



Invitation
To
Tender

Skate/Bmx Provision in Macclesfield
South Park Skate/Bmx Area

Tender for Provision of South Park Skate/Bmx Area

Part C

Section 5

Tender Documentation Schedules

Tender for Provision of South Park Play Area

TO: M. Hodgkinson
(Technical Officer)
Macclesfield Borough Council
Town Hall
Macclesfield
SK10 1DX

In accordance with the Council's General and Further Conditions of Tender and the Specifications forwarded herewith, I/We hereby offer and undertake on the acceptance of this tender for Provision of South Park Skate/Bmx Area including the design, supply and installation of materials/components/equipment to the order of Macclesfield Borough Council for the sums shown.

Element	Cost	Notes
A concrete skate/bmx street/bowl plaza park: approx 500sqmin size, outline design/drawing to be included		
Brief Specification (Ver 1.0) 1.0 Skatepark design and construction to comply with Draft Standard prEN 14974:2005, Facilities for users of roller sports equipment – Safety requirements and test methods. Concrete to be minimum grade C35, BS8110 standard 2.0 Fully compacted using internal or external vibrators. Surface finish to be power floated or similar standard suitable for skateboards, roller skates, inline skates and bmx cycles. 3.0 Minimum concrete cover to steel reinforcement to be 40mm. 150mm of concrete which meets a <u>minimum</u> of 45N strength. 8mm rebar throughout -mesh and bar compacted base of type 1. 4.0 Any brickwork or blockwork to be solid, fairfaced where visible and constructed using min 1:1:6 mortar. 5.0 No accessible voids beneath the construction. 6.0 All horizontal surfaces to have a min fall		

<p>of 1:100 to shed rainwater and be constructed flat to eliminate ponding.</p> <p>7.0 Metal copings to be used at top of all ramps, half pipes, half bowls and on grinding edges and hips. Copings to be circular tube or section of circular tube firmly attached and embedded to the top of the riding surface.</p> <p>8.0 All metal barriers, handrailing, copings, grinding edges, rails, or other exposed metalwork to be galvanized, stainless steel or non-ferrous. All perimeter to be levelled with soil (no step/drop off hazards)</p>		
Materials – please itemise		
A suitable Roof/canopy structure – a separate budget is available for this to cover the bowl area, outline design and drawing to be included and quote.		
Landscaping finish to surrounding /interior area of skate/bmx park– please itemise- outline design and drawing to be included. Description of how excavated soil maybe reused on site.		
Labour, other – please itemise		
Additional costs – please itemise		

Tendered prices are plus VAT if applicable, at the prevailing rate at the time of the undertaking of the service.

The prices tendered are firm for the first 12 months from award of the contract and then will be subject to increase in line with Construction Industry Indexation

I/We agree that this tender shall remain open for acceptance for 40 days from the release of tender.

I/We further undertake to execute a Deed of Contract on a form to be prepared by the Head of Legal Services and to provide satisfactory sureties for the due performance of same.

I/We apply to be considered to Provision Skate/Bmx Area including the provision and installation of equipment to the order of Macclesfield Borough Council and certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the tender. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

2. Questionnaire

Insert any further relevant questions

It is essential that the following information be provided:

Company name	
Company address	
Tel No	
Fax No	
Email	
Website	
Signed	
Print Name	

Designation	
Date	
Tender Ref	

Part C

Section 6

Supplier Questionnaire

Important Information to Suppliers

In order to enable Macclesfield Borough Council to fully evaluate your tender submissions please complete the following questionnaire.

The questions asked are intended to elicit sufficient information to determine which suppliers should be selected to proceed to the shortlist and it is therefore important that, as a potential supplier, you answer all of the questions as fully as possible.

Please note: Your application may be prejudiced if relevant questions are not answered, or if documents requested are not supplied, and the evaluation panel reserves its right to reject as ineligible any incomplete submissions.

If you require any assistance in completing this questionnaire please contact

Contact : Pete Thompson, Procurement Officer

Tel : 01625 500500

e-mail : p.thompson@macclesfield.gov.uk

Instructions for completing the questionnaire

1. This questionnaire duly completed must be submitted together with the tender document in an envelope marked " Tender for Provision of South Park Skate/Bmx Area " to reach

**M.Hodgkinson
Technical Officer
Macclesfield Borough Council
Town Hall
Macclesfield
SK10 1DT**

Monday the 26th Januaruy 2009

2. Please insert all of your answers in the spaces provided following each question. Should you need to provide supplementary sheets for your response, please ensure the sheets are numbered to correspond with the questionnaire for reference purposes.
3. All enclosures and supporting documents must be clearly marked with the sections and questions to which they relate and be submitted at the end of the questionnaire in numeric sequence.
4. Do not include general marketing or promotional material from your organisation as responses to any of the questions unless specifically requested to do so.

Questionnaire

Name of person dealing with this submission	
Full name	
Position	
Telephone	
Fax	
E-mail	
Signature	
Date	

SECTION ONE: Identity of applicant

1.1	Full name of organisation making the application
1.2	Main address for correspondence
1.3	Registered Office (if different from above)
1.4	Is your organisation a private limited company, partnership or other ? Please specify
1.5	If a limited company please state the company's registered number
1.6	If a member of a group of companies please give the name and address of the holding company and all its other subsidiaries
1.7	Would your ultimate holding company be prepared to guarantee your contract performance as its subsidiary
	YES / NO
1.8	If a partnership please state when the partnership was formed
1.9	If the partnership is a member of a group including other firms please give full details of other firms within the group and a structure of the group

1.10	Please list the full names of every Director, Partner, Principal, Associate and the Company Secretary

SECTION TWO: Organisational Capacity and Ability

2.1	For how long has your organisation been carrying on business in the type of work for which it is now applying?
2.2	Please provide a detailed description of the principal activities in which your firm is involved.
2.3	Please supply details of the number of staff employed by your organisation and the approximate number of staff engaged in the provision of services in areas related to your bid. Please provide staffing structure
2.4	Has the organisation or any of its staff who would be maintaining the contract, committed a criminal offence relating to the conduct of your business or profession? If yes, please give details
2.5	Please provide details of your organisation's Employment and Training Policies.
2.6	Do you anticipate using the services of subcontractors in the operation of the proposed solution required to deliver the required service facility or any aspect of it. If yes please give details.
2.7	Has your organisation ever had a similar contract or agreement terminated or been terminated by agreement? If yes, please give details.
2.8	Has your organisation not had a similar contract or agreement renewed for failure to perform to the terms of a contract? If yes, please give details.
2.9	Has your organisation ever had to pay financial penalties in respect of a failure to perform to the terms of the contract? If yes, please give details

2.10	Is your organisation quality assured under ISO 9001:2000 or other equivalent standards for ensuring reliability, consistency & commitment to quality supply? If yes, please supply copies of the certificates
2.11	If the answer to 2.10 is no, are you seeking certification. If yes, when do you anticipate achieving certification
2.12	If you are not seeking certification, please provide details of quality systems in place in your organisation. How do you assure quality both within your organisation and with regard to output?
2.13	Does your organisation have a Quality Policy statement? If yes, please forward a copy
2.14	Please provide details of the way in which your organisation involves customers in either delivery, monitoring or management of your service and how your organisation deals with complaints
2.15	Is any work being undertaken or likely to be undertaken by your organisation which could give rise to any conflict of interest? If yes, please give details of how you propose to resolve these conflicts of interest

SECTION THREE: CUSTOMER REFERENCE SITES

3.1	Please provide details of three referees, from similar organisations you are currently supplying or providing a service of an equivalent value or similar nature as that for which this application is being made.			
	Written references will be requested prior to any award of business.			
		Reference 1	Reference 2	Reference 3
	Company / Authority name and address, telephone number and contact			
	Goods or services provided			
	Estimated annual business value			

	Length of time that you have been trading with this company			
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SECTION FOUR: Financial Details

4.1	Please state the full name and contact details of the person in your organisation who will be responsible for financial matters relating to this contract.
4.2	Please enclose copies of your organisation's audited accounts and annual reports for the last 3 years. This should be submitted with your hard copy and include: Balance Sheet, Profit and Loss Account, full notes to the accounts, Director's Report/Auditor's Report.
4.3	If your organisation's accounts and annual reports are consolidated into those of your parent organisation or group, then for each of the last three years please provide for your organisation, your turnover, profit before tax and net assets.
4.4	If the accounts submitted are for a year end more than 10 months ago can you confirm the trading position now is similar, and if not please provide details
4.5	Please supply the name and address of your firm's bankers and confirm in writing if it is acceptable for the Council to obtain a reference from them. See Appendix 1
4.6	Please supply your VAT registration number.
4.7	Please give details of any outstanding claims or litigation against your organisation.

SECTION FIVE : METHOD STATEMENTS

5.1	Please provide a Method Statement detailing how your organisation intends to carry out the Service in accordance with the Council's requirements, detailing how the contract will be delivered and in what timescale.
5.2	Please provide details of the way in which your organisation engages its clients in the delivery, monitoring & management of your service.

SECTION SIX: Insurance

NOTE: Please provide an up-to-date copy of relevant policies : **Enclosed YES / NO**

6.1	Please give details of your organisation's Employers Liability Insurance. This should be a minimum of £10 million in respect of any one claim.	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
	Policy excesses:	
6.2	Please give details of your organisation's public liability (third party) insurance. This should be a minimum of £5 million in respect of any one claim.	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
	Policy excesses:	
6.3	Please give details of your organisation's professional liability insurance. This should be a minimum of £5 million in respect of any one claim.	
	Insurer:	
	Address of insurer/broker:	
	Policy number:	
	Expiry Date:	
	Limit of indemnity:	
	Policy excesses:	

SECTION SEVEN: EQUAL OPPORTUNITIES

Notes: For non-UK based applicants it is permissible to give details of equivalent equal opportunities policies operated by your organisation based on your own national legislation

The Secretary of State under 18(5) of the Local Government Act 1988 has prescribed the following questions and descriptions of evidence.	
7.1	Does your organisation have an Equal Opportunities Policy or statement? Please provide a copy.
7.2	Please provide details of how this policy is promoted and implemented.
7.3	How does your company comply with the Disability Discrimination Act 1995?
7.4	How does your company comply with the Equal Pay Act 1975?
7.5	How does your company comply with the Sex Discrimination Act 1975?
7.6	Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976 and accordingly, your practice not to treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in relation to decisions to recruit, train or promote employees?
7.7	In the last three years, has any finding of unlawful discrimination i.e. sex, disability or race discrimination been made against your organisation by any court of law or industrial tribunal? If so please provide details.

SECTION EIGHT: HEALTH & SAFETY

Notes: For non-UK based applicants it is permissible to give details of equivalent health and safety policies operated by your organisation based on your own national legislation

8.1	Please give name and title of person responsible for health and safety within your organisation.
8.2	Please enclose a copy of your organisation's Health & Safety Policy and / or other declaration, information or instruction issued by your organisation, to protect the health & safety of your employees and service users.
8.3	Please provide details of how your health and safety policies and procedures are communicated to your employees and administered within your organisation.
8.4	Provide details of your organisation's Health & Safety Training for employees.
8.5	In the last three years has your organisation been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation, or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards? Please provide details.
8.6	Have any fatal accidents occurred to any employees, subcontractors whilst working for you, or members of the public in connection with your work in the last 5 years? If yes please provide details
8.7	Do you use the services of a competent health and safety professional and, if so, please state the individuals or organisation's name, qualification and experience.
8.8	Please enclose a copy of your Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work Etc. Act 1974. This should include details of: A) How Health and Safety Policies and procedures are conveyed to the workforce. B) The induction and/or safety-training employees receive before undertaking tasks. C) The procedures for the reporting and recording of accidents, occupational ill health and dangerous occurrences. D) The procedures to be followed in case of emergency
8.9	Will safety performance records be made available to the Council
8.10	Do you agree to allow Council officers access to your premises for the purpose of inspection in connection with health and safety matters?
8.11	Please provide a copy of two recent risk assessments together with any relevant control measures introduced as a result of these assessments

SECTION NINE; Employment

9.1	Please submit details of qualifications of staff, which are relevant to the work, which is the subject of this tender.
9.2	Does your organisation have a specialist unit, which deals with public sector work? If yes, please submit details of the staffing and expertise of this unit
9.3	Please state the number of employees in your organisation engaged in the specific type of work for which you are applying. Identify the number of staff actively supporting the solutions being recommended.

SECTION TEN: Environmental

10.1	Does your organisation have an environmental policy statement committing the organisation to a programme of improvement in its environment? If yes please enclose a copy of the policy
10.2	Does your organisation recycle waste? If yes please attach details
10.3	<p>Potential tenderers are requested to state what actions their organisation is or will be taking to reduce any harmful effects their products or services may be having on the environment.</p> <p>For example:</p> <p>What steps have you taken to reduce packaging?</p> <p>How are you reducing vehicle journeys and or emissions?</p> <p>Are you registered or working towards registration for ISO 14001 or BS7750?</p> <p>Have you taken action to reduce energy use?</p> <p>Have you taken any steps to reduce waste or toxins in the manufacture of your product, or worked with suppliers to make such reductions?</p> <p>Others</p> <p>Please attach details.</p>

When you have completed the questionnaire, please ensure that:

- You have fully answered all appropriate questions
- You have enclosed all documents requested
- You have read and signed the declaration below

SECTION ELEVEN: Declaration

The undertaking should be signed by the applicant, a partner, or authorised representatives in their own name if on behalf of a company.

I/We apply to be considered to Provision South Park Skate/Bmx Area to the order of Macclesfield Borough Council.

In completing this questionnaire, I confirm that my organisation has considered the accompanying information and certify that my organisation is interested in performing the services set out in it. I/We also understand that in the event of the Council entering into a contract with me/us the answers to the questions set out in this questionnaire will be binding upon me/us and any misrepresentation may lead to termination of the contract and a claim for damages.

I/we confirm that my organisation is able to provide the necessary service in accordance with the supplied information.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the questionnaire. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

I/We certify that we will assist in any reasonable request from the Council to ensure that the Council complies with the Freedom of Information Act 2000.

I/We certify that we have requested information concerning this contract for the sole purpose of preparing a genuine tender. I/We agree that we will maintain confidentiality of the information provided by the Council, which remains the property of the Council, and will not reveal it to any third party, except for the purpose of preparing our tender. In the event that we do not submit a successful tender, I/we will return to the Council as appropriate all the information that has been provided and certify that we have destroyed any working or other copies made for the purpose of preparing the proposal. I/We understand that failure to comply with these requirements may disqualify me/us from any future contracts with the Council.

I/We understand that the Council is not obliged to accept any proposal submitted, or to enter into a contract with any contractor and that I/we have no claim on the Council for any costs or expenses incurred in applying for inclusion in the list of tenderers or preparing a tender.

I/We confirm that I/we have read thoroughly all documentation issued by or on behalf of the Council in respect of the proposed Contract, and that no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or completeness of any of the information contained in such documentation or otherwise provided by or on behalf of the Council (in writing or otherwise) to me/us or my/our advisors and no responsibility or liability is or will be accepted by the Council or by any of its members, officers, employees, agents or professional advisors in relation to such information.

Signed for and on behalf of the organisation:

Signature	
Position	
Name of organisation	
Date	

Appendix 1

Standard Bank Reference Authority

(To be typed on company notepaper and signed by an authorised person)

The Manager

..... Bank Plc,

.....

.....

.....

Insert Date

Dear Sir/Madam

Bank Reference for Macclesfield Borough Council

Our Organisation holds a number of accounts at your branch under the following reference(s)

.....
.....
.....
.....
.....

We have been asked to provide a bank reference to the above Council.

This letter hereby authorises you to provide full details of our accounts to Macclesfield Borough Council, together with a history of our banking record over the previous three years. It also authorises you to answer such questions that the Council may ask for the purpose of assessing the financial and economic standing required of service providers to the Council.

Yours faithfully