



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

COMPETITIVE QUOTATION (NON-TENDER) FOR:

The supply and installation of tarmac paths, entrance gate improvements and street furniture at Fairhill Playing Field, Penrith, CA11 8RA

QUOTATION DEADLINE:

12 noon Friday 06 March 2020

TO ADDRESS:

**Unit 1, Church House, 19-24 Friargate, Penrith,
Cumbria, CA11 7XR**

Your response to this invitation to submit a competitive quotation must be received up to the closing time on the date and in the place shown above.

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- C Northern Gas Network Plan
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- E Fairhill Annotated Plan
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1. General Requirements

- 1.1 Penrith Town Council (Council) is seeking reputable contractors to install new tarmac paths, entrance gate improvements and street furniture at Fairhill Playing Field, Penrith, Cumbria on the provisions as set out in this document.
- 1.2 The location of the site is Fairhill Playing Field, Salkeld Road, Penrith, Cumbria, CA11 8RA.

2. Competitive Quotations

- 2.1 This document must be treated as private and confidential. You must not disclose the fact that you are submitting a competitive quotation nor release details of this document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing the quotation.
- 2.2 The Contractor is required to submit a competitive quotation for the works detailed within this document and in accordance with the Specification.
- 2.3 The competitive quotation for the works must be returned and submitted in a sealed envelope, for the attention of the Town Clerk and returned to:

The Town Clerk
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

By no later than 12 noon, Friday 06 March 2020

- 2.4 Prices shall be valid for a minimum period of 120 days after the closing date.
- 2.5 The Council has in its sole discretion, the unfettered right to:
 - Accept any competitive quotation;
 - Reject any competitive quotation;
 - Reject all competitive quotations;
 - Accept a competitive quotation which is not the lowest price;
 - Reject a competitive quotation even if it is the only quotation received;
 - Split the requirements between one or more bidders.
- 2.6 The Council will acknowledge receipt of all accepted quotations within 14 days of the closing date.
- 2.7 The Council does not bind itself to accept the lowest price or any quotation, and it reserves the right to accept or decline any quotation without explanation. The company shall not have any claim for expenses incurred in the preparation of this quotation.

3. Terms of Engagement

- 3.1 The acceptance of a competitive quotation by the Council shall form the basis of a binding contract which shall be governed by English Law.
- 3.2 The Council will issue a purchase order number to the contractor to confirm appointment and acceptance of the competitive quotation.
- 3.3 This document, together with the drawing/s, specifications, and any correspondence made to clarify the Contractor's quotation shall form the contract documentation.
- 3.4 The 'Council's Representative' shall mean Ian Parker (or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor). All competitive prices shall be sent to the Town Clerk using the details set out in paragraph 2.3.
- 3.5 Any queries or correspondence relating to this document and the scheme of works should be directed to:

Ian Parker
Services and Contracts Manager
Penrith Town Council
Unit 1, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Email: scmanager@penrithtowncouncil.co.uk
Tel: 01768 425998

4. Description of the Works and Notes for Pricing

4.1 The Works

- 4.1.1 The works comprise of the installation of new tarmac footpaths, entrance gate improvements and street furniture at land known as Fairhill Playing Field, Salkeld Road, Penrith, Cumbria, CA11 8RA as set out further in Section 9.

4.2 Site Description and Access

- 4.2.1 Fairhill Playing Field is an area of public open space located on the fringes of Penrith, which has residential property overlooking the site. The site is used for informal recreation and public enjoyment. The field including the play area site is not flat and gently slopes from east to west.
- 4.2.2 Interested Contractors are advised to visit the site in order to familiarise themselves with the field and the surrounding environment.
- 4.2.3 The Councils representative is available to meet interested Contractors, given enough notice, as set out in paragraph 5.1.
- 4.2.4 Access shall be off Inglewood Road entrance, or the Salkeld Road entrance.
- 4.2.5 The working area shall be agreed with the Contractor prior to works commencing, where all areas for storage and welfare will be agreed.

4.3 Drawings

The following drawings are included within the Appendices to this document:

- A. Site plan

- B. Electricity North West Utility Plan
- C. Northern Gas Network Utility Plan
- D. United Utilities Utility Plan
- E. Fairhill Annotated Plan
- F. Fairhill Entrance Guidance Plan

4.4 **Working Hours**

Working hours shall be limited to 08.00-18.00 Monday to Friday. Weekend working hours shall be subject to approval by the Council.

4.5 **Labour, Plant, Materials**

- 4.5.1 The Contractor will provide all labour, materials, fuel, water, carriage, plant, tools and machinery in order to execute the works.
- 4.5.2 It is the responsibility of the appointed Contractor to guarantee that all its sub-Contractors (where applicable) will comply with all the requirements and terms and conditions set out herein.

4.6 **Disposal of Waste and Litter**

- 4.6.1 The Contractor must ensure that all waste materials and litter produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers License. The provision of skips is permitted. There must be no burning of litter or vegetation on the playing field.

4.7 **Health, Safety and Welfare**

- 4.7.1 The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.
- 4.7.2 The successful Contractor must submit to the Council copies of all insurances and site-specific risk assessments and method statements ahead of any works commencing on site.
- 4.7.3 The Council is unable to offer any welfare facilities at this site. The Contractor will need to allow for the provision of any facilities required for the works. There is ample space to accommodate a welfare and secure storage area where all materials, plant and facilities can be contained.
- 4.7.4 The Contractor's working area must be fenced off or appropriately signed throughout the duration of the works for the protection of the public.

4.8 **Existing Services Across the Site**

- 4.8.1 It shall be the responsibility of the Contractor to make enquiries with utility companies in respect of the development site. Contractors should note the presence of utilities in the vicinity of the working area.
- 4.8.2 The Council has enclosed as part of the appendices the PDF screen shot drawings for:
 - Electricity North West Utility Plan
 - Northern Gas Network Utility Plan
 - United Utilities Utility Plan

4.8.3 Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the site.

4.9 Timetable and Monitoring

- 4.9.1 The successful Contractor will agree a construction timetable with the Council following the award of order, and as such the timetable set out in the Programme of Works section should be used as a guide only.
- 4.9.2 The Contractor may be required to attend review meetings with the Council's supervising officer, at his discretion to discuss performance.

4.10 Environment and Reinstatement

- 4.10.1 The Council is committed to environmental improvement through environmental protection and sustainable development into its decision-making processes in respect of both the execution of its core functions and responsibilities, and the management of day-to-day operations. Contractors should:
- Reduce the amount of packaging and recycle packaging as appropriate.
 - Remove all packaging and dispose of all waste in an environmentally friendly manner.
- 4.10.2 The Contractor must make reasonable effort to protect the surfaces when transporting plant and equipment during the execution of the works. All existing grassed areas (including areas used by the Contractor for access, vehicle movements and storage) shall be reinstated to the satisfaction of the Council upon completion of the works. Reinstatement shall be taken to include the placing of grade 1 topsoil and grass seed as required.

5. Programming of the Works

- 5.1 Site viewing meetings can be arranged with interested Contractors and a representative of the Council between the **Wednesday 05 February and Friday 28 February 2020.**
- 5.2 Competitive quotations shall be received by the Council no later than **12 Noon on Friday 06 March 2020.**
- 5.3 **LATE SUBMISSIONS WILL NOT BE ACCEPTED.**
- 5.4 The Council will inform the successful contractor by **Friday 20 March 2020.**
- 5.5 A prestart meeting shall be scheduled between the Council and the Contractor. A pre works photo survey will be undertaken prior to commencement of works. A start date will be scheduled at this meeting.
- 5.6 *The works will follow on from a new play area installation which is scheduled to be completed by 31 May 2020. A play contractor has been issued the work and finalised dates are still to be agreed.*

6. Payment for the Works

Payment shall be by measure and value and paid on presentation of invoices.

7. Insurances Required

- 7.1 The Contractor shall provide insurance for the Works.
- 7.2 The Contractor shall provide Public liability insurance (persons and property) up to the value of £10,000,000 for any single incident and for an unlimited number of incidents.
- 7.3 The Contractor shall provide evidence of the insurances before undertaking any works on site.

8. Standards of Materials, Workmanship and Accreditation

- 8.1 All materials and workmanship shall conform to relevant British standards.

9. Specification

9.1 Entrance Sign

Remove the existing entrance sign and two steel posts and set aside for reuse. Reinstall at location to be agreed. (Salkeld Road entrance)

9.2 Tarmac Paths

The Council is requiring tarmac footpaths that link the refurbished play area with the existing entrance to Fairhill Playing Field off Salkeld Road. The footpaths shall be constructed as follows:

- Excavate to a depth 160mm
- 100mm MOT Type 1 sub-base
- 40mm depth of 20mm binder course
- 20mm depth of 6mm hardstone surface course
- Concrete pin kerb laid on concrete bed and haunch
- Minimum fall of 1:60.
- Finished path width 1.5m
- All spoil to be removed from site

9.3 Renovate Existing Gates

Renovate 2No pedestrian gates at Salkeld Road and Inglewood Road entrance. Remove gates, scrape, clean, prime and repaint in metal paint, colour black. Reinstall gates upon completion.

9.4 Salkeld Road New Entrance Gates and Fencing

The Council is requiring new fencing and a mobility gate to be installed at the Salkeld Road entrance to create a safe and protected access from the highway. The fencing and gates to be as supplied and installed as follows:

- 1No two-way self-closing mobility gate supplied by Centrewire Ltd. Product name 'Milton Keynes – 2 Way'. Product Code XX F010 2003 04 + PPC, width 1500mm. Polyester Powder Coated colour Black.

Estate fencing, galvanised steel with powder coating finish in colour black. Finished height 1200mm. Box section posts with decorative 'ball' finish.

9.5 **Bike Stands (2No)**

Supply and install 2No stainless steel 'Sheffield' bike stands, root fixed into the ground. Set 800mm apart. 1No senior stand measuring 800mm and 1No junior stand measuring 600mm.

9.6 **Plinths and Street Furniture**

Install 2No concrete plinths to accommodate new 'Lowther' seat. Plinth dimensions length 3000mm x width 1100mm x 100mm depth. All spoil to be removed from site.

Install 2No seats. **'Lowther' seats to be supplied by the Council.**

Install 2No wheelchair accessible picnic tables. **Picnic tables to be supplied by the Council.** To be installed on tarmac surface adjacent to the play area (3.2mx2.2m for each). (see surface specification 9.2 and Fairhill Annotated Plan)

10. Submission of Competitive Quotation

The Contractor shall submit the following documents:

- I. Competitive Quotation form with prices clearly shown and itemised
- II. Copy of Insurances.

11. Fairhill Site Improvements, Competitive Quotation Form

We hereby provide our fixed price quotation ex VAT to complete the works at Fairhill Playing Field.

	Description	Unit	Quantity	Rate	Total
1	Insurance of the Works	Item	1		
2	Site Prelims including compound, welfare, and fencing.	Item	1		
3	Entrance Sign (9.1) Remove entrance sign, reinstall at later point	Item	1		
4	Tarmac Paths (9.2) Install tarmac paths and surfaces including connecting path, entrance area and area for picnic tables.	Item	1		
5	Renovate Existing Gates (9.3) Remove, renovate and reinstall existing entrance gates.	Item	1		
6	Salkeld Road New Entrance Gate and Fencing (9.4) Supply and install new entrance gate and estate fencing.	Item	1		
7	Bike Stands (9.5) Supply and install new bike stands	Item	2		
8	Plinths and Street Furniture (9.6) Install new concrete plinths for seats and install 'Lowther' seats.	Item	2		
9	Plinths and Street Furniture (9.6) Install new picnic tables. (surfacing priced in item 4 (9.2))	Item	2		
10	Removal of spoil.	Item	1		
11	Reinstatement	Item	1		
				Total	

Sign below once you are satisfied that you have completed the form correctly

I declare that the information given in this quotation is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the quotation on their behalf.

You required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Completed by:

Company:

Date:

GDPR 2018 AND RECORD RETENTION:

All documents will be treated in confidence and retained securely.

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
General quotations/tenders	6 years	Limitations Act 1980 as amended

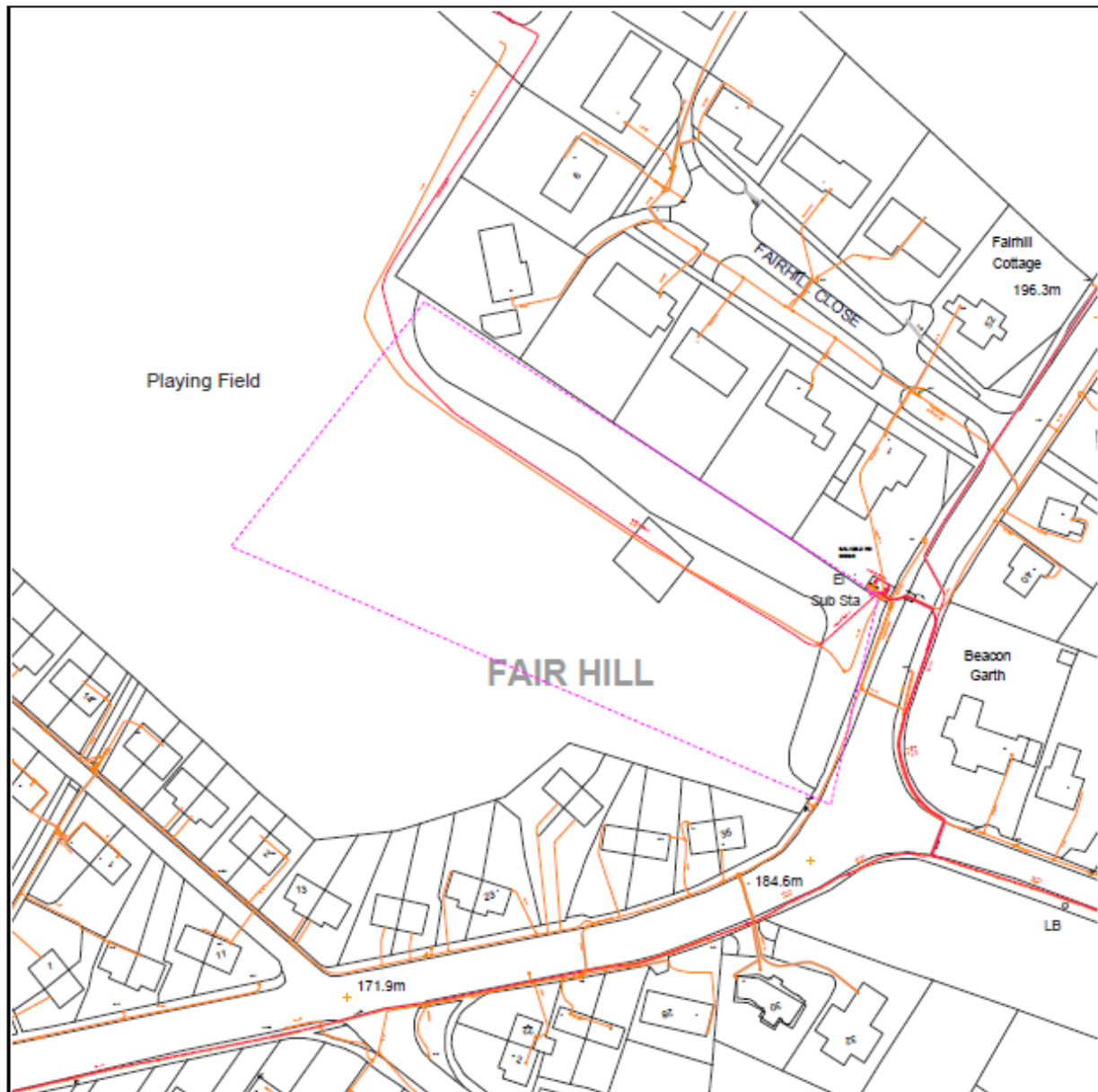
APPENDICES

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APPENDIX A – SITE LOCATION PLAN

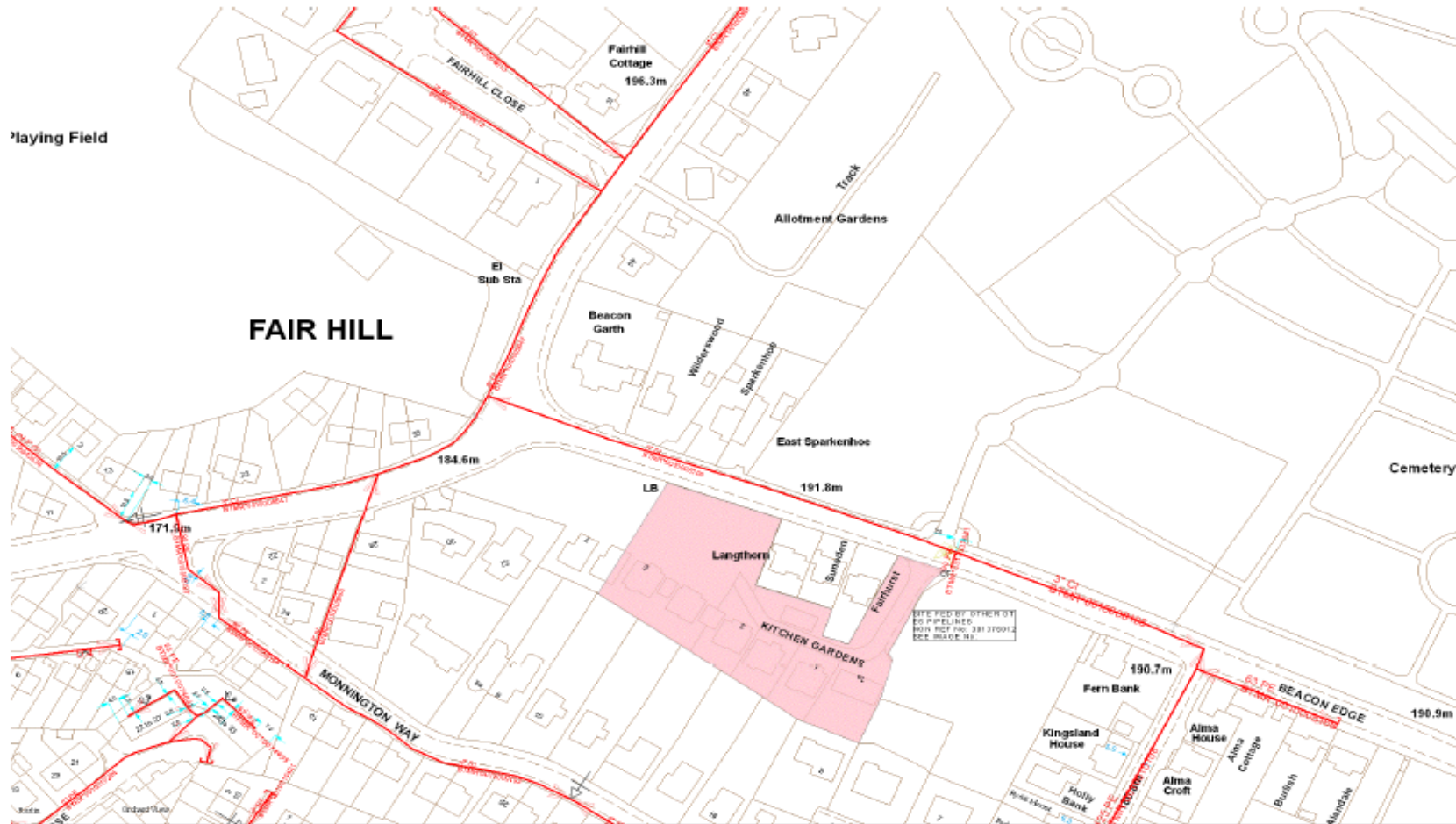


APPENDIX B – ELECTRICITY NORTH WEST



<p>Requested by: Emily Rainsley Company: Eden District Council Date Requested: 02/08/2017 Job Reference: 10936574 Your Scheme/Reference: Fair Hill play groun</p>	<table border="1"> <thead> <tr> <th>Operating Voltage</th> <th>Colour Code</th> <th>Line Colour</th> </tr> </thead> <tbody> <tr> <td>132kV</td> <td>Black</td> <td></td> </tr> <tr> <td>33kV</td> <td>Green</td> <td></td> </tr> <tr> <td>22kV-25kV</td> <td>Yellow</td> <td></td> </tr> <tr> <td>11kV</td> <td>Red</td> <td></td> </tr> <tr> <td>6kV-6.6kV</td> <td>Blue</td> <td></td> </tr> <tr> <td>1kV-6kV</td> <td>Violet</td> <td></td> </tr> <tr> <td>LV</td> <td>Orange</td> <td></td> </tr> <tr> <td>Unknown Voltage</td> <td>Brown</td> <td></td> </tr> </tbody> </table>	Operating Voltage	Colour Code	Line Colour	132kV	Black		33kV	Green		22kV-25kV	Yellow		11kV	Red		6kV-6.6kV	Blue		1kV-6kV	Violet		LV	Orange		Unknown Voltage	Brown		
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1kV-6kV	Violet																												
LV	Orange																												
Unknown Voltage	Brown																												
<p>Dig Sites: Area Line </p>	<p>Unless otherwise indicated the depth of Electricity North West Limited cables are in accordance with NUG (450mm for Low Voltage & 600mm for 11kV cables) 33kV and 132kV cables are laid at depths as marked. The depth and positions of Electricity North West Limited equipment was accurate as shown when the equipment was installed. However third parties may have altered the level & other reference data. Therefore Electricity North West Limited accept no responsibility for the position of Electricity North West Limited equipment being different from shown. No person, body or company, shall be relieved from liability for damage caused to Electricity North West Limited equipment by reason of being located differently to the indicators on this drawing. Service cables are not necessarily shown but must be assumed to exist to all premises, streetlights and signs. There may be other Electricity North West Limited apparatus in the vicinity which is not indicated on the cable records. Other apparatus may also be present which is owned by a third party other than Electricity North West Limited.</p> <p>Reproduced from or based upon Ordnance Survey's map with the permission of Her Majesty's Stationary Office. Crown Copyright Reserved. LICENCE No. 100017852. Unauthorised reproduction may lead to Prosecution or Civil Proceedings.</p> <p>Reference should be made to HSE Guidance, HSG(G)47 "Avoiding Danger from Underground Services" and G26 "Avoidance of Danger from Overhead Power Lines".</p> <p>Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington WA3 5UG. Registered in England and Wales. Registered No 02366949</p>	<p>Data Management Electricity North West Linley House Dickinson Street Manchester, M1 4LF Phone: 0800 195 4141 Email: planrequest@enwl.co.uk</p> <p>Scales on A4 paper: 1:1250 Area dig site 1:250 Line dig site</p>																											

APPENDIX C – NORTHERN GAS NETWORK

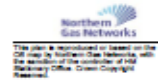


Title: Fair Hill playground extension
 Scale: 1:1250
 Date: 01/02/2023
 Grid Ref: 91425 91228
 Internal Use Only

Blue	Low Pressure	Abandoned Pipe 1
Red	Medium Pressure	Abandoned Pipe 2
Green	High Pressure	
Yellow	High Pressure	

Scale in metres: 0 5 10 20 30 40
 Scale in feet: 0 10 20 30 40

This plan shows the gas pipes owned by Northern Gas Networks or the relevant Gas Distribution Network in their role as Licensed Gas Transmitters (LGT). Gas pipes owned by other LGTs or otherwise privately owned, are not shown on this plan. Information with regard to such pipes should be obtained from the relevant owners. The information shown on this plan is for information only and does not constitute a contract. Before any works, which require excavation, are carried out, the presence of any gas pipes should be ascertained. The liability of any third parties is accepted by Northern Gas Networks. The relevant Gas Distribution Network or their agents, remains in control for any work or excavation. Such digging operations, in accordance with HSE/CDR, should be used to verify and establish the actual position of pipes, pipes services and other structures on site before any excavation starts to avoid it is your responsibility to ensure that this information is provided to all persons (after direct labour or consultancy) working for you or your main gas supplier. The information included on this plan should not be released to anyone for a period of 28 days from the date of issue.



APPENDIX D – UNITED UTILITIES

UU Maps for Safe Dig



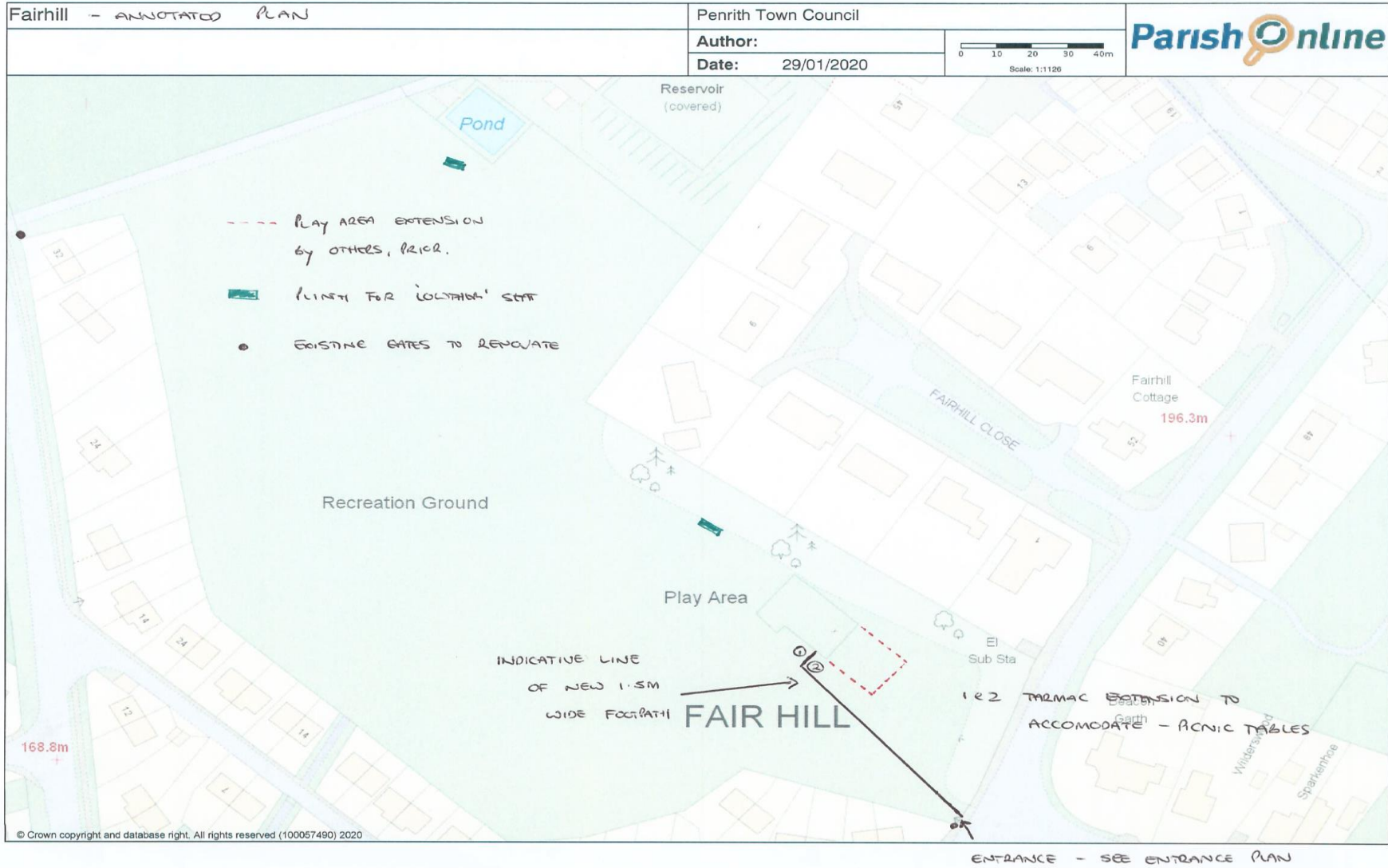
Extract from maps of United Utilities' Underground Assets

The position of the underground apparatus shown on this plan is approximate only and is given in accordance with the best information currently available. The actual positions may be different from those shown on the plan and private service pipes may be shown by a blue broken line. United Utilities Water will not accept liability for any damage caused by the actual position being different from those shown.

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APPENDIX E – FAIRHILL ANNOTATED PLAN



APPENDIX F – FAIRHILL ENTRANCE GUIDANCE PLAN

Fairhill Playing Field, Entrance Requirements

Plan for Guidance, Not to Scale

