



TENDER

A TENDER OPPORTUNITY FOR THE DESIGN, SUPPLY AND
INSTALLATION OF AN **OUTDOOR CROSS TRAINING
MULTI USE FITNESS SPORTS PITCH WITH RUNNING
TRACK** LOCATED AT THE RECREATION GROUND, MAIN
ROAD, HACKLETON, NORTHAMPTON NN7 2AB

On behalf of Hackleton Parish Council, C/O Alison Benson, Clerk to Hackleton Parish
Council Rookery Lodge, Preston Deanery, Northampton NN7 2DY. Tel 07464 429630

www.hackletonparishcouncil.gov.uk

Issue Date	15 th November 2021
Return Date	15 th December 2021
Address	Mrs Alison Benson Clerk to Hackleton Parish Council Rookery Lodge Preston Deanery Northampton NN7 2DY
Tel	07464 429630
Email	clerk@hackletonparishcouncil.gov.uk



INTRODUCTION

GENERAL REQUIREMENTS

The design, supply and installation of an **Outdoor cross training multi use fitness sports pitch with running track.**

Written tenders are to be received by 12 noon on the 15th December 2021 and be sent to: Hackleton Parish Council, at the above address.

Prospective companies and businesses are prohibited from contacting councillors or staff to encourage or support their tender.

Tenders are to be submitted in writing in a **sealed, marked envelope**, addressed to Mrs Alison Benson, Parish Clerk, at the aforementioned address.

For further details please email: clerk@hackletonparishcouncil.gov.uk

Tenders received via email will not be considered.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Tender please contact the Parish Clerk.

The Parish Council reserves the right to carry out due diligence checks on the awarded provider.

The Parish Council also reserves the right to:

- abandon the procurement process at any stage without any liability to the Parish Council; and or
- require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

BACKGROUND

Hackleton Recreation Ground is owned by West Northamptonshire Council (WNC) and leased to Hackleton Parish Council. Hackleton Primary School (HPS) has exclusive use of part of the Recreation Ground during school hours. Hackleton Parish Council has the written agreement of both WNC and HPS for the proposed facility which will promote health and wellbeing throughout the Parish which consists of Hackleton, Horton, Piddington, Preston Deanery, St George's Fields and part of Wootton Fields.

PROCUREMENT TIMETABLE

Request for Quotation Issued	15 th November 2021
Deadline for Quotation Responses	12 noon on the 15 th December 2021

CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Name	Mrs Alison Benson CiLCA
Job Title	Parish Clerk



Telephone	07464 429630
Email	clerk@hackletonparishcouncil.gov.uk

Should you wish to take part in the selection process please complete this Tender Opportunity and return in a sealed marked envelope to:

Name	Mrs Alison Benson CiLCA
Job Title	Parish Clerk
Telephone	07464 429630
Email	clerk@hackletonparishcouncil.gov.uk
Respond by Date	15 th December 2021
Respond by Time	12:00 noon

Tenders received via email will not be considered.

SPECIFICATION

Invitation to Tender applications are invited to tender for the design, supply, and installation of an **outdoor cross training, multi use fitness sports pitch and running track**. The new facility will be located on Hackleton Recreation Ground, Main Road, Hackleton, Northampton, NN7 2AB.

Monies for this project are available from a S106 agreement and total circa £110,000. The fitness pitch will be housed on a wet pour surface or similar option and will be fenced and gated. The running track will be outside of the fenced and gated area.

Equipment may include but not be exclusive to:

- Multi-purpose fitness frames
- Outdoor gym equipment
- Low impact equipment
- Obstacle course
- Running track with lanes

Additional information available

- Site plan

The Contractor will:

- Provide a safe and practicable working environment.
- Provide a suitable means of waste removal from the site; and ensure all waste is correctly disposed of.
- Removal of existing pathways if necessary for proposed plan.
- Installation of all new equipment in specified location as per proposed plan.
- Installation of all new pathways if specified by plan.
- Installation of all new ground impact protection as specified by proposed drawings.
- Protection of the site from intruders whilst works carried out.
- Equipment to be safety checked on completion of works before opening.
- Equipment and surfaces to be low maintenance.
- Ensure site is left clean and in suitable state for use.

Access

Vehicular access will be across the Recreation Ground from behind the teachers car park. Any damage to the Recreation Ground must be rectified at the end of the installation process.

The Sports Pitch and Recreation Ground must be accessible from Main Road at access point A as marked on the Plan. Access at this point must be to the Recreation Ground with a separate lockable entrance to the Sports Pitch. The School will require access to the Recreation Ground at point B on the Plan and also a separate lockable entrance to the Sports Pitch at point B

Please note that prior to any formal instruction the preferred or shortlisted selection of consultants may be required to attend a meeting to discuss and or clarify any or all of the offers received.

All proposals will be considered based on both quality and price of submission.

SUPPORTING INFORMATION

Note to Potential Proprietors – You may adjust the size of the following text boxes to suit your response.

Organisation and Contact Details

Name	
Registered office (if applicable)	
Trading address (if different from registered office)	
Organisation Registration Number (if applicable)	
Is your organisation a: <ul style="list-style-type: none">• Sole Trader• Partnership• Public Limited Company• Private Ltd Company• Voluntary & Community Sector• Charity• SME (Small and Medium Enterprise)• Other	
If you selected other, please specify	
What, if any, local connections do you have with Hackleton Parish and Northampton?	
If the Company is a member of a group of companies, please give the name and address of the ultimate holding company	
Name of person to whom any queries relating to this quote should be addressed	
Telephone	
Email	
Address (if different to the Address above)	

QUESTIONS

Please complete answers to the following questions:

1. Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of the contract.

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2. Please detail the methods of work and safety procedures you will employ on site. The resources you will employ for this contract including sub-contractors details and intended work scopes together with proposed programme of works.

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3. Please provide 3 examples of similar projects undertaken within the last 3 years – identify timescale of project, value and client details?

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4. The level of insurance required is For the duration of the Contract, the Supplier shall maintain in force, with a reputable insurance company, such policies of insurance as are necessary to cover any liability of the Supplier in respect of loss of or damage to property and personal injury to, or death of, any person arising out of or in the course of or caused by the Supplier's carrying out or failing to carry out its obligations under the Contract or for which it may become liable to the Customer under clause 10, all statutory required insurance(s) including:

(a) employers liability insurance shall be in the minimum sum of £10,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited;

(b) public liability insurance cover shall be in the minimum sum of £5,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited;

(c) directors and officers liability, trustee's liability, professional indemnity or similar as appropriate to the Suppliers circumstances shall be in the minimum sum of £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited which should also be in place for a 6 year period following the termination of the Contract;

Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?

5. Sufficient space must be left around the football pitch for ball run off etc. and the School must have a separate access to the Recreation Ground when the public are using the new facility. Please explain how you will achieve these requirements

6. The Contractor confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years.

The Contractor confirms their organisation complies with UK Health and Safety legislation. If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy.

If the Contractor confirms that if they have been prosecuted for Health and Safety offences in the last 3 years, they must confirm you have implemented procedures to rectify the issues identified. If you are the preferred bidder following evaluation you will have to provide a copy of the evidence.

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7. The Parish Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015

Yes—in response to this tender our supply chain complies with the Modern Slavery Act 2015

No—in response to this tender our supply chain does not comply with the Modern Slavery Act 2015

PRICING SHEET

Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and it's cost.

The pricing and cost proposal should include all relevant components to deliver this project to completion and handover to the Parish Council.

Component	Component description	Comment	Costs (£)



		Total Cost £	

FREEDOM OF INFORMATION

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this Tender that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

Insert specific Information here if applicable



SIGNATURE AND DATE

Request for tender for an **OUTDOOR CROSS TRAINING MULTI USE FITNESS SPORTS PITCH WITH RUNNING TRACK LOCATED AT THE RECREATION GROUND, MAIN ROAD, HACKLETON, NORTHAMPTON NN7 2AB**

I, the hereby, declare by marking an X in the box:	
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- That the information provided is complete and accurate;
- To be subjected to the terms and conditions set out in a conditions of contract to be agreed
- That no works/goods/supplies/services will be delivered or undertaken until both parties have executed a formal contract documentation and an instruction to proceed has been given by the Parish Council in writing.

Name	
Position Held	
Date	

