

HAVERFORDWEST TOWN COUNCIL CYNGOR TREF HWLFFORDD

INVITATION TO TENDER

LOWER PRENDERGAST CEMETERY: REPAIRS TO RETAINING WALL



INSTRUCTIONS AND INFORMATION ON TENDERING PROCESS

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. All enquiries, questions or requests for clarification by Tenderers should be submitted through the Town Clerk.

Administrative Arrangements	Dates
Issue Invitation to Tender Documents	13 March 2020
Closing date for clarification questions	1 April 2020
Closing date for receipt of tenders	Monday 6 April 2020
Bid Appraisal	7 April 2020
Award of contract to successful bidder	By end of April 2020

The above timetable is indicative and the Council reserves the right to vary it during the course of the tendering process. Tenderers should be aware that the Council may circulate the answers to any questions raised by Tenderers to all Tenderers, subject to considerations of commercial confidentiality. When submitting questions, Tenderers should indicate, with reasons, whether all or part of the question is commercial confidential.

By issuing this invitation the Council is not bound in any way and does not have to accept the lowest or any tender and reserves the right not to award any contract or to accept the whole or any specified part of the tender.

The Council reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be dated and issued by the Council. The Council and its advisers make no representation or warranty as to the accuracy or completeness of the information set out in this Tender. Tenderers should make their own enquiries and satisfy themselves as to the information set out herein.

You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Subject to the submission of a compliant tender, you may also additionally submit an alternative price and method for carrying out the Services which the Council, at its sole discretion, may or may not pursue.

You must submit your tender form by the closing date in a sealed envelope marked 'CONFIDENTIAL TENDER DOCUMENT' for the attention of the Town Clerk to the address below (see page footer)

Picton House, 2 Picton Place, Haverfordwest, Pembrokeshire, SA61 2LU
Ty Picton, 2 Picton Place, Hwlffordd, Sir Benfro, SA61 2LU
Telephone / Ffon: 01437 763771
townclerk@haverfordwesttown.co.uk
www.haverfordwesttown.co.uk

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HEALTH AND SAFETY

The Contractor shall comply with all legislation relating to the contract work including the Health and Safety at Work Acts and all legislation relating to working in the Highway.

The Contractor shall notify the Council of any health and safety hazards which may arise in connection with the performance of the Services.

The Council shall notify the Contractor of any health and safety hazards which may exist or arise and which may affect the Contractor in the performance of the Services.

The Contractor shall inform all Staff engaged in the provision of Services of all known health and safety hazards and shall instruct those Staff in connection with any necessary safety measures.

The Contractor shall notify the Council's Representative immediately in the event of any incident occurring in the performance of the Services where that incident causes any personal injury or any damage to property which could give rise to personal injury.

The Contractor shall take all measures necessary to comply with the requirements of the Health and Safety at Work Act 1974 and The Construction (Design and Management) Regulations 1994 and any other Acts, orders, regulations and Codes of Practice relating to health and safety, which may apply to Staff in the performance of the Services.

Risk Assessments and Methods Statements must be submitted at the tender stage. Failure to do so will/may result in the tender not being considered. The Contractor is also required to submit any up-dated versions during the duration of the Contract.

INSURANCE COVER

The Contractor must have public liability insurance cover to meet the requirements of working on the Highway and private land as well as the conditions of the licence to erect the display given by Pembrokeshire County Council means that the successful contractor shall indemnify Haverfordwest Town Council against any claim in respect of injury, damage or loss arising out of:

- 1) The placing or present in the street of apparatus to which the consent applies, or
- 2) The execution by any person of any works authorised by the consent.

The indemnity provided by the Policy should be not less than £10,000,000 for any one accident or any one claim.

Copies of all relevant insurance policies must be submitted at the tender stage. Failure to do so will result in the tender not being considered. Contractors are required to submit all up-dated policies during the duration of the Contract.

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MEMBERSHIP OF TRADE BODIES / ORGANISATIONS

Please provide documentation to confirm membership to recognised trade bodies/organisations which are relevant to the Contract.

STAFF

The contractor warrants, represents and undertakes for the contract period that all staff be skilled, experienced and qualified to carry out the services and related tasks assigned to them and possess all the appropriate qualifications, licenses, permits, skill, experience, necessary for them to discharge their responsibilities safely and conforming with all relevant laws. The contractor shall perform the services with all due care, skill and diligence, and in accordance with the Law and Good Industry Practice.

EQUIPMENT

The Contractor shall provide all the Equipment necessary for the provision of the Services.

The Contractor shall maintain all items of Equipment in good and serviceable condition and ensure that members of the public in the vicinity of the works are protected at all times in line with all relevant Health and Safety Legislation.

All Equipment shall be at the risk of the Contractor and the Council shall have no liability for any loss of or damage to any Equipment unless the Contractor is able to demonstrate that such loss or damage was caused or contributed to by any act, neglect or default of the Council.

The Contractor shall be required to remove all plant, tackle and tools which it brings to the Premises on termination or expiry of this Contract, or at any time at the request of the Authority.

The Contractor shall ensure that all such plant, equipment and tools shall meet or exceed minimum safety standards required by law.

STANDARDS

Materials and processes used in connection with the provision of the Services shall be in accordance with generally accepted Industry Good Practice.

At the request of the Town Clerk, the Contractor shall provide proof to the Council's satisfaction that the materials and processes used, or proposed to be used, conform to those standards.

The introduction of new methods or systems which represent a change to the tendered details need to be submitted and agreed with the Council prior to implementation on site.

COMPLIANCE

Compliance with any other regulations pertaining to the contract will be the responsibility of the contractor. Correct handling, transport and disposal of any arisings and waste from the Contract will be the responsibility of the contractor.

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MONITORING OF CONTRACT PERFORMANCE

The Contractor shall allow access to the Site to any member of the Council after reasonable notice has been given, for the purposes of contract monitoring and progress reporting to the Council.

The Council shall pay Value Added Tax on the Contract Price at the rate and in the manner prescribed by law provided that the Contractor shall provide the Council with a Value Added Tax invoice to enable, where possible, the Council to reclaim or obtain a refund of the Value Added Tax from HM Customs and Excise and such invoice shall be provided by the Contractor in the format and within the timescales as will enable the Council to comply with the law or obtain such refund.

SCOPE OF WORKS

<p>The contractor will be responsible for the Health and Safety of its work force and for the safety of the general public in the vicinity of the works.</p>	
<p>Repairs to the facing stonework of the retaining wall - Lower Prendergast Cemetery</p>	<p>The retaining wall in question runs north/ south along the west boundary of the cemetery. The scope of works consists of repairs to the facing stonework of the wall, which has gradually fallen into disrepair over many years.</p> <p>This work will be the first in a series of phased repairs over coming years to repair and reinstate the stonework along the entire length of the wall. This current phase consists of a maximum 40m length of wall, starting from the lowest point at the south corner.</p> <p>Initial preparatory work has been carried out to thin and remove trees growing in close proximity to the wall base. However, the sloping site terrain and the location with access from a busy by pass make it difficult to access and tenderers are strongly advised to arrange to visit the site and allow for any additional costs to be included in their tender-see items in the preliminaries.</p> <p>Please price all specific work items listed necessary to expedite the work, such as eg item 1 collecting fallen stones and raising to scaffold/ working platform for re-use in the works to reinstate areas of missing facework. Please provide m2 rates where these are asked for, based on the estimate of areas given.</p>

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	<p>The timetable for the works is the period August - November 2019 and consideration will be given to tenderers' availability to start and complete the works within this period.</p> <p>Dates to start and complete the contract to be agreed with the contractor and a Contractors' work programme will be required along with evidence of insurance at time of tendering prior to awarding the contract.</p> <p>Logistics: the contractor must liaise with Pembrokeshire County Council (PCC) Highways Department to make arrangements for temporary lane closures/ traffic management to allow safe deliveries to site at times given by the contractor and agreed. The contractor will need to confirm any additional costs incurred from PCC Highways.</p> <p>There is no water on site - nearest available mains supply not known - possibly the churchyard. In the event of none being available allow for water storage bowser to be delivered to site.</p> <p>To make arrangements to view the site: contact Cllr Chris Evans 01437 779811.</p>
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