

Tendering & Procurement for Removal and Replacement Fence

Invitation to quote and information for applicants

Basic contract information

Menheniot Parish Council is inviting contractors, individuals and voluntary groups to tender to remove an existing 59m x 1.5m high approx. timber frame fence with wire mesh infill and timber stile, arising due to the deterioration of an existing timber and wire mesh. The fence provides a safety barrier to prevent children running from the public open space onto the road to the adjacent Menheniot Primary School. (Part 1)

To provide a durable replacement fence with minimum future maintenance. To provide an acceptable standard the top of the must be roll top and extend to a height overall of at least 1.5m above ground level and meet the following safety criteria a) must not be climbable and b) not have gaps that would allow a 100mm sphere to pass. (Part 2)

Procurement of goods and services by the parish council is only necessary when the contract value is higher than £60,000. However, the council is committed to working in an open, transparent and accountable way, and is distributing these documents across the public domain. For this reason, we are inviting applications in order to give everyone the widest opportunity to tender for the work.

Section 1 explains what declarations you need to make and what you need to tell us.

Section 2 sets out a timetable for the tendering process: a final decision will be taken by parish councillors in a closed session at their public meeting on 20 July 2023. The council is allowed to meet in closed session where there is commercially confidential business to be transacted (Public Bodies (Admission to Meetings) Act 1960 s1.2).

Section 3 explains how we will decide who to award the contract to.

Contract title	Replacement fence alongside the council owned playing field at East Road, Menheniot PL14 3RR.
Basic description of services	To remove an existing fence and provide a durable replacement with minimum future maintenance. The two sections of this contract are to run consecutively.
Documents	Maps and plans of the areas covered by this agreement are attached in the Appendices, together with a list of what work is required from each.

Section 1.0 Instructions for completion

This document you must return consist of five parts.

Part A: Contact details. You must complete this section.

Part B: Declaration. You must complete this section and return documents where needed.

Part C: Contract Price. You must complete this section with the net price per job. (see Appendix 1 for details)

Part D: The Social Value of your bid. (see Appendix 2 for details)

Part E: Reference. You must complete this section.

Section 1.1 Quote validity period

Quotes must remain valid for acceptance for a period of 60 days from the quote return date.

Section 2.0 Tendering Timetable

Issue tender documents	5 July 2023
Deadline for receipt of applications	18 July 2023
Presentation to councillors for assessment	20 July 2023
Notification to applicants	24 July 2023
Date of commencement of contract	Tba
Date of completion of contract	Tba

Section 3.0 Evaluation approach

Bids will be evaluated in three parts. Firstly, applicants will have to demonstrate their compliance with various insurance, health & safety and statutory regulations. Unless applicants can satisfy these requirements, your bid will not be considered. (Parts A and B)

Secondly, we will examine the price you have quoted for the work. Under Section 1.1015i of the Parish Council's Financial Regulations, it is not bound to accept the lowest value tender. Public Authorities are now required to 'consider, prior to undertaking the procurement/commissioning process, how any services procured might improve economic, social and environmental well-being'. (Public Services (Social Value) Act 2012). This means that we will also consider the additional benefit to the community that awarding a contract from a specific contractor will bring. See Appendix 2 for examples.

Thirdly, we will ask you to provide a trade or other work reference to demonstrate your capability to carry out the contract. We will only ask you for these references if you are successful in your application.

Appendix 1

1 Removal of existing fence	
Contract is for	<p>Remove existing fence shown dotted on the attached plan and remove from the site and dispose of in accordance with the current Waste Transfer regulations. Copies of Waste transfer notes will be required to be provided.</p> <p>Leave work area in tidy and clean condition after infilling of existing post holes with tamped cold lay Macadam.</p> <p>Site to be left in a neat and tidy condition including removal of all rubbish and waste materials including arising from excavations.</p>
Duration of works	The tenderer is required to give an estimation of the likely duration of the works and earliest start date.

2 Replacement fence	
Contract is for	<p>Supply and install a metal 1.5m high fence system as detailed in the link below, on the line and length of the existing fence. Posts to be dug in and set with Postcrete in accordance with manufacturers guidance.</p> <p>https://www.aafencing.co.uk/roll-top-mesh-1-5m.html Colour to be standard RAL 6005 powder coated.</p> <p>Site to be left in a neat and tidy condition including removal of all rubbish and waste materials including arising from excavations.</p>
Duration of works	The tenderer is required to give an estimation of the likely duration of the works and earliest start date.

Security

The work to be carried out in lengths that allow a days work to be fully completed leaving the site in a condition that ensures the function of the safety barrier as a whole is retained. Temporary pedestrian barriers on stable feet to be deployed to create a secure work area as works proceeds. A clear unobstructed pedestrian path at least 1.5m must be left clear at all times between any temporary pedestrian barriers and the road barrier.

Public Safety

Vehicles are only permitted to use the adjacent school road between 9.30am and 2.30pm.

Contractors and delivery vehicles must only approach the site via the school road and the road to the Pavilion. All vehicles being unloaded or parked to be within the secure work area created. If work or vehicle movements have to take place outside the secured area whilst the public are in the vicinity then a banks man must be deployed to warn and direct both public and contractors staff.

Appendix 2

What is the Social Value?

Social Value is the additional benefit to the community that the parish council can obtain when it purchases goods and services. *This does not mean that a contractor has to include extra services in their bid or incur extra costs that might work against them.*

It is more concerned with the way that you manage your work and what other spin off benefits you can bring to the parish. So, for example, if you had received a grant to employ an apprentice to work with you on the contract, this means that there was no extra cost to you but the parish would benefit along the way because you were providing training and helping someone into the workplace.

This list gives examples of the benefits that changing your way of working could bring to the community:

- Creating opportunities to develop volunteering groups
- Creating skills and training opportunities e.g. apprenticeships
- Promoting and supporting local businesses
- Increasing community involvement in the parish
- Paying the UK Living Wage
- Encouraging participation in voluntary activities
- Improving market diversity
- Encouraging community engagement
- Creating training and employment opportunities for care leavers and for people with physical or learning disabilities
- Offering work placement opportunities to school children, young adults and those long-term unemployed or NEETs
- Protecting the environment for future generations
- Reducing waste and increase waste recovery and recycling

Climate Change

In July 2021, the parish council committed itself to responding positively to its declaration of a climate emergency. Councillors will expect to see you demonstrate how you will be working to mitigate the impact of climate change and reducing CO2 emissions in all aspects of your environmental work.

Aerial view of playing fields – location and length approximate

