addresses and contact names are required.

## **6 Pitch Warranty Requirement**

The Tenderer is to clearly identify the warranty (included within the overall tender bid cost) which is to include the following:

Tenderer's warranty - the period and details of items included, i.e., design, construction, and performance of the proposed synthetic playing surface.

Manufacturer's warranty - the period and details of items included and any conditions.

## **7 Proposed on-going maintenance Packages (optional)**

The Tenderer is to provide details and costs for optional on-going maintenance. All maintenance must be specific for the installed pitch.

## **8 Construction of pitch**

### **8.1 Site Deliveries**

The Tenderer must confirm that he can obtain all required materials for delivery to site in a time that will allow the required contract date to be met.

Goods must be delivered, off-loaded and placed inside the Tenderer's compound by the Tenderer, the Council cannot accept responsibility for the delivery of any items relating to the contract.

If any goods are delivered in chargeable / returnable containers, those shall be returned at the Tenderer's risk and expense.

All costs and expenses incurred arising out of or by reason of the failure of the Tenderer to make delivery of goods ordered or to make the said delivery within the time specified shall be borne by the Tenderer and such statements as shall be submitted to the Tenderer in relation to such costs and expenses shall be final and binding upon the Tenderer.

### **8.2 Settling Down Periods**

The period for synthetic surface to settle down after it has been laid shall be clearly defined within the proposed programme of works and included within the Operation and Maintenance manuals provided to the Council.

## **9 Statutory / Legal Regulations and Compliance**

**The Tenderer is to advise in writing as to whether planning or building regulation consent is required.**

Tenderer is to observe and meet all statutory and legal regulations applicable to this project, including building regulations and CDM.

### 9.1 Construction Design and Management Regulations 2015

If appropriate, the Tenderer is required to fully comply with the requirements of the Construction Design and Management Regulations 2015 both as 'Designer' and 'Principal Tenderer'.

The Tenderer will be required to appoint a competent CDM Co-ordinator wherever and whenever one is required by the Regulations.

As the 'Designer' the Tenderer will ensure that the design process duly considers all health and safety issues and any risks associated with the construction, maintenance and operation of the facility and the design developed to design out the risks or at least minimise them to a manageable level.

The Tenderer shall ensure that all CDM documentation is delivered in good time with the O&M File complete and checked, in an agreed format prior to practical completion of the project.

The Health and Safety File shall include all documentation related to the construction of the project together with details of how to maintain it during its future use.

The Tenderer is to allow for providing onsite welfare facilities for use by their employees during the onsite contract period.

## 10 Preliminaries

Tenderer is to allow for the following items within the preliminaries.

Preparation of Health and Safety file, O&M manuals and site waste management plan.

Site waste management plan is required prior to commencement of any onsite works and must identify and consider the expected waste due to be produced as part of the contract. The plan should ultimately promote the standard waste hierarchy of, reuse, recycle and recovery of all waste items rather than disposal (where able).

Site setup including;

- Perimeter of the proposed site / compound is to be clearly identified and cordoned off as required to prevent access to any person not working for or on behalf of the main Tenderer.
- Suitable barriers are to be erected and all relevant Health & Safety information and signs are to be clearly posted.
- Provision of onsite welfare facilities for use by their workers and sub-Tenderers for the duration of the contract.
- Security and prevention of access to site.

**The Tenderer is to be aware that the compound and the existing AWP will be handed over to the Tenderer for the duration of the project. Tenderer is to note that the Council does not have on site out of hour's security.**

Clearing and any reinstatement of site on completion of the works.

## 11 Programme of works

Replacement works must be commenced and completed within the following dates

Contract Milestones	
Contract implementation	[DATE] Day 60
Work commencement	Tenderer to Confirm
Completion Target	[DATE] Day 120

### Part 3 – Tender Offer

The following letter should be included in your tender offer.

**BAYSTON HILL PARISH COUNCIL**

**(FOR THE ATTENTION OF: The Clerk)**

**Date:**

Dear Sirs

**Contract for: Bayston Hill Parish Council Supply and Installation of a replacement 3G Synthetic Playing Surface**

1. I / We have read the information provided in your Invitation to Tender and subject to and upon the Terms and Condition contained in Part 5 – Contract Documents, I / we offer to supply the services described in the said Contract documents in such manner as may be required.
2. By submission of this Tender, I/we warrant that:
  - The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
  - Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be disclosed.
  - No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
3. **Terms and Conditions** – I / We agree that this tender and any Contract that may result therefrom shall be based upon the documents listed below in Part 6 – Contract Documents of the Invitation to Tender.
4. The prices quoted in this Tender are valid for 90 days and I / we confirm that the Terms of Tender will remain binding upon me / us and may be accepted by you at any time before that date.
5. I / We note that the Contract shall be valid upon acceptance and signatures by both parties of the Contract Documents, and that the date of commencement of the provisions of services under the contract shall be **[date]** unless an alternative date has been agreed and inserted in the Contract.
6. I / We agree that any Contract that may result from this Tender shall be subject to English Law.
7. I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me / us prior to the award of any Contract.
8. I / We agree that any other terms or conditions of Contract or any general reservation which may be printed on any correspondence emanating from me / us in connection with this Tender or with any other Contract resulting from this Tender, shall not be applicable to this Tender or to the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**Signature** \_\_\_\_\_

Printed: \_\_\_\_\_

In the capacity of \_\_\_\_\_  
(Please state official position, for example, Director, Manager, Secretary, etc.)

being a person duly authorised to sign tenders on behalf of

Tenderer's name: \_\_\_\_\_

Telephone: \_\_\_\_\_

<b>Company Name and Address:</b>	
<b>Contact Name:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

<b>Authorised Personnel:</b>	
<b>Position in Company:</b>	
<b>Date:</b>	

## Part 4 – Pricing Schedule

*Please read this section carefully. You will be required to complete each section fully.*

You should complete the embedded spread sheet for part of the technical specification and Pricing Schedule.

Please note that costs should cover all consumables, travel and equipment.



Bayston Hill Parish  
Council 3G Replacement

## Part 5 – Qualification of the Contract

The Tenderer should submit details under this heading only if unable to comply with the contract terms indicated in the Contract documents as Part 6 – Contract Documents of the Invitation to Tender.

## Part 6 – Contract Documents

Any Contract which may result from this Invitation to Tender will be based upon the JCT Minor Works Building Contract with contractor's design (MWD) 2016 which will have the following inserted or attached as appropriate, changed only in accordance with any agreement reached during the post-tender clarification and negotiation:

- A) The specification in the tender at Part 2 - Specification.
- B) The Tenderer's Tender offer.
- C) The prices submitted in the Price Schedule of the successful Tenderer's Submission
- D) Any qualifications to the contract accepted by the Council.

## Part 7 – Detailed Evaluation Criteria

Tender Submissions will be assessed on the basis of both quality and price with the following weighting:

**Price: 70%**

**Quality Submission 30%**

Assessment	Score
Meets expected standard with no concerns, <b>Excellent</b>	<b>5</b>
Meets the expected standard well, but with some minor concerns, <b>Very Good</b>	<b>4</b>
Meets expected standard in most aspects, concerns in more than one area, <b>Good</b>	<b>3</b>
Fails to meet expected standard in most aspects, meets it in some, <b>Acceptable</b>	<b>2</b>
Significantly fails to meet the expected standard, <b>Unsatisfactory</b>	<b>1</b>
Completely fails to meet the expected standard, <b>Unacceptable</b>	<b>0</b>

NB: You are required to address the following issues by the number and in the order in which they are presented below. **Please note failure to comply with this request may impact on the evaluation of your submission.**

Q	Description	Weight	Sub-weight
<b>1.</b>	<b>Project Methodology</b>	<b>35%</b>	
1.1	Provide a written specification confirming the proposed resurfacing of the pitch in order to meet FIFA 1 Star standard. Include basic drawings.		60%
1.2	Clearly identify the proposed synthetic pitch and infill type to be used and the reason each has been selected, with clarification to be given in terms of the carcinogenic nature of some of the materials. <i>(Material samples will be required from those who are shortlisted for interview).</i>		20%
1.3	Provide details on how your vehicles propose to access the AWP site and what remedial works will be taken on completion to areas damaged and any additional requirements i.e., Landscaping		10%
1.4	Provide details on how you plan to undertake Pitch Testing, and what it will involve, and provide details of the company that will undertake this task.		5%
1.5	Provide details of manufacturer's warranties including their duration.		5%
<b>2.</b>	<b>Programme of Works</b>	<b>35%</b>	
2.1	Provide a programme of work detailing critical dates for the project from commencement of works up to end of defects / warranty period, include items such as; site set up, construction phase, testing / licencing, settlement, defects and warranty periods etc.		40%
2.2	Provide details on how you will meet CDM requirements.		40%
2.3	How will you set up site and how do you proposed to manage the site during the project, please provide details on how you will manage the site deliveries and site machinery in a way that will ensure the safety of all individuals on site including Council students, staff and visitors.		20%
<b>3</b>	<b>Waste</b>	<b>15%</b>	
3.1	The Tenderer is to clearly identify how their site waste plan will minimise the waste sent for disposal.		60%
3.2	The Tenderer is to clearly identify how they will achieve legal compliance if any waste material cannot be recycled and is sent for disposal.		40%
<b>4</b>	<b>Maintenance Packages</b>	<b>15%</b>	

Q	Description	Weight	Sub-weight
4.1	Provide details of proposed maintenance packages, to include ongoing maintenance by the Tenderer / Sub-Tenderer or by Bayston Hill Parish Council. If the maintenance was to be undertaken by Bayston Hill Parish Council, please include details of any specialist equipment and/or training that may be required.		50%
4.2	Provide details of what is required by Bayston Hill Parish Council for the regular 'day to day' maintenance of the new synthetic pitch. Please include details of any specialist equipment and/or training that may be required.		50%