

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

QUOTATION FOR:

Installation of self-binding gravel footpath and street furniture at Thacka Beck Field, Penrith, CA11 8HZ

QUOTATION DEADLINE:

12 noon Thursday 10 November 2022

TO ADDRESS:

Penrith Town CouniclUnit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

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

CONTENTS

- 1.0 General Requirements
- 2.0 Quotations
- 3.0 Terms of Engagement
- 4.0 Description of the Works and Notes for Pricing
- 5.0 Programming of the Works
- 6.0 Payment for the Works
- 7.0 Insurances Required
- 8.0 Standards Materials & Workmanship
- 9.0 Specification
- 10.0 Submission of Quotation
- 11.0 Quotation Form

APPENDICES

- A Site Location Plan and Indicative Line of Path
- B Path Specification Drawing
- C Northern Gas Network Plan
- D Electricity Northwest Plan
- E United Utilities Plan

1. General Requirements

1.1 Penrith Town Council (Council) is seeking reputable contractors to install a self-binding gravel footpath, concrete plinths and street furniture at Thacka Beck Field, Penrith, CA11 8HZ on the provisions as set out in this document.

2. Quotations

- 2.1 This document must be treated as private and confidential. You must not disclose the fact that you are submitting a 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 quotation for the works detailed within this document and in accordance with the Specification.
- 2.3 The quotation for the works must be returned and submitted in a sealed envelope, for the attention of the Services and Contracts Manager and returned to:

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

By no later than 12 noon, Thursday 10 November 2022

- 2.4 Prices shall be valid for a minimum period of 90 days after the closing date.
- 2.5 The Council has in its sole discretion, the unfettered right to:
 - Accept any quotation.
 - · Reject any quotation.
 - Reject all quotations.
 - Accept a quotation which is not the lowest price.
 - Reject a 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 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 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).

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.gov.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 a new 2.5metre wide self-binding gravel footpath which connects the entrance at Tynefield Drive with the A686 Carleton Avenue and three concrete plinths and seats at land known as Thacka Beck Field, Penrith, Cumbria, CA11 8HZ as set out further in Section 9.

4.2 **Site Description and Access**

- 4.2.1 Thacka Beck Field is an area of public open space located off the A686 at Carleton Avenue. The field has residential property overlooking the site alongside Tynefield Drive. The site is used for informal recreation and public enjoyment.
- 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 the A686 Carleton Avenue where there is a hard standing area for plant and vehicles.
- 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 showing indicative line of the footpath
- B. Cross Section of path construction design
- C. Electricity Northwest Utility Plan
- D. Northern Gas Network Utility Plan
- E. United Utilities Water Utility 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. The provision of skips is permitted. There must be no burning of litter or vegetation on the 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 Contractors should note the presence of utilities in the vicinity of the working area including water, gas and electric utilities. It shall be the responsibility of the Contractor with the support of Council to make enquiries with utility companies in respect of the development site.
- 4.8.2 The Council has enclosed as part of the appendices the PDF screen shot drawings for:
 - Northern Gas Network Utility Plan
 - Electricity Northwest 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) or other required methods, to complete a utilities survey of the site.
- 4.8.4 Contractors should follow any guidance issued by the Utility Companies to ensure safe operation and refer to HSG47 Avoiding Danger from Underground Services as issued by the Health and Safety Executive (www.hse.gov.uk)

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-today 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.
 - Procure materials and supplies as locally as possible.
- 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 levelling out land, ruts and indentations, the placing of topsoil and grass seed as required.
- 4.10.3 The Council will work with the contractor in a proactive manner to seek to minimize damage to the field by agreeing flexible deadlines, weather windows and agreed breaks in the works if required.

5. Programming of the Works

- 5.1 Site viewing meetings can be arranged with interested Contractors and a representative of the Council (subject to availability) between **Monday 10**October and Friday 04 November 2022.
- 5.2 Quotations shall be received by the Council no later than **12 Noon on Thursday 10 November 2022.**
- 5.3 LATE SUBMISSIONS WILL NOT BE ACCEPTED.
- 5.4 The Council will inform the successful contractor by **Friday 18 November 2022**.
- 5.5 Unsuccessful contractors will be notified by **Wednesday 23 November 2022**.
- 5.6 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.

6. Payment for the Works

Payment shall be on presentation of invoices on completion of the works.

7. Insurances Required

7.1 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.

7.2 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 Self-Binding Gravel Footpath

The Council requires a self-binding gravel path connecting the two ends of Thacka Beck Field (Tynefield Drive with Carleton Avenue A686). The linear distance is approx. 415 – 430metres. The path is to measure 2.5 metres wide.

The footpaths shall be constructed as follows:

- 9.1.1 Path base to be dug out to 150mm. Geotextile membrane laid and secured to cover base and sides. Sheets overlapped.
- 9.1.2 Type 1 granular subbase laid and compacted to max. 1:40 crossfall or 1:50 camber. Compacted to refusal using heavy vibrating roller. Type 1 subbase to be from certified source with structural and drainage capabilities.
- 9.1.3 Path surface formed from bound gravel laid to thickness of 50mm after compaction, using wacker or non-vibrating roller. Colour to be agreed with contractor, however locally sourced products preferred.
- 9.1.4 Following path construction verges built up to just below finished path level.

9.2 **Spoil / Topsoil**

For the purpose of this quotation two options are requested for pricing:

- 1. Removal of all spoil
- 2. Retention of spoil on site, to be deposited in agreed locations, levelled and overseeded.

9.3 Plinths and Street Furniture

Install 3No concrete plinths to accommodate new seats. Plinth dimensions length $3000 \text{mm} \times \text{midth } 1100 \text{mm} \times 100 \text{mm}$ depth.

Install 3No seats bolted to concrete plinths. **Seats to be supplied by the Council.**

10. Submission of Quotation

The Contractor shall submit the following documents:

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

11. Thacka Beck Field - Quotation Form

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

| | Description | Unit | Quantity | Rate | Total |
|---|---|-------|---|------|-------|
| 1 | Site Prelims including compound, welfare, and fencing. | Item | 1 | | |
| 2 | Self-binding gravel path (9.1) Items 9.1 to 9.1.4 | Per m | Per linear metre @ 2.5m width | | |
| | | Total | Total 415m x 2.5m wide | | |
| 3 | Spoil / Topsoil (9.2) | Th | 1 Demonstration and | | |
| | | Item | Removal of all spoil Retention of spoil on site, deposited, levelled and reseeded. | | |
| 7 | Plinths and Street Furniture | | Tootall 2No now concrete plinths | | |
| | (9.3) Install new concrete plinths for seats and install seats. | Item | Install 3No new concrete plinths 3000mm x width 1100mm x 100mm depth | | |
| | | | Install 3No Seats (bolted to concrete plinths) | | |

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: |

GDPR 2018 AND RECORD RETENTION:

Date:

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 |

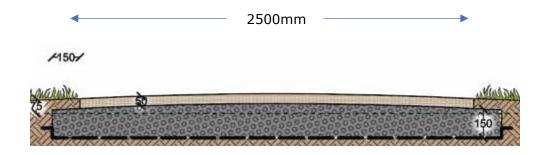
APPENDICES

- A Site Location Plan and Indicative Line of Path
- B Path Specification Drawing
- C Northern Gas Network Plan
- D Electricity Northwest Plan
- E United Utilities Plan

APPENDIX A - SITE LOCATION PLAN AND INDICATIVE LINE OF PATH (Green)



APPENDIX B - PATH SPECIFICATION



The footpaths shall be constructed as follows:

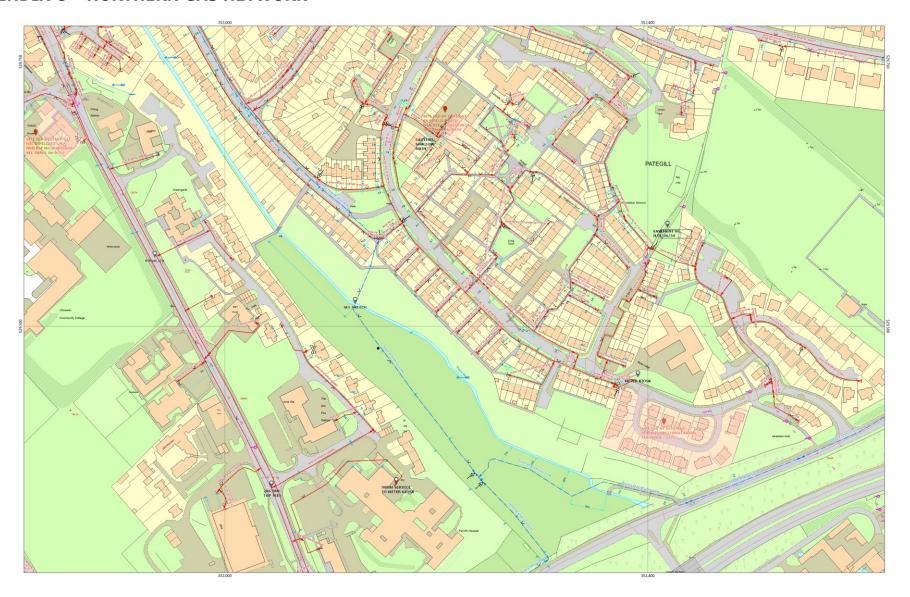
Path base to be dug out to 150mm. Geotextile membrane laid and secured to cover base and sides. Sheets overlapped.

Type 1 granular subbase laid and compacted to max. 1:40 crossfall or 1:50 camber. Compacted to refusal using heavy vibrating roller. Type 1 subbase to be from certified source with structural and drainage capabilities.

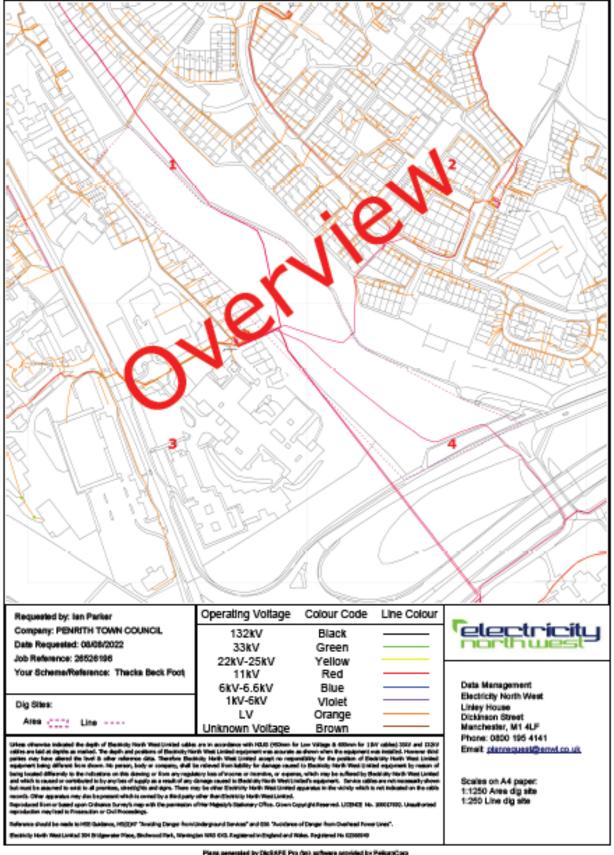
Path surface formed from bound gravel laid to thickness of 50mm after compaction, using wacker or non-vibrating roller. Colour to be agreed with contractor, however locally sourced products preferred.

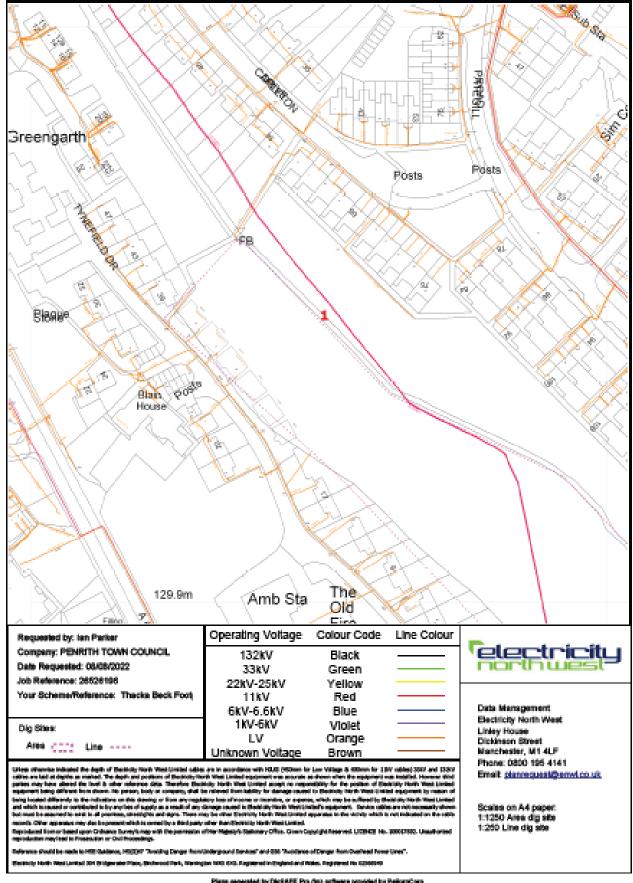
Following path construction verges built up to just below finished path level.

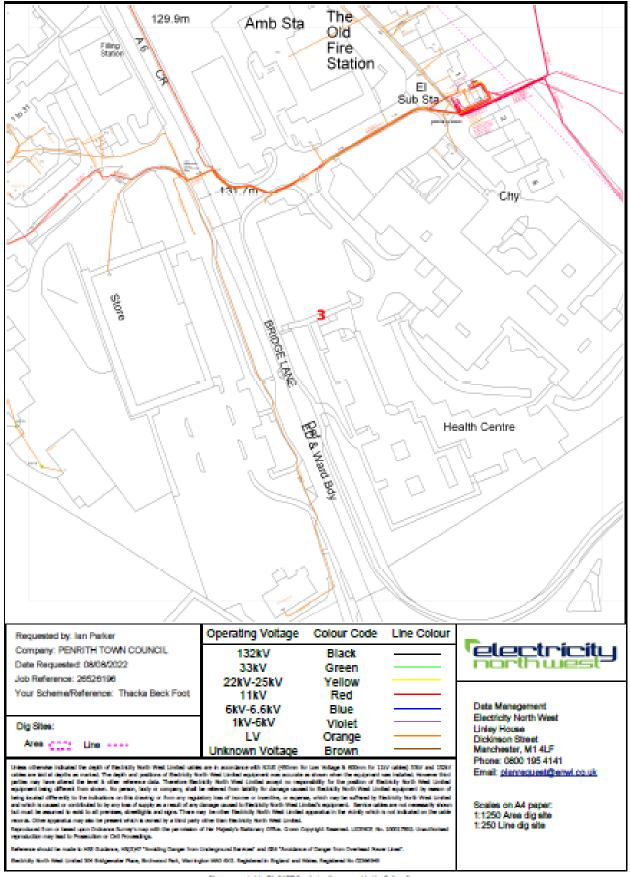
APPENDIX C – NORTHERN GAS NETWORK

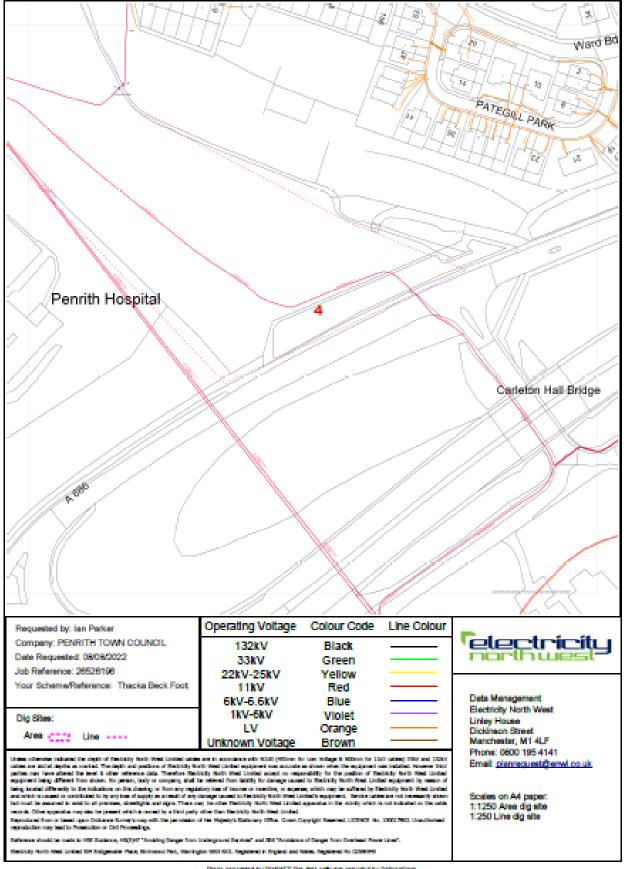


APPENDIX D - Electricity Northwest







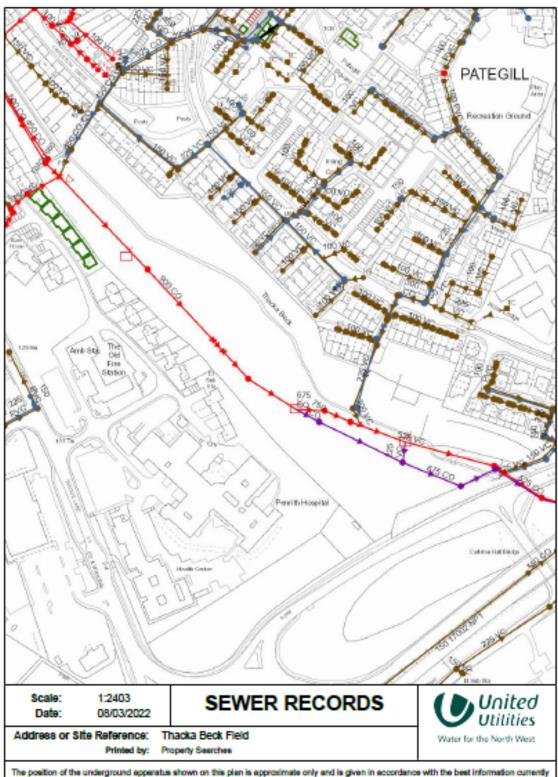


APPENDIX E - UNITED UTILITIES (WATER)



Wastewater Symbology





The position of the underground appeartus shown on this plan is approximate only and is given in accordance with the best information currently available. United Utilities Water will not accept liability for any loss or damage caused by the actual position being different from those shown.

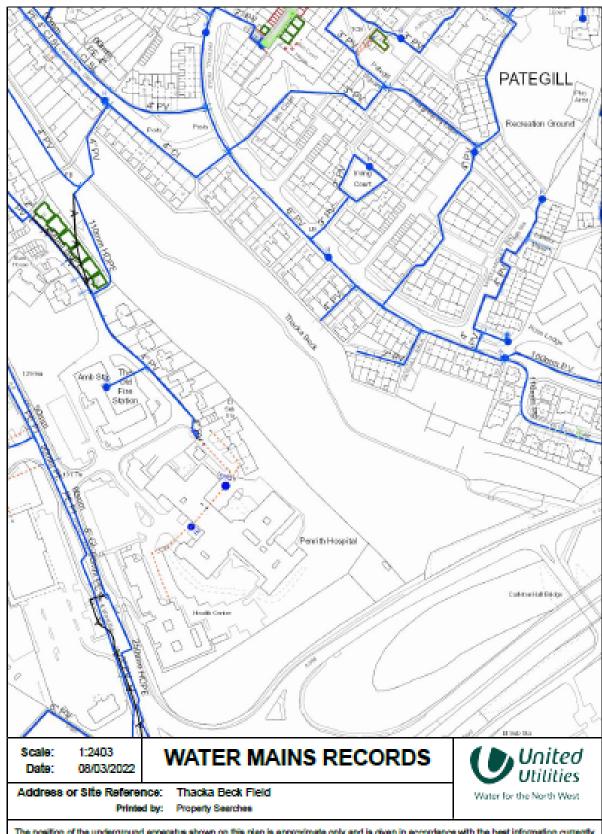
Crown copyright and database rights 2017 Ordnance Survey 100022432. Unauthorised reproduction will infringe these copyrights.



Clean Water Symbology



Symbology for proposed assets is the same as above, but shown in green Symbology for abandoned assets is the same as above, but shown in black



The position of the underground appearatus shown on this plan is approximate only and is given in accordance with the best information currently available. United Utilities Water will not accept liability for any loss or damage caused by the actual position being different from those shown.

Crown copyright and database rights 2017 Ordnance Survey 100022432. Unauthorised reproduction will infringe these copyrights.