

Tendering & Procurement for Lawn Cemetery pathway

Invitation to quote and information for applicants

Basic contract information

St Keyne & Trewidland Parish Council is inviting contractors, individuals and voluntary groups to tender for a contract to design and install a pathway within its lawn cemetery.

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 8 June 2022. 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.

Section 4 sets out the specification

Contract title	Pathway in St Keyne Lawn Cemetery
Basic description of services	Design, specification for materials, groundworks and installation of a path. Approximate surface area 48sqm.
Documents	Location map and plan of the areas covered by this agreement are attached.

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	21 April 2022
Deadline for receipt of applications	20 May 2022
Presentation to councillors for assessment	8 June 2022
Notification to applicants	9 June 2022

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).

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.

Section 4.0 Specification of works

- Dig out turf and soil to a depth sufficient for sub-base and surface layer
- Remove all excess soil and turf and dispose of responsibly
- Bed in flat top concrete side edgings (approx size 900mmx150mmx50mm) along sides and at both ends of path
- Lay a suitable aggregate sub-base 150mm depth
- Lay and asphalt Binder course using 20mm aggregates to a depth of 50mm
- Lay a top surface of EITHER asphalt using 6mm aggregates to a depth of 25mm OR Bound Gravel (trowelled) to a depth of 15mm

Please quotes for both alternative top layers (6mm Asphalt or Bound gravel)

21/4/22